

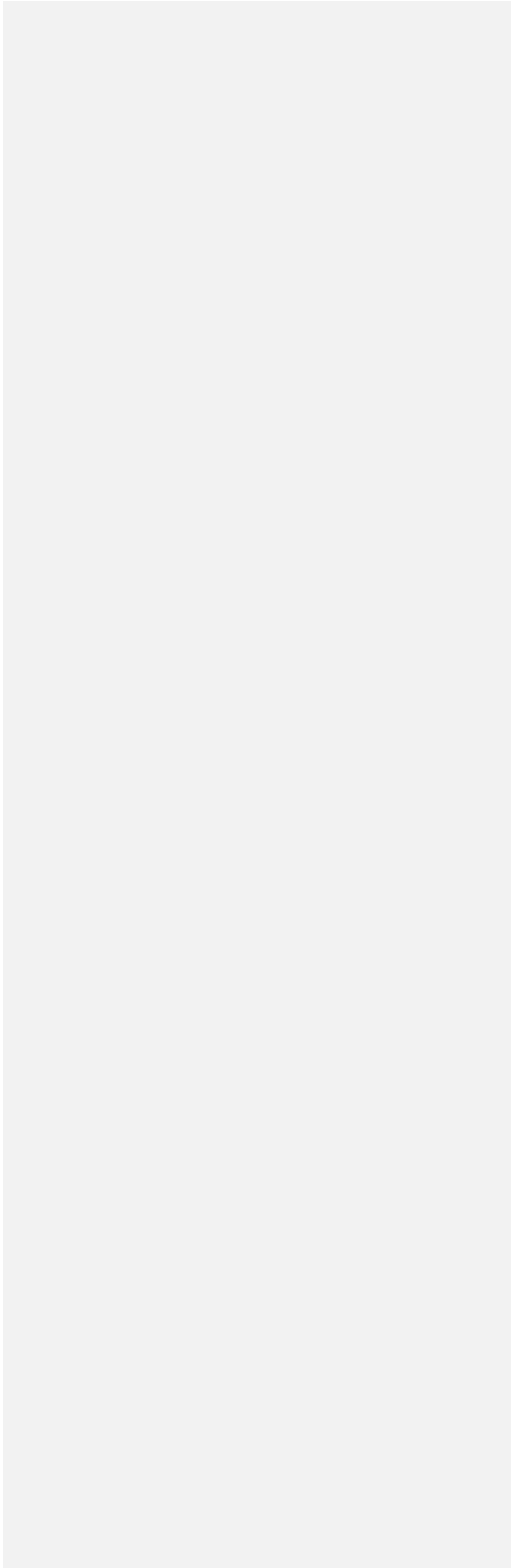


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**Capital Area of Texas Regional  
Advisory Council  
(CATRAC)**

**Organization Bylaws**

Approved **October 22, 2020** \_\_\_\_\_



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## ORGANIZATION BYLAWS

### Article I -- Name

These Bylaws govern the operations of the Capital Area Trauma Regional Advisory Council d/b/a Capital Area of Texas Regional Advisory Council (CATRAC). CATRAC is a 501(c)3, non-profit organization in accordance with the Texas Administrative Code, Title 25, Part 1, Chapter 157.

### Article II -- Mission / Vision

#### Mission --

~~To facilitate coordination amongst trauma and emergency healthcare providers within TSA-O to ensure the most efficient, consistent, and expedient care of each patient, by developing and maintaining integrated quality processes in patient care, transportation, education, and prevention. OPTION To reduce death/disability related to trauma, disaster and acute illness through implementation of a well-planned and coordinated regional emergency response system.~~

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~~OPTION To promote and coordinate a system of quality trauma, acute, and emergency healthcare and preparedness in central Texas.~~

#### Vision --

~~OPTION We will be the model regional trauma, disasterdisaster, and emergency healthcare system in the United States that results in the lowest risk-adjusted mortality for emergency healthcare conditions.~~

~~OPTION To be recognized as a leader for promoting quality trauma, acute, and emergency healthcare and preparedness.~~

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### Article III -- Purpose

Section 1. The purpose of this organization is to:

A. ~~A. — Serve as the lead agencies for the coordination and oversight of the healthcare preparedness program in Trauma Service Areas (TSA) L, M, N, and O and the Emergency Medical Task Force-7.~~

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B. ~~— Advance the state of health care and emergency preparedness within the counties of TSA-rauma Service Area (TSA)-O, as designated by the Texas Department of State Health Services (DSHS). This TSA includeswhich includes , but is not limited to, the following counties:~~

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~~Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, San Saba, TravisTravis, and Williamson Counties.~~

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C. ~~B. — Decrease morbidity and/or mortality that result from injury and illness.~~

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~~D.~~ C. Assist its member organizations and the CATRAC region to achieve the highest level of health care and emergency preparedness.

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~~E.~~ D. Encourage activities designed to promote cooperation between member organizations.

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~~F.~~ E. Improve funding of trauma care providers within the counties served by this Council.

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~~G.~~ F. Provide a forum to discuss regional health care issues and emergency preparedness.

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~~H.~~ G. Provide ongoing education regarding regional health care issues and emergency preparedness to our stakeholders.

