

**GEORGIA COMMITTEE on TRAUMA EXCELLENCE
BYLAWS**

ARTICLE I. NAME OF ORGANIZATION

The organization referred to in this document is the Georgia Committee on Trauma Excellence, hereinafter referred to as "GCTE."

ARTICLE II. AUTHORITY

The Georgia Trauma Care Network Commission recognized the GCTE as a standing subcommittee of the Georgia Trauma Care Network Commission as provided by Article VII of the Georgia Trauma Care Network Commission in 2009.

**ARTICLE III. MISSION OF THE GEORGIA COMMITTEE on
TRAUMA EXCELLENCE**

The mission of the GCTE is to ensure collaboration with and coordination of mutual work toward developing an inclusive statewide trauma system in Georgia.

ARTICLE IV. MEMBERSHIP

Membership in the GCTE is open to all current hospital healthcare providers involved in trauma care and/or with an interest in trauma care.

Responsibilities of Membership:

1. The GCTE shall meet upon the call of the Chair or upon the request of three members.
2. Members will prepare by having reviewed the draft agenda, and the minutes from the previous meeting. Members are encouraged to be involved in subcommittee activities.

ARTICLE V. OFFICERS

Officers: There are four officer positions on the GCTE each with a term of two years. These are the Chair, Vice-Chair, current GTCNC member and immediate past Chair. The GTCNC member shall be a Trauma Program Manager and/or Trauma administrator. In the temporary absence of the Chair, the Vice-Chair shall assume the duties of the Chair and conduct the GCTE meeting.

The Chair shall be the chief executive officer of the GCTE; and shall conduct its correspondence. In addition, the Chair shall be a Trauma Program Manager and/or trauma administrator representing a Georgia hospital with Level I, II, or III state designation.

Officers' duties and roles include:

a. Chair:

- i. Determine that a quorum is present.
- ii. Open the meeting at the specified time by calling the members to order.
- iii. Announce the business of the GCTE and the order in which it will be considered.
- iv. Acknowledge members/guests who are scheduled to speak relevant to a specific agenda item.
- v. State all motions and put them to vote.
- vi. Announce the results of all votes.
- vii. Ensure that discussions proceed in an orderly fashion.
- viii. Enforce decorum.
- ix. Inform the participants about a point of order or specific parliamentary practice when requested.
- x. Declare the meeting adjourned when all business has been concluded.
- xii. Establish subcommittees and appoint members as needed
- xiii. In conjunction with the other officers, the Chair shall be responsible for serving as a resource to all subcommittees.
- xiv. At the end of the two (2) year term, the Chair will serve as immediate past Chair of the GCTE.
- xv. Shall ensure proper notice of meeting is provided.

b. Vice-Chair: The Vice-Chair shall serve as Chair in the temporary absence of the Chair. The Vice-Chair will assist the Chair with his/her duties and responsibilities and assist with subcommittee responsibilities as determined by the Chair.

c. Elections to Vice-Chair and Secretary: Elections are bi-annual based upon nominations from the members of the GCTE at the designated annual meeting.

Voting may be by secret ballot. A majority vote by the members present at the bi-annual

meeting, where there is also a quorum determined, is required to elect a member to an officer position.

d. Term of Office: The Vice-Chair position is effective following the election of position. The Vice-Chair shall serve for a term of two (2) years beginning at the annual meeting of the GCTE.

e. Any officer may be removed from office by a two-thirds majority vote of the entire GCTE for failure to comply with duties as defined. The Vice-Chair shall assume duties of the Chair at the end of the two year term. In the event the Vice-Chair declines and/or is unable to serve in the Chair position, there will be an election of a Chair via the process as defined in Article V. d.

f. Executive Committee shall be comprised by the officers and Chair Emeritus of the GCTE.

NOTE: Secretary: The Secretary or designee-or an alternate approved by the Executive Committee, shall be responsible for the recording of notes and ensuring written minutes are developed for each GCTE meeting. The Secretary shall submit approved minutes to the Executive Director of the GTCNC. The secretary is not a voting member of the GCTE executive committee.

ARTICLE VI. MEETINGS

The GCTE shall hold quarterly regular meetings of the entire GCTE.

With the approval of the Chair, any GCTE member who cannot attend a meeting of the GCTE may participate in such meeting by speaker telephone communication when technology is available. The member shall give the Chair advance notice that the member desires to participate in a meeting by speaker telephone. The speaker telephone shall be positioned so that all persons in the room where the meeting is held and the GCTE member or members communicating by speaker telephone can hear and speak to each other. The GCTE member or members participating in a meeting of the GCTE by speaker telephone communication shall be counted present at the meeting for all purposes.

ARTICLE VII. SUBCOMMITTEES

Standing subcommittees include the following:

- Performance Improvement
- Registry

- Injury Prevention
- Emergency Preparedness
- Resource Development Continuum
 - Special Projects
 - Specialty Care
- Education
- Pediatric Trauma

Subcommittee chairs will be appointed by the Executive Committee, which is comprised of the officers, of the GCTE. Members in GCTE are open to subcommittee appointment. Chairs shall serve for a term of two (2) years beginning in January of even years

ARTICLE VIII. QUORUM

1. A quorum shall consist of a simple majority of voting GCTE members present at a properly called GCTE meeting.
2. Voting members are limited to no more than ten (10) members representing the state of Georgia designated level trauma, burn or specialty centers and identified as the Subcommittee Chairs in addition to the Executive Committee.
3. Generally accepted rules of parliamentary procedures shall be followed.

ARTICLE IX. AMENDMENT OF BYLAWS

Proposed amendments of the bylaws shall be sent to the GCTE voting members at least fourteen (14) days prior to the meeting. A majority vote of the GCTE voting members is needed to amend these bylaws.

Amended, approved and adopted by the Georgia Committee on Trauma Excellence on November 17, 2016.



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Chair, Georgia Committee on Trauma Excellence