

**Governor's EMS and Trauma Advisory Council**  
**Procedural Rules**  
**11/22/2004**

**Council Name** - Governor's EMS and Trauma Advisory Council (GETAC)

**Conduct of Meetings**

All meetings will be conducted in accordance with the state "Open Meetings" law and "Roberts Rules of Order." Agendas will include the opportunity for General Public Comment as well as specific comment before any action taken by the Council.

A quorum is a simple majority of the appointed council members.

All Council members shall attend least 50% of meetings in any rolling 12-month period.

**Committees** - There will be six standing committees, as follows:

Pediatric Committee

EMS Committee

Medical Director Committee

Trauma Systems Committee

Education Committee

Injury Prevention Committee

Each committee should have a generic profile as to its purpose.

Ad hoc committees/task forces/work groups to address specific issues may be appointed at any time by the Council Chair. At the time of establishment of such a group, the Chair will appoint a leader, give the group its charge, and identify which body it will report to (i.e. GETAC, Standing Committee). During the tenure of the group, the group's leader will report to that body at all meetings.

**Standing Committee Structure**

The Council Chair will appoint each Standing Committee Chair- Standing Committee Chairs do not have to be GETAC members; however there must be a GETAC liaison on each Committee/Task Force and GETAC members are encouraged to attend the various meetings to understand the issues that are being discussed. The Council Chair may replace a Standing Committee Chair for such issues as excessive absenteeism, misrepresentation, etc.

The Council Chair and Standing Committee Chair will jointly appoint Committee members from a pool of applicants to serve on a specific committee. Size will range from no less than 10 to no greater than 20; however, there will be an odd number of members. Up to two of the Standing Committee members may be Council members. It is the responsibility of the Council and Committee Chairs to assure that membership appointments reflect appropriate representation on Committees/Task Forces (i.e. type of provider, geography, etc.)

Committee members should have terms with expiration dates, with one third of the Committee members' terms expiring each year. When a committee member's term expires, that individual may be re-appointed.

All Committee members shall attend least 50% of meetings in any rolling 12-month period.

It is recommended that each member of the Council should serve on at least one Standing Committee.

Committee Chairs will present reports from their meetings at each Council meeting.

### **Combined Committee meetings**

Standing Committees may meet in combination. The voting composition of such meetings will include at a minimum the Chair or designee and three other members, appointed by the Chair, of each Standing Committee. Decisions made in Combined Committee meetings will be reported to GETAC.

### **Executive Committee**

The Executive Committee consists of the Council Chair and Vice-Chair and the Standing Committee Chairs; however, the total number of persons should not result in a quorum of the Advisory Council.

### **Meeting Days**

Council meetings should be Fridays whenever possible, with the Standing Committees to meet prior to the Council meeting.

### **Chair Authority to Represent GETAC's Position**

When critical time-sensitive requests for GETAC input (e.g. legislative, media) are received between meetings, the chair will seek input from the Executive Committee prior to responding to the request.

When critical, but non time-sensitive requests are received between meetings; the chair will seek input from all members.

When requests regarding issues upon which GETAC has already taken action are received between meetings; the chair will respond with the GETAC's position.

In all cases, the final response will be shared with all GETAC members.

Established 4/2000  
Revised 11/2001  
Revised 9/2002  
Revised 2/2003  
Revised 2/2004  
Revised 11/2004