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~~I.~~ H. Improve public awareness of the methods of accessing the trauma and health care system and preventing injury.

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~~J.~~ I. Support the process for inter-facility transfers from stabilization through rehabilitation.

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**Article IVH — Membership Qualifications**

**Section 1. General**

A. Members: A person or organization, in good standing with membership dues, that represents hospitals, emergency medical services providers, first responder organizations, fire departments, long-term care facilities, nursing homes, dialysis centers, government agencies, educational institutions and organizations that serve in enhancing the emergency and acute health care systems planning or disaster preparedness.

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1. ~~(1)~~ Membership dues are determined by the Board of Directors with approval by the General Membership.

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2. ~~(2)~~ Annual membership dues will be sent within 60-days of the fiscal year beginning. Annual membership dues must be paid by the beginning of the fiscal year and an updated Member Representative Information Form completed. New members joining during the fiscal year must pay dues in accordance with membership standards,

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3. ~~Failure to pay dues will result in loss of membership~~  
until such time as ~~any and all~~ delinquent fees or dues are fully  
paid, and all fees and dues are current.

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B. Each member organization has a designated representative and only the designee  
may vote as defined/selected by:

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1. Healthcare organization leadership (e.g., Vice President, Chief  
Executive, Operations, or Finance Officer, CEO, CFO, COO)
2. EMS/Pre-hospital provider leadership (e.g., agency EMS Chief,  
Director or County Judges)

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C. No person shall be denied membership based on race, national origin, disability,  
gender, sexual orientation, age, or religious preference.

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**Section 3. Membership Participation in CATRAC Activities**

~~A. All members are encouraged to be active participants, but the~~  
CATRAC reports ~~the active~~ participation of ~~EMS pre-hospital~~ providers,  
hospitals and first responder organizations to the Texas Department of State  
Health Services (DSHS) annually. ~~Participation may be used to determine~~  
~~eligibility for funding and other regulatory functions. Active membership is~~  
~~defined as:~~

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~~for funding eligibility and other regulatory functions. To be~~  
~~considered an active member, an organization in the CATRAC~~  
~~must:~~

1. ~~Payment of annual membership dues;~~
2. ~~Have their primary or alternate representative attend Member~~  
~~representative attendance of 75% of calendar year General~~  
~~Membership meetings; of Board of Director meetings.~~
3. ~~Committee Chairs must attend 75% of all Board of Director~~  
~~meetings.~~

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~~3. Respond to all queries (e.g., requests for data, survey responses,~~  
~~etc.) within the specified timeline as requested by the CATRAC~~  
~~staff or Executive Board/Board of Directors;~~

~~4. Submit trauma data to the Texas Trauma registry as required by~~  
~~DSHS timelines and guidelines;~~

4. ~~5. Have a representative from their organization Representation at~~  
~~attend 75% of meetings, of at least two the committees meetings~~

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a. Healthcare Facility – Emergency Healthcare System  
committee plus one other committee

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b. Pre-hospital provider agency – Pre-hospital committee plus

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207 ~~one other committee that are appropriate for the~~  
208 ~~organization's primary mission. For example, if the~~  
209 ~~organization is a pre-hospital agency, then a representative~~  
210 ~~must attend 75% of the calendar year pre-hospital~~  
211 ~~committee meetings. If the organization is a hospital and~~  
212 ~~has a trauma, stroke, neonatal, or maternal designation, then~~  
213 ~~a representative must attend 75% of the appropriate~~  
214 ~~committee's calendar year meetings.~~

215 5. Respond to all queries (e.g., requests for data, survey responses,  
216 etc.) within the specified timeline Submission of data to the Texas  
217 Trauma registry and CATRAC, as defined in committee  
218 expectations.

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220 Section 4. Resignation ~~and Removal~~ of Membership

222 A. A member who resigns in good standing may reapply for membership.

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226 B. Any member may be removed by a majority vote of the Board whenever, in its  
227 judgement, the best interests of the organization would be served.

230 Article IV -- ~~The Executive Board~~ Board of Directors

231 Section 1. ~~Members~~ Directors

232 The Board of Directors shall consist of the following member representatives:

233 ~~One (1) representative from each of the eleven TSA O counties county they represente County~~  
234 ~~Judge.~~

235 A. One (1) pre-hospital senior clinical representative from each county grouping below  
236 that either resides or works in the county they represent and has a nomination by the  
237 County Judge, or any County Commissioner.

- 238 1. Travis
- 239 2. San Saba / Llano
- 240 3. Burnet / Williamson
- 241 4. Hays / Blanco
- 242 5. Caldwell / Bastrop
- 243 6. Lee / Fayette

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247 A. B. One (1) system/division level clinical executive from each of the following  
248 healthcare systems:

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- 249 B. \_\_\_\_\_
- 250 A.1. Ascension Healthcare
  - 251 2. HCA St. David's Healthcare
  - 252 B.3. Baylor Scott & White
  - 253 C. \_\_\_\_\_

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254 In the event of a merger, acquisition, dissolution, or other action of

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one or more healthcare systems, the Board of Directors will change the allocation of hospital representation resulting in a Bylaw revision.

