



GETAC Committee Guidelines

GOVERNOR'S EMS AND TRAUMA ADVISORY COUNCIL (GETAC)

March 2025



TEXAS
Health and Human
Services

Texas Department of State
Health Services

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The purpose of this document is to guide the procedural operation of the committees.

The Texas Department of State Health Services (DSHS) and the Governor’s EMS and Trauma Advisory Council (GETAC) Partnership



1. Committee Focus

The Governor’s EMS and Trauma Advisory Council approves the priorities of the committee and directs the committee’s activities.

a. Committee Priorities and Activities

The Committee Chair will define the committee’s priorities based on the GETAC Strategic Plan and submit it to Council for approval. Activities should align with the committee priorities and support the GETAC vision and mission.

b. Committee Reports

The Committee Chair, Vice-Chair, or appointee will report quarterly activities to Council and provide a progress status on the committee priorities and goals.

2. Committee Statement of Purpose

Each committee will have a statement of purpose. This statement will be posted on the GETAC committee page on the DSHS EMS/Trauma Systems webpage and placed on the agendas.

3. Flow of Activity for Committee Requests

To facilitate the effective movement of committee objectives and goals, the Committee Chair must follow the appropriate route and processes for requests and action items.

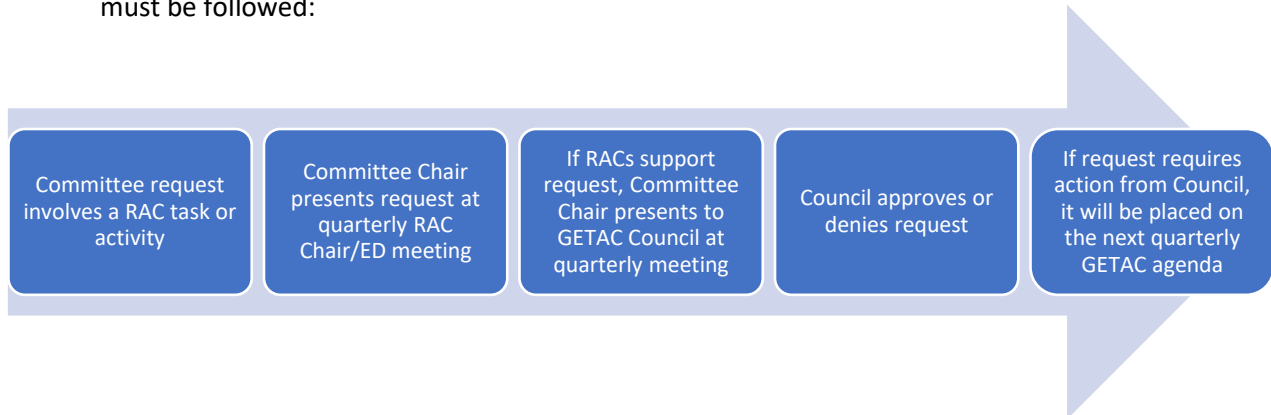
a. Action Items for Council

Committee action items must be placed on the GETAC Council agenda. The Council cannot take action on any item that has not had adequate public notice by being included on the posted

agenda. When a Committee Chair requests that an item be placed on the Council agenda for future action, the Committee Chair must make the request at the GETAC council meeting in the quarter prior.

b. Requests for the Regional Advisory Councils (RACs)

For committee requests involving RAC support through the provision of data or any task-related activity, the Committee Chair will collaborate with and get support from the RAC Chairs and Executive Directors before presenting the request to the GETAC Council. The following process must be followed:



c. Requests for the GETAC Council

Requests may include approval of committee work products and data reports from the EMS/Trauma Registry.

If the Committee request does not involve RAC support through the provision of data or any other task-related activity, then the Committee Chair will follow the process below.



