

NEW MEXICO TRAUMA SYSTEM FUND AUTHORITY BYLAWS

ARTICLE I. NAME OF ORGANIZATION

The organization referred to in this document is the Trauma System Fund Authority, hereinafter referred to as "the Authority."

ARTICLE II. AUTHORITY

The Authority is statutorily created by the forty-seventh Legislature Second Session 2006 in House Bill 266 as Trauma System Fund Authority Act, Section 24-10B-7, NMSA 1978.

These proceedings are subject to the Open Meetings Act, Section 11-15-1.1, NMSA 1978

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ARTICLE III. PURPOSE OF THE AUTHORITY

Authority - The purpose of the Authority and its standing subcommittees is to provide funding to sustain existing trauma centers, support the development of new trauma centers and develop a statewide trauma system in conjunction with and supported by the EMS Bureau (hereinafter referred to as "the Bureau") of the Epidemiology and Response Division, New Mexico Department of Health, in carrying out the provisions of the Trauma System Fund Authority Act.

ARTICLE IV. DUTIES OF THE TRAUMA SYSTEM FUND AUTHORITY

1. Develop criteria by which distribution of funds to existing trauma centers and potential new centers will occur
2. Receive applications and determine and monitor the actual distribution of money from the fund that will support the development of a statewide system of trauma care
3. Oversee the department's administration of the fund and the development of a trauma system
4. Report annually to the interim legislative health and human services committee and the legislative finance committee
5. Authority members elect a chair and other officers deemed appropriate.
6. Ensure Authority's actions are well communicated to and if at all possible coordinated with other existing or established committees addressing trauma care or system development issues.

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<#>Establish and coordinate with any standing subcommittees on current issues, planning and activities.¶

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ARTICLE V. MEMBERSHIP

1. Membership on the Authority: As outlined in the Trauma System Fund Authority Act, Section 24-10B-7, NMSA 1978, the Authority shall include at a minimum nine members, as appointed by and serve at the pleasure of the Governor. The

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membership of the authority shall include the following:

- a. State Secretary of Health or designee
 - b. Medical Specialty of Trauma Physicians
 - c. At least one member of a statewide organization representing physicians in New Mexico
 - d. At least one member representing emergency and trauma nursing
 - e. At least one member of a statewide organization representing hospitals and health systems in New Mexico
 - f. At least one member of a statewide organization representing injury prevention
 - g. Chair of Statewide Emergency Medical services Advisory Committee
 - h. Chair of Trauma Advisory Committee
 - i. At least one member of statewide organization representing rehabilitation services
2. Ex-Officio Members: The Governor may appoint Ex-Officio members to the Authority as deemed necessary. . Ex-Officio members shall not vote and are not eligible for meeting or travel reimbursement.
3. Roles and Responsibilities of Members:
- a. Members shall attend meetings as determined by the Authority. Members will prepare by having reviewed the draft agenda, and the minutes from the previous meeting. Members are encouraged to be involved in the Authority Subcommittee activities.
 - b. Absences and Resignation: If any Authority member is physically absent from two consecutive meetings the Chairperson will contact the member to determine their status. If any Authority member is absent from three consecutive meetings, without good cause, the Authority will deem this as a resignation. This shall be submitted by the Chair in writing to the Governor and also a copy submitted to the Bureau. If the Governor deems this as an appropriate resignation, the Bureau will contact the representative organization to nominate a qualified individual to fill the vacancy.
 - c. ~~_____~~
 - c. Vacancies: In the event of any Authority member vacancy, the Bureau will contact the representative organization to nominate qualified person(s) to fill the vacancy. The Governor shall appoint a new member to fill the vacancy from nominations received by the Bureau.
 - d. Removal: The Authority may recommend based on two-thirds majority total voting membership to the Governor the removal of a member for good cause. Good cause includes:
 - i. Inappropriate conduct unbecoming of a member;
 - ii. Neglect of responsibilities assumed by a member or assigned by a Chairperson; and,
 - iii. ~~_____~~

Deleted: Representation by Proxy: A voting member of the Authority may appoint in writing another regular Authority member, or another person who represents the member's organization, to act as his or her proxy at any meeting of the Authority. The appointed proxy shall not constitute physical attendance for purposes of establishing the existence of a quorum. The appointed proxy shall have full voting privileges on agenda items, when physically present. Representation by proxy does not constitute attendance of a meeting by the member requesting the representation by proxy. The written proxy appointment documentation must be submitted to Authority chair on or before start of each meeting

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Deleted: Failure to attend three consecutive meetings in a given year, or failure to consistently attend and participate in meetings of the Authority.