C. ~~Two~~ One (12) senior clinical representatives from independent hospitals (not listed above) or ~~and~~ other healthcare facilities (e.g.e.g., long-term care facilities, dialysis centers, nursing homes).

D. One (1) senior clinical representative from the air medical providers.

E. One (1) representative from the Hospital healthcare Preparedness Coalition representing the geography of the Emergency Medical Task Force Region 7.

F. Five (5) Executive Officers, as defined in Article VI.

Section 2. Board of Director Expectations

~~A. Executive Board~~ Board of Directors members shall serve for a minimum term of 23 years. ~~Ten Board Member terms shall expire in even numbered years and nine Board Member terms in odd numbered years. Elections will be held at the General Membership meeting in October of each year with terms for newly elected Board members commencing in January and terms shall be staggered.~~

~~Votes will be taken by ballot and the Executive Board~~ Board of Directors Officers will be allowed to break the tie.

A. Directors shall have one vote on action items. No proxy votes will be accepted. Executive Committee shall break tie votes of the Board of Directors.

B. Electronic voting may be utilized at the discretion of the Executive Director for items of a time sensitive and urgent nature. This means of voting requires a quorum and will only be used for urgent matters that require a vote outside of the regularly scheduled Board of Directors meetings.

C. ~~Outgoing Board members will attend the November and December meetings in order to encourage mentoring of the new Board members. Elected Executive Board~~ Board of Directors and Executive Committee must ~~Members must~~ comply with DSHS requirements for board members.

~~D. Each Executive Board~~ Board of Directors Member shall have one vote on Executive Board Board of Directors action items. ~~No proxy votes will be accepted.~~

E. Electronic voting may be utilized at the discretion of the Executive Director for items of a time sensitive and urgent nature. This means of voting requires a quorum and will only be used for urgent matters that require a vote outside of the regularly scheduled Executive Board Board of Directors meetings.

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~~F.D.~~ Resignations from the ~~Executive Board~~ Board of Directors must be submitted in writing or be given verbally in person at an ~~Executive Board~~ Board of Director's meeting. ~~(the minutes of the Board meeting must then reflect the verbal resignation).~~ A de facto resignation from the ~~Executive Board~~ Board of Directors automatically and immediately occurs when a ~~County Representative-Director~~ no longer meets the requirements ~~for for a County Representative membership~~ (Article ~~IV~~, Section 1A)).

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~~G.E.~~ Attendance: ~~Executive Board~~ Board of Directors members will ~~attend~~ a minimum of 75% of ~~scheduled Board of Directors meetings.~~ ~~The Executive Board~~ Board of Directors will review a Board member's ability to effectively serve on the board, if that Board member is unable to maintain participation in 75% of the meetings. Board members will receive monthly updates of meeting participation. Attendance will be reviewed by Board of Directors at each meeting.

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~~H.F.~~ Participation via conference call may be utilized due to unforeseen circumstances, and if a Board member is unable to attend in person; however, ~~request use of participation via conference calls are is~~ discouraged.

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~~I.G.~~ Vacancies filled mid-term will be up for election at the October General Membership meeting prior to the scheduled expiration term of that position.

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**Section 2. Duties of Executive Board Board of Directors Duties**

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~~A. A.~~ The regular business of the organization shall be handled during a meeting of the ~~Executive Board~~ Board of Directors.

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~~a.B.B.~~ The ~~Executive Board~~ Board of Directors shall direct the activities of ad-hoc committees and shall approve the proposals brought from ~~ad hoc~~ committees.

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~~b.C. C.~~ The ~~Executive Board~~ Board of Directors shall makes recommendations to the General Membership.

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~~e. D.~~ The ~~Executive Board~~ Board of Directors, no less than quarterly, ~~Administers~~ reviews and approves the operating ~~the~~ budget(s) and presents a financial report, which includes funds expended, planned expenditures, and remaining balance, and approves expenditures.

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~~D. d. E.~~ The ~~Executive Board~~ Board of Directors may appoint task forces or ad-hoc committees.

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~~e. F.~~ The ~~Executive Board~~ Board of Directors contributes to the agenda for the General Membership meeting and publishes the annual report.

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~~E. f. G.~~ The ~~Executive Board~~ Board of Directors conducts an annual review of the budget and financial operations and other duties assigned.

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~~g. H.~~ The ~~Executive Board~~ Board of Directors considers aspects of distribution on any state or funds obtained by CATRAC and recommend steps required of

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~~CATRAC to handle those funds.~~

~~h.F.I.—The Executive Board Board of Directors reviews the Internal Audit annually and acts, as needed.~~

~~i.G.J.—The Executive Board Board of Directors selects a bank for CATRAC to use which must be federally insured and located within the Trauma Service Area O.~~

**Section 3. Quorum**

A quorum for conducting the business of the Executive Board Board of Directors shall be not less than ~~ninten~~ of the ~~nineteen-seventeen~~ members physically present. A quorum must include ~~two (2)one Executive Committee Of officers, Executive Committee meeting should a quorum of at least three (3) Officers.~~