4. Committee Documents

a. Conflict-of-Interest Forms

Every committee member must complete a conflict-of-interest form annually. DSHS must have a copy on file before a committee member can participate in meetings.

b. Open Meetings Act (OMA) and Public Information Act Training (PIA)

Each committee member must complete the OMA and PIA training once selected to serve on a GETAC committee. DSHS must have a copy of both the OMA and PIA certificates on file before a committee member can participate in any meetings. Training must be completed between January 1 and March 31 of the year their term begins.

All re-selected committee members must complete the OMA and PIA training with each reappointment (every three years).

c. Agendas

Committee Chairs are responsible for setting the agenda and scheduling all presenters.

Committees generally meet in conjunction with the quarterly GETAC meetings and as deemed necessary between the quarterly meetings to conduct the business of the committee. Each meeting, whether a quarterly Committee meeting, committee workgroup meeting, or joint GETAC committee meeting, requires an agenda for public notice. Open meeting timelines must be followed to have a legal meeting. *For committee workgroups that involve less than a quorum of committee members, the Open Meetings Act requirements do not apply.*

The committee cannot take action on any item that has not had adequate public notice by being included on the posted agenda.

d. Presentations

Committee Chairs must provide copies of any presentations and/or documents to be discussed and/or disseminated in the upcoming meeting.

e. Meeting Minutes

The Committee Vice-Chair will record minutes for each meeting and submit them on the template provided by the department.

f. Committee Action Item Request – Regional Advisory Councils (RACs)

The Committee Chair will complete the PowerPoint slide template provided by the department and submit it to the department to share during the RAC Chair/Executive Director quarterly meeting. The slides should include a single, clear, and concise statement for each of the following items:

- Define the specific request for the RACs.
- Explain the purpose of the request.
- Detail the expected benefit to the RACs resulting from the request.
- Provide the timeline or relevant deadlines for the request.

g. Committee Action Item Request – GETAC

The Committee Chair will complete the PowerPoint slide template provided by the department and submit it to the department to include in the Council presentation. The slides should include a single, clear, and concise statement for each of the following items:

- Define the specific request.
- Explain the purpose of the request.
- Detail the intended impact or expected benefit resulting from the request.
- Provide the timeline or relevant deadlines for the request.

h. Committee Chair Reports to Council

The Committee Chair will complete the PowerPoint slide template provided by the department and submit it to the department to include in the Council presentation. The slides should provide the following information:

- Color-coded chart showing the status of committee priorities and goals.

- Committee items needing Council guidance.
- Stakeholder items needing Council guidance.
- Requests for future action by Council.

5. Timeline

The purpose of the timeline is to ensure that the department receives all documents in adequate time to move through a multi-layer approval process and that public notice is posted in compliance with the Open Meetings Act. The following meeting documents and presentations must be submitted by the deadlines below.

- ☐ Agenda: 21 calendar days before the meeting day
- ☐ Meeting handouts: 10 calendar days before the meeting day
- ☐ Committee and/or presenter presentations: 10 calendar days before the meeting day
- ☐ Committee Chair Report to Council: by 7 PM on the day of the quarterly committee meeting
- ☐ Meeting Minutes: 21 calendar days after the meeting

6. Committee Structure

a. Committee Liaison(s)

There must be at least one GETAC liaison to each committee. GETAC liaisons are encouraged to attend the various committee meetings and are expected to understand the issues being discussed.

b. Committee Chair

The Council Chair will appoint committee chairs. The Executive Committee will review the committee chair's performance, willingness to continue to serve, and any conflict changes annually and provide feedback on any identified improvement opportunities.

c. Committee Vice-Chair

The Committee Chair will propose a Vice-Chair to the Executive Committee for approval during the annual committee member selection meeting. The process for choosing the committee vice-chair is at the discretion of the committee chair. The Vice-Chair will be appointed to serve a 3-year term and shall perform the duties of the presiding officer (Chair) in the absence or disability of the presiding officer and record the minutes of each meeting. If the Chair position becomes vacant, the Vice-Chair shall serve until a successor is appointed or three years. At the next quarterly meeting following the appointment to a vacant Chair position, the Committee Chair will select an interim Vice-Chair to serve until the next annual committee member selection meeting.

d. Appointment of Committee Members

The Council Chair will appoint Committee Chairs and committee members. The GETAC Executive Committee, Council Liaison(s), and the Committee Chair will jointly recommend committee members from a pool of applicants to serve on a specific committee.