ARTICLE VI. OFFICERS

1. Officers: There are two officer positions of the Authority. These are the Chairperson and Vice-Chairperson. Bureau staff will fulfill the role of the Secretary position. In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the Authority meeting. In the absence of both the Chairperson and the Vice-Chairperson, the Secretary of Health or designee shall assume the duties of Chairperson and may conduct the meeting of the Authority. Officers duties and roles include:

a. Chairperson:

- 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 Authority and the order in which it will be considered.
- iv. Acknowledge members who are entitled to speak.
- v. State all motions and put them to vote.
- vi. Announce the results of all votes.
- vii. Make sure that the discussion proceeds in an orderly fashion (see Article IX, Parliamentary Authority, infra.)
- viii. Enforce decorum.
- ix. Make the business of the meeting run as smoothly as possible.
- x. Decide all questions of order.
- xi. Inform the participants about a point of order or specific parliamentary practice when requested.
- xii. Authenticate the proceedings with his or her signature after Authority members approve.
- xiii. Declare the meeting adjourned when all business has been concluded.
- xiv. Appoint members of subcommittees as needed

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- b. Vice-Chairperson: The Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson. The Vice-Chairperson will assist the Chairperson with his/her duties and responsibilities and assist in orienting new members of the Authority.

- c. Other officers, if deemed necessary, shall be elected by the Authority.

- d. All officers shall meet as often as determined by the Chairperson.

- e. All officers shall provide community support for trauma care and trauma system through advocacy.

- f. Elections to Office: Elections are made based on nominations from the members of the Authority at the annual meeting. A majority vote by the members present at the annual meeting, where there is also a quorum present of the Authority, is required to elect a member to an officer position.

- g. Term of Office: Officer Positions are effective following the election of officers. Officers shall serve for a term of 1 year beginning at the annual meeting of the

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Authority. An officer can hold a limit of 4 consecutive terms.

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- h. Officers may be removed by a two-thirds majority vote of the full Authority for failure to comply with duties as defined.

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ARTICLE VII. MEETINGS

The Authority shall determine to hold regular meetings of the full Authority. The annual meeting will be the summer meeting each year, which usually occurs in July or August. The time and place of the meetings will be at the discretion of the Authority. The Bureau will provide notices of meetings in a timely manner, no less than two (2) weeks notice in advance of a meeting.

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ARTICLE VIII. SUBCOMMITTEES

Subcommittees of the Authority which may be determined by the Chair of the Authority as needed. The Chairperson of each standing subcommittee shall attend regular meetings of the Authority to provide reports.

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Special Ad-Hoc Committees: The Chairperson may appoint special committees to perform specific tasks. Such a committee shall cease to exist after it has rendered a final report to the Authority

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ARTICLE IX. PARLIAMENTARY AUTHORITY

In all instances when they are applicable and not inconsistent with these bylaws and any other special rules the Authority shall adopt the rules contained in the current edition of the Robert's Rules of Order, which shall govern the Authority.

ARTICLE X. QUORUM

1. A quorum shall consist of fifty-one percent (51%) of active voting members present at a properly called Authority meeting.
2. Formal business shall take place if a quorum is present in accordance with generally accepted rules of parliamentary procedures.

ARTICLE XI. CONFLICT OF INTEREST

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1. No member shall participate in any vote in which that member has a financial interest, and, such a vote would cause embarrassment, or the appearance of financial impropriety to the Authority or any of its Subcommittees
2. Member(s) shall abstain from voting if the vote would create a conflict of interest. Members who have a conflict shall disclose the conflict prior to a vote of the Authority or any of its Subcommittees.

ARTICLE XII. AMENDMENT OF BYLAWS

Proposed amendments of the bylaws shall be sent to the entire membership at least fourteen (14) days prior to the meeting. A two-thirds vote of the full Authority is needed to amend these bylaws.

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ARTICLE XIII. REIMBURSEMENT

1. Members of the Authority, whose organization does not pay for travel and per diem, will be reimbursed by the EMS Bureau upon approval by the State Trauma Systems Manager, contingent upon available funding. Ex-Officio members are not eligible for reimbursement.
2. Approved members shall be reimbursed for travel and per diem expenses for regular meetings of the Authority in accordance with the Per Diem and Mileage Act and the New Mexico Department of Finance and Administration (DFA) regulations.
3. Other special meetings may be reimbursed, contingent upon availability of funds. The State Trauma System Manager, EMS Bureau Trauma Program, will be responsible for per diem allocation.

ARTICLE XIV . ORIENTATION OF NEW MEMBERS

1. It is the responsibility of the Authority to provide orientation to new members. The Vice-Chairperson will provide information and will orient new members on their roles and responsibilities.
2. The Trauma System Fund Authority Act, Authority bylaws, history of the Authority, and other pertinent documents shall be made available to the new member for review with technical assistance provided as needed.

Adopted by the Trauma System Fund Authority on this date _____

_____, Chairman