**Section 4. Standards of conduct.**

A. ~~A.—Liability. An Executive Board Board of Directors Member shall discharge the duties of their position in good faith, in a manner the Executive Board Board of Board of Directors Member reasonably believes to be in the best interest of the organization, and with the care an ordinary prudent person in a like position would exercise under similar circumstances. A person who so performs those duties is not liable by reason of being or having been an Executive Board Board of a Directors Member of the organization.~~

B. ~~B.—Reliance. An Executive Board Board of Directors Member isare~~ entitled to rely on information, opinions, ~~reportsreports~~, or statements, including financial statements and other financial data, in each case prepared or presented by:

~~a.—~~  
1. ~~(1) One or more officers or employees of the organization whom the Executive Board of Directors Member reasonably believes to be reliable and competent.~~

~~b.—~~  
2. ~~(2) Counsel, public accountants, or other persons as to matters that the Executive Board Board of Directors Member reasonably believes are within the person's professional or expert competency.~~

~~c.—~~  
3. ~~(3) A committee of the board that has been duly appointed whom the Executive Board Board of Directors Member reasonably believes the committee to merit confidence.~~

~~B.C. C.—Assent/dissent. An Executive Board Board of Directors Member who is present at a meeting of the board Board of Directors meeting when an Action is approved by the affirmative vote of a majority of the Executive Board Board of Directors Members present is presumed to have assented to the action approved, unless the Executive Board Board of Directors Member Director:~~

~~d.— (1) Objects at the beginning of the meeting to the transaction of business because~~

1. Objects at the beginning of the meeting to the transaction of business

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403 because the meeting is not lawfully called or convened and does not  
404 participate thereafter in the ~~meeting~~ meeting.

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405 a. —  
406 2. — (2) Votes against the action at the meeting; or

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407 b. —  
408 e.3. — (3) Is prohibited from voting on the proposal or elects to abstain  
409 from voting

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410 d.  
411 ~~C.D. D.~~ Limitation of liability. ~~A An Executive Board~~ Board of Directors  
412 Member's personal liability to the organization for monetary damages for breach of  
413 fiduciary responsibility is limited to the scope of the articles. However, the following  
414 actions do constitute reasons for liability on the part of the ~~Executive Board~~ Board of  
415 Directors Member Director:

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416 a. — (1) Breach of the ~~Executive Board~~ Board of Directors  
417 Member's Director's duty to the organization.

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418 1. —  
419 (2) Acts or omissions not in good faith or that involve  
420 intentional misconduct or  
421 a known violation of law.

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422 2. Acts or omissions not in good faith or that involve intentional  
423 misconduct or a known violation of law.

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424 3. — (3) For any transaction from which the ~~Executive~~  
425 Board Board of Directors Member Director derived an improper  
426 personal benefit.

427 b. —  
428 e.4. — (4) For any act or omission occurring prior to the date  
429 when provision in the article eliminating or limiting liability  
430 becomes effective.

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432 ~~D.E. E.~~ Directors An Executive Board Board of Directors Member who does  
433 not do not comply with assigned responsibilities may be relieved of office by a  
434 majority vote of the ~~Executive Board~~ Board of Directors, in accordance with  
435 Vernon's Texas Civil Statute Title 32 Chapter 9. The Chair, with the approval of the  
436 ~~Executive Board~~ Board of Directors, shall make appointments for a replacement.

437  
438 **Article VI — Executive Committee Officers — Officers**

440 ~~Section 1.~~ There shall be the following elected ~~o~~ Officer positions of the ~~Executive Board~~ Board of  
441 Directors, known as the Executive Committee:

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- 443 A. A. — Chair
- 444 B. B. — Vice Chair - Pre-hospital
- 445 B.C. Vice Chair - Hospitals
- 446 C.D. C. — Secretary
- 447 D.E. D. — Treasurer

448  
449  
450 **Article VII. Elections of Officers**

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Elections will be held as the final business action in the last meeting of the fiscal year. Should both Board of Directors and Officer positions have elections, the Officer elections shall occur first.

**Section 1. Board of Director Elections**

A. A. Nominations for ~~Executive Board~~ Board of Director positions ~~Officers~~ shall be made by the ~~Executive Board~~ Board of Directors General Membership representatives, who are in good standing, members at an appropriate ~~Executive Board~~ Board of Directors meeting. ~~Officer positions shall be elected by the Executive Board~~ Board of Directors.

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B. Election shall be by ballot. A simple majority vote shall be required for election to the Board of Directors.

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**Section 2. Officer Elections**

A. A. Officers, as defined in Article VI, Section 1, shall be appointed and elected by the Board of Directors.

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~~A. B. Election shall be by ballot.~~ A simple majority vote shall be required for election to ~~o~~Office.

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**Section 3. Terms of Office**

A. Directors shall serve a minimum term of 3-years and terms shall be staggered.

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B. Term of Office. The officers ~~Directors~~ shall be elected for a ~~3-year term~~ term of one (1) year at the December meeting of each year. The Vice Chair automatically ascends to the position of Chair if, for whatever reason, the Chair is unable to fulfill their duties, completing the unexpired term.