Committees shall consist of seven to seventeen members. It is the responsibility of the Council and Committee Chair to ensure that appointments reflect appropriate representation on committees and task forces (i.e., type of provider, geography, etc.).

The committee application process will be initiated annually with the announcement of the dates the application period will be open. DSHS must receive applications before the closing date; incomplete applications will not be considered.

Committee members will have terms with expiration dates. All appointments are for three-year terms. When a committee member's term expires, that individual may be re-appointed if a new application is submitted. However, new members should be strongly considered, especially after a second term.

e. Meeting Responsibilities

Committees generally meet in conjunction with the quarterly GETAC meetings and as deemed necessary between the quarterly meetings to conduct the business of the committee. Committee members must attend at least 50% of the meetings for the calendar year.

All documents associated with Committee agenda items will be submitted to EMS/Trauma Systems. Committee Chairs will submit their respective committee agendas to DSHS by a specified deadline, ensure that minutes are kept, and present reports from their meetings at each Council meeting.

The GETAC Chair, in consultation with a Committee Chair, may assign one or more non-voting individuals as subject matter expert(s) as needed. These are not counted towards the committee membership.

During public comment, there can be no dialogue between the committee and the public about topics that are not on the agenda.

7. Summary of Committee Chair and Vice Chair Responsibilities

Committee Chair and Vice-Chair Responsibilities	
Committee Chair	Committee Vice-Chair
<ul style="list-style-type: none"> • Define the committee priorities annually. • Prepare and submit committee meeting agendas 21 days before the meeting. • Coordinate with meeting presenters. • Provide all meeting handouts, documents, and slide presentations to the department ten days before the meeting. • Report committee activities to the Council quarterly. • Provide a quarterly status update on committee priorities to the Council. • Recommend new members from the annual pool of applicants. 	<ul style="list-style-type: none"> • Record committee meeting minutes. • Submit committee meeting minutes to the Office of EMS/Trauma Systems within ten days of meeting. • Perform all chair duties in the absence of the chair.

8. Task Forces and Workgroups

a. Task Force

Task forces to address specific issues may be appointed at any time by the Council Chair. The task force will report to GETAC. At the time of the establishment of a task force, the Chair will appoint a leader and give the group its charge. All Task Force meetings must comply with the Open Meetings Act. Agendas and public postings must follow the timeline indicated in the GETAC Committee Guidelines, and meetings must be scheduled through the EMS/Trauma Systems Section.

b. Committee Workgroup

Workgroups may be formed within a committee to address specific tasks outlined by the Committee Chair. If a workgroup session is open to the entire committee or if the appointed members equal a simple majority of committee members, the Open Meetings Act requirements apply; therefore, agendas and public posting must follow the timeline indicated in the [Timeline](#) section of these guidelines. For committee workgroups that involve less than a quorum of committee members, the Open Meetings Act requirements do not apply. *However, if an unexpected quorum is reached during a workgroup meeting, the meeting must be stopped and rescheduled following open meeting timelines.*

All workgroups and task force meetings must be offered on a state-approved platform, and EMS/Trauma Systems staff must be provided an opportunity to attend.

Established: March 2024

Revised: March 2025

Robert's Rules - Cheat Sheet

TYPES OF MOTIONS

1. **Main Motion:** Introduce a new item.
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion).
3. **Privileged Motion:** Urgent or important matter unrelated to pending business.
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion).
5. **Motion to Table:** Kills a motion.
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion).

EVERY MOTION HAS 6 STEPS:

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to...", then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

REQUESTING POINTS OF SOMETHING

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.

Point of Order: Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

Point of Information: A member may need to bring up an additional point or additional information (in the form of a non-debatable statement) so that the other members can make fully informed votes.

