

**KENTUCKY TRAUMA ADVISORY COMMITTEE  
BYLAWS  
Updated 12/19/2017**

**ARTICLE I - NAME, MISSION STATEMENT, OBJECTIVES, AND DEFINITION**

Section 1. Name.

The organization is named the Kentucky Trauma Advisory Committee, hereinafter KTAC.

Section 2. Organization Mission Statement. The mission of KTAC is to reduce the burden of traumatic injury in Kentucky through the establishment, maintenance, and continuous improvement of a statewide trauma system.

Section 3. Organization Objectives.

The objectives of KTAC as set forth in KRS 211.494(2) are

1. To reduce or prevent death and disability from trauma without regard to the patient's insurance coverage or ability to pay for services;
2. To provide optimal care for trauma victims by utilization of best practices, protocols and guidelines;
3. To minimize the economic impact of lost wages and productivity for trauma patients; and
4. To contain the costs of trauma care.

**ARTICLE II – MEMBERSHIP AND OFFICERS**

Section 1. Composition. KTAC membership is set forth in KRS 211.494(3)(b), as amended. The most current version of this statute is incorporated by reference.

Section 2. Nomination and Appointment. KTAC members shall be nominated to the Commissioner of Public Health (hereinafter "Commissioner") as designated in KRS 211.494(3)(b), as amended, with final appointments at the discretion of the Commissioner.

Section 3. Officers. KTAC officers shall include a chair, a vice chair, and a secretary. Other officers may be identified by majority vote of the membership.

Section 4. Election and Term of Office. The officers shall be elected biennially by the members or as needed to replace offices that fall vacant. Each officer except the secretary shall hold office for a term of two (2) years or until his or her successor shall have been duly elected and qualified, or until his or her death, or until he or she shall resign or shall be removed in the manner hereafter provided. Each officer except the secretary may be elected to one (1) additional consecutive term of two (2) years. The secretary may be elected to additional consecutive terms of two (2) years until he or she

shall resign or shall be removed.

Section 5. President. The KTAC chair shall be KTAC's principal executive officer. He or she shall in general supervise and control all of KTAC's business affairs. The chair shall preside at all meetings of the members and the Executive Committee. The chair shall be an ex-officio member of all KTAC committees.

Section 6. Secretary. The secretary shall keep the minutes of the membership meetings; keep a register of the contact information for each member which shall be furnished by such member; and, in general perform all duties associated with the office of secretary and such other duties as from time to time may be assigned to him or her.

### **ARTICLE III – COMMITTEES**

Section 1. Standing Committees. There shall be five (5) standing committees: the Steering Committee, the Verification Committee, the Education Committee, the Protocols Committee, and the Data and Quality Improvement Committee.

Section 2. Ad Hoc Committees. The Steering Committee may establish such ad hoc committees as are warranted for specified durations.

Section 3. Steering Committee. The Steering Committee shall be made up of the chair, vice chair, secretary, and such other members of the Steering Committee, if any, as it shall appoint. The Steering Committee shall be empowered to carry out all functions as may be necessary and appropriate for the operation of the KTAC between regular or special meetings of the membership, and shall report to the membership at each meeting all action taken between meetings.

Section 3. Verification Committee. Activities and responsibilities as determined by the Steering Committee.

Section 4. Education Committee. Activities and responsibilities as determined by the Steering Committee.

Section 5. Protocols Committee. Activities and responsibilities as determined by the Steering Committee.

Section 6. Data and Quality Improvement Committee. Activities and responsibilities as determined by the Steering Committee.

Section 7. Chairpersons. One member of each committee shall be appointed committee chair by the KTAC chair, and such member shall be an appointed member of KTAC. That person shall direct the conduct of the business of the committee.

Section 8. Committee Meetings. Meetings of any committee shall be called by the

committee chair or by the KTAC chair. The committee chair shall give reasonable oral, electronic, or written notice of any such meeting to all members of the committee.

#### **ARTICLE IV – MEETINGS**

Section 1. Open Meetings. Meetings of the KTAC are subject to Kentucky's Open Meetings statute, KRS 61.800 et seq., incorporated herein by reference.

Section 2. Annual Meetings. The annual meeting of the membership shall be held each year and at such time, day, and place as the Steering Committee may designate, and as may be provided in the notice of the meeting, for the purposes of electing officers, considering reports, and transacting business.

Section 3. Special Meetings. The membership shall meet no less than once per quarter. Special meetings of the members may be called by the KTAC chair or the Steering Committee. A special meeting may also be requested by 10% of the membership upon written request submitted to the Steering Committee. The Steering Committee will then call requested meeting. Notification of special meetings shall be pursuant to KRS 61.823, Kentucky's Open Meetings law.

Section 4. Action by Members Without a Meeting. Any action required by the Bylaws of the KTAC to be taken at a meeting of the members or any action which may be taken at a meeting of the members or of a KTAC committee may be taken without a meeting if all members who are entitled to vote sign a written or electronic consent setting forth the actions that are taken. Any such action must be ratified at the next scheduled KTAC meeting.

Section 5. Voting. Each voting member shall be entitled to exercise one (1) vote.

Section 6. Quorum. A quorum shall be constituted by the presence, at a regularly scheduled meeting of the membership, of at least half of the voting members.

Section 7. Conduct of the Meeting. Rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern corporate action in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules or order that the KTAC membership may adopt.

#### **ARTICLE V - BOOKS AND RECORDS**

Section 1. Documents. The KTAC shall keep complete and accurate books and records of account and shall keep minutes of all proceedings of its members, Steering Committee, and any committee having any of the authority of the Steering Committee; and shall keep at its registered or principal office a record giving the names and

addresses of all of its members entitled to vote. All books and records of the KTAC may be inspected by any member, or his or her agent or attorney, for any proper purpose; and upon reasonable notice of the KTAC.

Section 2. Auditing. Should the KTAC acquire funds in its own name, books and records of the KTAC shall be reviewed by the Certified Public Accountants who are selected and appointed by the Steering Committee.

**ARTICLE VI - AMENDMENT OF THE BYLAWS**

These Bylaws may be altered, amended, or repealed, and new Bylaws shall be adopted by a two-third (2/3) majority of the voting members of the KTAC present at any regular or special meeting called for such purpose. Members must be given written or electronic notice of proposed changes to these Bylaws no less than twenty-five (25) days prior to a meeting of members. However, any Bylaw enacted, amended, or repealed by the members may not be repealed, amended, or reenacted except by an affirmative vote of the voting membership.

ADOPTED BY the Steering Committee, on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

Filed with \_\_\_\_\_ County Clerk on \_\_\_\_\_.  
Name of County Date