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- ~~Rotation A:~~

- a. Pre-hospital positions for Travis County, and Hays/Blanco County
- b. Healthcare System position for Ascension Healthcare
- c. Independent hospitals or other healthcare facilities position

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- ~~Rotation B:~~

- a. Pre-hospital positions for San Saba/Llano County, and Caldwell/Bastrop County
- b. Healthcare System position for HCA St. David's Healthcare
- c. Air Medical Provider position

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- ~~Rotation C:~~

- a. Pre-hospital positions for Burnet/Williamson County, and Lee/Fayette County.
- b. Healthcare System position for Baylor, Scott & White
- ~~c. Healthcare Preparedness Coalition position~~

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A. C. Term Limit: Elected officers shall take office at the January meeting. No officer shall serve more than four (4) consecutive one year terms. Fulfilling an interim

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~~appointment is not considered part of the term limit. Directors may succeed themselves. Directors serving more than 50% of a term shall be considered as having served a full term for that position.~~

**Section 4.**

~~A. Transition of Administration. There shall be a meeting of the Executive Board of Directors following installation of the Officers. It should include the outgoing and incoming officers. Upon the introduction of new business, the charter, and files are turned over to the newly installed Chair, who then becomes the presiding officer.~~

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**Article VIII. Duties of Officers**

**Section 1.** The Chair shall:

- A. ~~A. Preside at all meetings of the General Membership and Executive Board of Directors of the organization and at any special called meetings.~~
- B. ~~B. Appoint the Committee chairs for Standing Committees and ad-hoc committees or workgroups with the approval of the Executive Board of Directors and considering recommendations from Committees membership and/or the Executive Director / Chief Executive Officer.~~
- C. ~~C. Appoint ad-hoc committees as needed with the approval of the Executive Board of Directors.~~
- C. ~~D. Make interim appointments, as needed, with the approval of the Executive Board of Directors.~~
- D. ~~E. May sign Review all contracts with the signed by the Executive Director, after approval of the Executive Board of Directors.~~
- E. ~~F. Is permitted to sign checks along with the signature of one other Executive Board of Directors Officer.~~
- F. ~~G. The immediate past chair is expected to assist with the transition of the new board Chairman during succession to with helping to maintain continuity of the position.~~

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**Section 2.** The Vice Chairs shall:

- A. ~~A. Perform the duties of the Chair, during an absence of Chair.~~
- B. ~~B. Perform such duties as are assigned by the Chair.~~
- C. ~~C. Is permitted to sign checks along with the signature of one other Executive Board of Directors Officer.~~

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**Section 3.** The Secretary shall:

- ~~A. A.~~ Determine if a quorum is present.
- ~~B. B.~~ Record, review, and present the minutes of all proceedings of the board and membership meetings.
- ~~C. C.~~ Board of Directors.
- ~~D. D.~~ Handle the correspondence of the organization in absence of agency staff.
- ~~E. E.~~ Is permitted to sign checks along with the signature of one other Executive Board/Board of Directors Officer.

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**Section 4.** The Treasurer shall:

- A. Monitor collection and disbursement of funds of the organization as directed by the Executive Board/Board of Directors.
- B. Present monthly budget and financial reports to the Executive Board/Board of Directors.
- ~~B. B.~~ and General Membership.
- C. Treasurer must be bonded upon receipt of funding.
- D. Is permitted to sign checks along with the signature of one other Executive Board/Board of Directors Officer.

**Article VIII. Removal of an Officer**

~~Section 1. An officer who does not comply with assigned responsibilities may be relieved of office by a majority vote of the Executive Board/Board of Directors in accordance with Vernon's Texas Civil Statute Title 32 Chapter 9. The Chair with the approval of the Executive Board/Board of Directors shall make appointments for a replacement.~~

**Article IX. Committees**

**Section 1.** It is recommended that each Standing Committee shall have at least one physician representative, one emergency medical service representative, and one hospital representative.

**Section 2.** No member organization shall have more than one vote per action item in standing committee meetings, ad-hoc committee meetings, or workgroup meetings.

**Section 3.** Each committee will have representation from an Executive Board/Board of Directors Member present at committee meetings. Committee Chairs will be appointed by the Executive Board/Board of Directors Chair with approval by the Executive Board/Board of Directors from recommendations from Committee

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~~members and/or the Executive Director.~~ The committee chairs may select ~~additional the~~ members of their committees. Committee Chairs are encouraged to attend GETAC meetings which correlate with their respective committee. Committee Chairs shall provide a committee report quarterly at the CATRAC ~~General Membership~~Board of Directors meetings ~~and provide a report to the Executive Board~~Board of Directors every month.

**Section 4.** A Committee Chair who does not comply with assigned responsibilities may be relieved of office by a majority vote of the ~~Executive Board~~Board of Directors in accordance with Vernon's Texas Civil Statute Title 32 chapter 9. ~~The Executive Board~~Board of Directors Chair, with the approval of the ~~Executive Board~~Board of Directors, shall make appointments for a replacement.