Point of Inquiry: A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

Point of Personal Privilege: A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

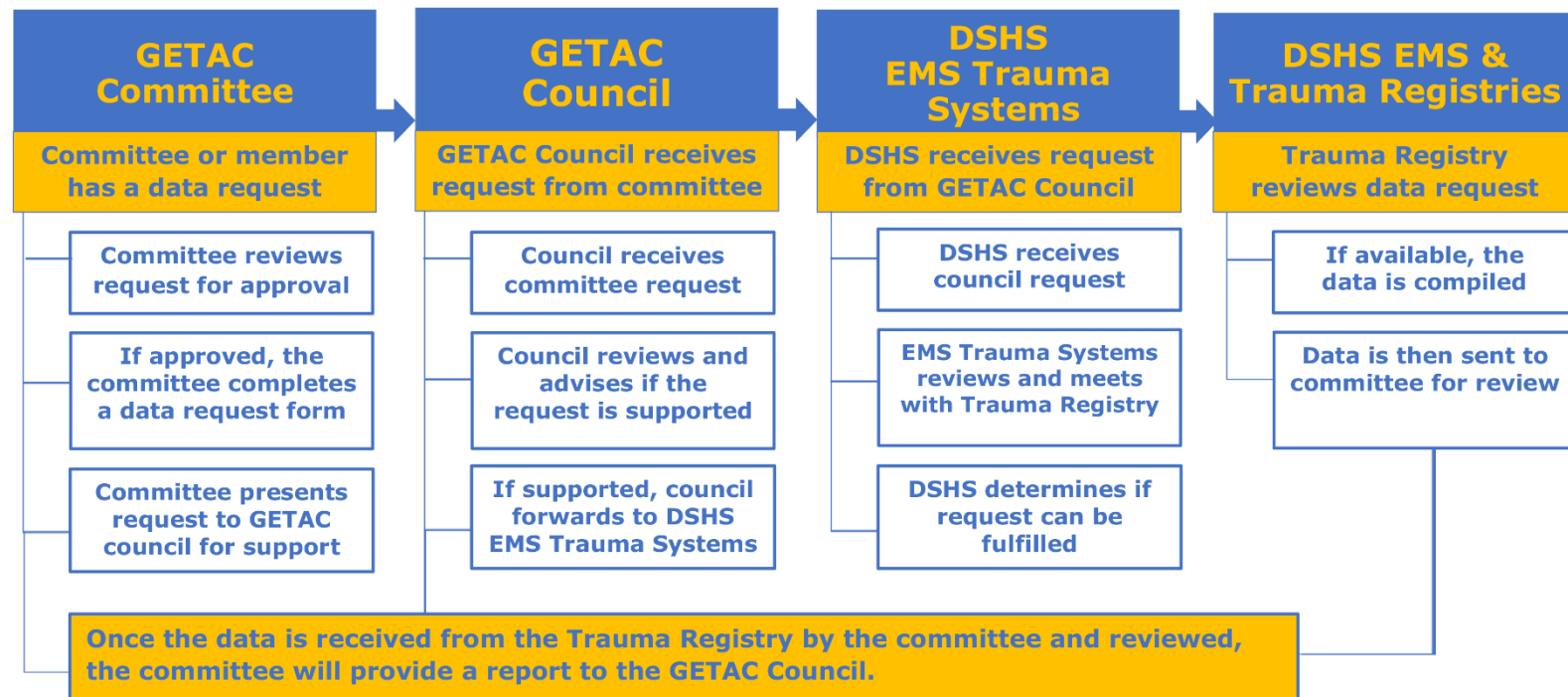
ACTION	WHAT TO SAY	CAN I INTERRUPT SPEAKER?	NEED A SECOND?	CAN BE DEBATED?	CAN BE AMENDED?	VOTES NEEDED
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..." (Add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ____ minutes."	No	Yes	No	Yes	2/3 vote
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a motion	"I move to table."	No	Yes	No	No	Majority

Trauma Registry Data Request Process



TEXAS EMS & TRAUMA REGISTRIES DATA REQUEST PROCESS

GETAC committees can use the following process to request data from the Trauma Registry.



TEXAS
Health and Human
Services

Texas Department of State
Health Services

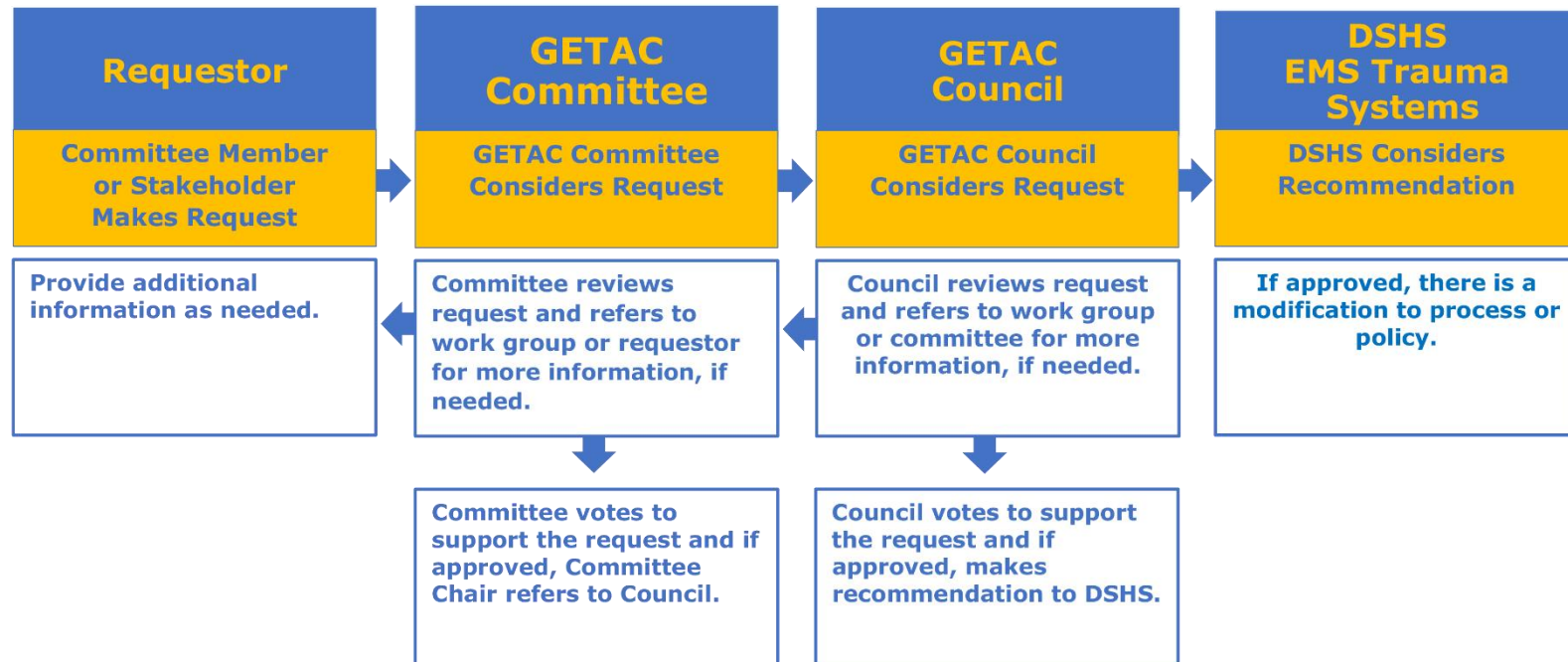
dshs.texas.gov

Committee Request Workflow



GETAC COMMITTEE REQUEST WORKFLOW

GETAC committees can use the following process for submitting requests to the Council.



TEXAS
Health and Human
Services

Texas Department of State
Health Services

dshs.texas.gov

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