**Section 5.** CATRAC Committees will driver stakeholder engagement and participation towards the goals and deliverables of the organization, as outlined in program deliverables, programmatic contract objectives, DSHS RAC Assessment guidelines, and Board of Director taskings. The Standing Committees are:

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**A. ~~A.~~ Data Committee**

Responsibilities of the committee include:

- Focus on performance improvement through data standards in collection, analysis, and outcome education
- Develop and maintain data governance process and framework intended to guide data usage and quality
- Establish and promote minimal membership data submission requirements that promote regional healthcare priorities
- Analysis data to provide stakeholder feedback on established regional minimal standards

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**B. ~~B.~~ Education / Injury Prevention**

Responsibilities of the committee include:

~~Responsibilities of the committee include:~~

- Facilitate educational opportunity for ~~CATRAC~~ members based upon committee and Board goals, as well as DSHS RAC Assessment Criteria focused on CATRAC core objectives and vision
- Receive and review educational and training opportunities presented to the committee
- Provide a resource/calendar of educational offerings for ~~CATRAC~~ members
- Provide education scholarships/sponsorships/subsidizations for ~~CATRAC~~ members based on application, need and funding availability
- Plan, organize and implement training programs based on ~~CATRAC~~ needs or organizational goals and funding availability
- Collect and review injury data and literature to support evidence

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- based/informed prevention strategies
- Establish, monitor, and effectively communicate an approach to address injury risks
- Communicate availability and/or host training and professional development opportunities
- Develop recommendations for allocation of resources/funds to support evidence based/informed injury prevention and education strategies
- Collaborate with staff to ensure responsible stewardship of evidence based/informed injury prevention

C. B. Pre-hospital Committee

Responsibilities of the committee include:

Responsibilities of the committee include:

- Focus on performance improvement of prehospital response, treatment, and transport, as well as DSHS RAC Assessment Criteria
- Monitor and develop regional systems for patient care and transport among pre-hospital care providers (including ground and air medical providers) and ground EMS)
- Enhance relationships with regional healthcare partners to efficiently maintain continuity care for patients
- Develop common communications criteria, including patient report and handoff in the region
- Develop and review annually regional guidelines for pre-hospital care
- Development of plans for pre-hospital care using Whole Blood

D. Injury Prevention

Responsibilities of the committee include:

- Collect and review injury data and literature to support evidence based/informed prevention strategies for the TSA-O region
- Establish, monitor, and effectively communicate an approach to address injury risks prevalent in the TSA-O region
- Communicate availability and/or host training and professional development opportunities specific for injury prevention professionals in the TSA-O region
- Develop recommendations for allocation of resources/funds to support evidence based/informed injury prevention strategies for the TSA-O region
- Collaborate with CATRAC staff to ensure responsible stewardship of evidence based/informed injury prevention projects and related funds for the TSA-O region

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E. Stroke Committee

Responsibilities of the committee include:

- Review and maintain the written plan for regional triage and transfer of stroke patients to appropriate facilities
- Create a stroke registry for regional data collection.
- Maintain a system to provide education to pre-hospital and emergency healthcare providers with updates of the availability and advances in stroke care
- Enhance community awareness of early recognition of stroke through educational resources

F.D. Capital Area Public Health & Medical Preparedness Coalition

Responsibilities of the committee include:

Responsibilities of the committee include:

- Coordinate regional disaster / emergency preparedness and response through collaboration with regional HPP stakeholders and state partners
- Facilitate and promote disaster / emergency planning, training, and education in region with regional HPP partners and stakeholders
- Promote consistency throughout the HPP region with regard to regarding equipment and response needs
- Identify opportunities to leverage funding among regional partners to maximize preparedness and response efforts
- Establish and promote 7-RMOC-Austin/Central Texas Standard Operating Guidelines

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G.E. Trauma & Trauma-Emergency Health Systems Committee & Operations

Responsibilities of the committee include:

- Review regional process and make recommendations to accomplish DSHS RAC Assessment Criteria

Responsibilities of the committee include:

- Focus on regional performance improvement for trauma, stroke, cardiac, perinatal, and emergency healthcare operations
- Provide ongoing performance assessment and improvement activities

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designed to optimize patient care (i.e., education, injury patterns, and specialty care).

- Create and document (as written the Emergency Healthcare Systems Plan) an organized emergency healthcare-trauma care system within the CATRAC Region to provide optimal care and outcomes for all trauma patients.
- To optimize patient outcomes and system efficiencies for field transport and inter-facility transfers.
- Develop system performance standards through shared quality and improvement data and processes
- Enhance and maintain regional and state relationships for collaboration, updates, and advances on optimal patient care
- Advise and promote consistency and best practices
- Distribute and communicate pertinent information to other committees
- Oversee Trauma Workgroup
- Oversee STEMI Workgroup
- Oversee Stroke Workgroup
- Oversee Emergency Department Operations Workgroup

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- Provide ongoing performance assessment and improvement activities designed to optimize trauma patient care (i.e. education, injury patterns, and specialty care).
- To optimize patient outcomes and system efficiencies for field transport and inter-facility transfers.
- To distribute and communicate pertinent information to other committees within the RAC.
- Oversee

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Perinatal Workgroup

- Responsibilities of the committee include:

Develop system performance standards through shared quality and improvement data and processes

Advise and promote consistency and best practices for perinatal care

Enhance and maintain regional and state relationships for collaboration, updates, and advances on optimal perinatal care

**Section 65.** Ad-hoc committees/workgroups shall be appointed, as needed, by the Chair with

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~~the approval of the~~Chair of the ~~Executive Board~~Board of Directors.

**Article X. Meetings**

**Section 1.** Meetings of the ~~Executive Board~~Board of Directors will be held ~~monthly~~quarterly. Notice of such meetings shall be given to ~~the each~~ General Membership ~~before the meeting~~not less than 30-days prior to the meeting. ~~It is the responsibility of the county representatives on the Executive Board~~Board of Directors ~~to assist in notifying the General Members in their respective counties of upcoming meetings and information related to the purpose of CATRAC.~~

**Section 2.** ~~The Chair~~Any Officer ~~may call a special meeting~~special meeting of the ~~Executive Board~~Board of Directors ~~or General Membership~~. Upon written notice of all ~~Executive Board~~Board of Directors members, the Chair ~~or an Officer~~ shall call a meeting. Notice of special meetings shall be provided to the General Members at least 7-days in advance. ~~It is the responsibility of the county representatives on the Executive Board~~Board of Directors ~~to notify the General Members in their respective counties.~~

**Section 3.** ~~General Membership meetings shall be held quarterly during the months of January, April, July, and October. The October meeting shall be designated as the annual meeting for the purpose of elections, bylaw amendments, etc.~~

**Section 3.4.** All meetings will be conducted according to Robert's Rules of Order.

**Article XII. Alternative Dispute Resolution**

Any actual entity, be that a provider or individual representing a provider, service or hospital that is aggrieved in connection with any CATRAC rule(s) in accordance with its Bylaws, ~~trauma~~emergency healthcare system plan, ~~guidelines~~guidelines, or protocols; action(s) or any situation or circumstance causing dissention or aggravation, may formally protest to the CATRAC ~~of TSA~~ ~~Θ~~.

**Section 1.** A formal protest must be written, with date and signature of protestor(s), addressed and delivered to the ~~CATRAC Director~~Chief Executive Officer.

**Section 2.** Copies of the protest will be mailed or delivered by the ~~CATRAC Director~~Chief Executive Officer upon receipt of the written protest for the purpose of establishing full disclosure of the situation or circumstance, and for ~~making~~preparationspreparing for a formal hearing to address such protest for resolution if deemed necessary. A formal protest must contain:

**A.** A specific and objective identification or statement of the aggravating situation or circumstance that the protested action is alleged to have been or is in violation of.

**A.**

**B.** A specific and objective description of each act alleged to have been violated or aggravated the protestor(s).

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C. The aggrieved party's argument(s) and authorities on support of the protest.

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D. Describe the relief/decision to resolve the matter.

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**Section 3.** The ~~CATRAC Director of TSA~~ Chief Executive Officer shall have the authority to settle and resolve the dispute to the ~~Executive Board~~ Board of Directors or Committee with ample and appropriate selection of all parties necessary to resolve the dispute.

**Section 4.** The ~~Executive Board~~ Board of Directors or Committee may solicit written responses to the protest from the interested parties. If the protest/dispute is not resolved by mutual agreement, the Committee will issue a written determination of the protest, within thirty (30) days of receipt of all the pertinent data.

A. If the Committee determines that no violation of rule(s) in accordance with its ~~Bylaws, trauma-emergency healthcare~~ system plan, ~~guidelines~~ guidelines, or protocols; action(s) or inactions(s), or any situation or circumstance causing dissention or aggravation has occurred, it shall so inform the protesting party or parties by letter, which sets forth the reasons for the determination.

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~~A.~~

B. If the Committee determines that a violation of the rule(s) on accordance with its bylaws, trauma system plan, ~~guidelines~~ guidelines, or protocols; action(s) or inaction(s), or any situation or circumstance causing dissention or aggravation has occurred, it shall so inform the protesting party or parties by letter, which sets forth the reasons for the determination and the appropriate remedial action(s).

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**Section 5.** An aggravated party or parties may appeal the determination by the Committee. An appeal must be submitted to ~~the Department of State Health Services (DSHS), Health Quality Section no later than ten (10) working days after the Committee's determination, at the following address:~~ A party or parties may appeal the determination by the group and ask for the issue to be brought before the Members for final determination. The party or parties have no later than ten (10) working days after the determination to submit the request for secondary review. The request must be submitted to the following address or to such other address posted on the Organization's website:;

~~Department of State Health Services~~ Capital Area of Texas Regional Advisory Council  
~~Health Care Quality Section~~ 4100 Ed Bluestein Blvd  
~~1100 West 49<sup>th</sup> St,~~ Suite 200  
~~Austin, TX 78756-3199~~ Texas 78721

~~The appeal shall be limited to review of the Committee's determination. The appeal must be mailed or delivered by the appealing party or parties to DSHS, Health Care Quality Section, and must contain an affidavit that copies of the appeal have been mailed or delivered by the appealing party or parties to the CATRAC Director. In the event the appeal is not timely delivered to the office of Health Care Quality, the appeal will not be considered and the appealing party or parties will be so notified in writing.~~

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**Section 6.** The DSHS, Health Care Quality Section shall review the Committee's determination and the appeal in order to provide assistance and resolution to the aggravation. The Health Care Quality Section shall issue a written decision on the protest, which decision is final and not appealable appeal to the Members will be limited to the original determination. The appeal must be mailed or delivered in a timely manner. I the event the appeal is not timely in delivery, it will not be considered. If not considered, the parties will be notified in writing.-

**Article XIII. Other Provisions**

**Section 1. Staff**

**A. Executive Director / Chief Executive Officer** – The Board shall be responsible for appointing a qualified individual to serve as the Chief Executive Officer of the organization. The Chief Executive Officer shall serve at the will of the Board and shall receive such compensation as may be fixed by the board from time to time. The Chief Executive Officer shall be responsible for the general and active management of the business and affairs of the organization and shall see that all orders and resolutions of the Board of Directors and Executive Committee are carried into effect. The Chief Executive Officer shall perform such other duties and have such other authority and powers that are not expressly reserved to the Board, Executive Committee, or other committee as necessary to fulfill the purposes of the organization. The Executive Committee, acting through the chairman, shall be responsible to perform the evaluation of the Chief Executive Officer.

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**B. Other Staff** - The Chief Executive Officer shall have the authority to appoint staff members as necessary for the efficient operation of the organization and may provide for temporary appointments to the staff if warranted by circumstances, subject to the annual budget.

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**Section 2. Miscellaneous**

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**A. Legal Authorities Governing Construction of Bylaws** - These bylaws will be construed in accordance with the laws of the state of Texas. All references in the bylaws to statutes, regulations, or other sources of legal authority shall refer to the authorities cited, or their successors, as they may be amended from time to time.

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**B. No Cumulative Voting** - Cumulative voting is prohibited.

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**C. Legal Construction** - If any provision of these bylaws is held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceable it shall not affect any other provision, and these bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in these bylaws. In the event of a conflict among the provisions of these bylaws, these bylaws shall be interpreted in a manner that allows the organization to maintain its status as a recognized Regional Advisory Council.

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D. **Limitation of References** - All references to corporations, partnerships, associations, organizations, entities, bodies politic, institutions, facilities, and the like shall be to one representative designation by such person or entity, or two one representative selected in accordance with these bylaws.

E. **Fiscal Year** - The fiscal year of the organization shall be the first day of January and end on the last day of December of each year.

F. **Proxies** - Voting by proxy is prohibited

G. **Headings** - The headings and paragraph numbers used in these bylaws are used for the convenience only and shall not be construed in constraining the terms of the bylaws.

H. **Gender** - Whenever the context requires, all words in the bylaws in the male gender shall be deemed to include the female or neutral gender, all singular word shall include the plural and all plural words shall include the singular.

I. **Seal** - the board may provide for a corporate seal.

J. **Power of Attorney** - The person may execute any instrument related to the organization by means of a power of attorney if any original executed copy of the power of attorney is provided to the secretary of the organization to be kept with the official records.

K. **Parties Bound** - These bylaws shall be binding upon and then nearer to the benefit of the organization, directors, officers, and members

**Article XIV~~III~~. Amendments**

Proposed amendments and revisions must be submitted to the Executive Director for consideration and recommendation to the ~~Executive Board~~Board of Directors. Copies of proposed amendments shall be given to the ~~Executive Board~~Board of Directors in writing prior to the next quarterly meeting. The Bylaws may then be adopted, amended, or revised by an affirmative vote of two-thirds (2/3) of the members of the Voting Membership present at the next quarterly meeting designed for that purpose.

**Section 1.** — The Bylaws and system plan shall be reviewed, amended, and/or revised annually.

New:	Reviewed:	Revised:	Approved:	By:	Reference:
10-1993				General Membership	
		10-26-06		General Membership	
	10-2007			Bylaws Committee	
		01-24-08	01-24-08	General Membership	
	10-23-08	10-23-08		Bylaws Committee	
			10-23-08 with approved revisions pending	General Membership (GM)	
		10-27-08 per GM	10-23-08	Executive Director	
	03-01-09			Executive Director	
	07-22-10			Bylaws Committee	

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		10-28-10	10-28-10	General Membership	Art.III Sec. I A(2)
	June-October 2011	June-October 2011		Bylaws Committee	
	10-27-11		10-27-11	<del>Executive Board</del> Board of Directors/General Membership	
	10-02-2012	10-02-2012		Bylaw Committee	
	1-24-2013		1-24-2013	<del>Executive Board</del> Board of Directors/General Membership	
	9-9-2013	9-9-2013		Bylaws Committee	
			10-24-2013	<del>Executive Board</del> Board of Directors/General Membership	
	September 2015			Executive Director & <del>Executive Board</del> Board of Directors Members	
	9-21-2016	9-21-2016		<del>Executive Board</del> Board of Directors	
			10-27-2016	<del>Executive Board</del> Board of Directors/General Membership	
		10-26-2017	10-26-2017	<del>Executive Board</del> Board of Directors/General Membership	
	11-29-18		11-29-18	<del>Executive Board</del> Board of Directors/General Membership	
		10-31-19	10-31-19	<del>Executive Board</del> Board of Directors/General Membership	GM meeting minutes
	10-22-2020		10-22-2020	General Membership	
	<u>10-28-2021</u>			<u>General Membership</u>	<u>Entire Document</u>

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