

Acute Cardiovascular Emergency Medical System of Care Advisory Committee

BYLAWS

Article I. Authority

The Acute Cardiovascular Emergency Medical System of Care Advisory Committee is established pursuant to § 23-47-03 of the *North Dakota Century Code*.

Article II. Advisory Committee Responsibilities

The purpose of the acute cardiovascular emergency medical system of care advisory committee is to advise the department on the establishment of an effective system of acute cardiovascular emergency care throughout the state and to take steps to ensure and facilitate the implementation of the system of acute cardiovascular emergency care. The advisory committee shall:

- a. Encourage sharing of information and data among health care providers on ways to improve the quality of care of acute cardiovascular patients in this state.
- b. Facilitate the communication and analysis of health information and aggregate data among health care professionals providing care for acute cardiovascular events.
- c. Advise the department on how best to require the application of evidence-based treatment guidelines regarding the transitioning of patients to community-based follow-up care in hospital outpatient, physician office, and ambulatory clinic settings for ongoing care after hospital discharge following acute treatments.
- d. Develop and advise the department to adopt a data oversight process and plan for achieving continuous quality improvement in the quality of care provided under the system of acute cardiovascular emergency care. The plan must be based on aggregate data analysis and the identification of potential interventions to improve heart attack care in geographic areas or regions of the state.
- e. Recommend improvements for acute cardiovascular emergency medical system response.

Article III. Membership

The executive director of the department of health and human services or designee shall appoint the members of the acute cardiovascular emergency medical system of care advisory committee. The state health officer, or the officer's designee, is an ex officio member of the advisory committee. The executive director of the department of health and human services or designee shall appoint to the committee members who represent referring and receiving hospitals, physicians who treat patients, and members who represent emergency medical services operations that provide services in rural and urban areas of the state. Members of the acute

cardiovascular emergency medical system of care advisory committee serve at the executive director of the department of health and human services.

Section A. Voting

1. Each member will have one (1) vote. Proxy votes are not permitted. If a quorum is not present, a majority vote via email is not acceptable.
2. Each Cardiac Coordinator from the tertiary hospitals is considered an Advisory Committee member with voting rights.

Section B. Attendance

1. Members who are unable to attend a meeting of the Advisory Committee, a committee or subcommittee will notify the respective Chair of the Advisory Committee or the Department of Health and Human Services (DHHS)/Emergency Medical Systems. The respective Chair will determine whether the absence is excused, based upon the reasons indicated by the member. The Chair will note members with two (2) consecutive un-excused absences of regular meetings of such board, committee or subcommittee and notify the organization the individual represents, where applicable. A new Advisory Committee member will be appointed if more than 2 absences are un-excused.
2. Adjusting the order of agenda items to accommodate provider schedules so they may be present for a portion of the meeting is acceptable. These adjustments to the agenda must be requested prior to the meeting.
3. If an Advisory Committee member is unable to attend a meeting, it is their responsibility to assign someone to represent their place during the meeting.

Section C. Member Information

Except for a member of the acute cardiovascular emergency medical system of care advisory committee serving on the advisory committee in the member's capacity as a department employee and who is therefore entitled to receive reimbursement of mileage and expenses from the department, a member of the advisory committee serves without compensation or reimbursement of mileage and expenses from the department but may receive compensation and reimbursement from the advisory committee member's employer or sponsoring entity. Each member is responsible for maintaining current contact information with DHHS/Emergency Medical Systems. Annually, each member will receive a copy of the Advisory Committee roster from DHHS/Emergency Medical Systems and any corrections/changes thereto.

- a. If an Advisory Committee member no longer wants to serve on the committee, they must contact the Chair and/or Department of Health and Human Services representative.

Section D. Fiscal Year Definition

The fiscal year of the Advisory Committee will begin on July 1 and end June 30 the following calendar year.

Article IV. Officers

The officers will be a Chair and Vice-Chair. Any member is eligible to be an officer.

Section A. Duties of the Chair

1. The Chair will preside over all Advisory Committee meetings.
2. The Chair will preserve order and regulate debate according to parliamentary procedure.
3. The Chair will establish subcommittees necessary to perform the work of the Advisory Committee.
4. The Chair will be an ex-officio member of all committees and subcommittees.
5. The Chair will interact with outside agencies or entities on behalf of the Advisory Committee.
6. In the absence of the chair and vice chair, an Advisory Committee member selected by the Advisory Committee members present shall discharge all of the duties of the Chair.

Section B. Duties of the Vice-Chair

1. The Vice-Chair, in the absence of the Chair, will discharge all of the duties of the Chair.
2. The Vice-Chair, upon direction of the Chair, will serve as liaison to outside agencies or entities and perform other duties as assigned by the Chair.

Section C. Elections and Term of Office

Election of Officers will occur at the last regular meeting of each calendar year.

Article V. DHHS/Emergency Medical Systems

DHHS/Emergency Medical Systems will provide staff support to the Advisory Committee in the performance of its duties, which will include but is not limited to:

1. Recording and publishing the official minutes of all Advisory Committee meetings.

2. Maintaining the rosters of the Advisory Committee and subcommittees.
3. Posting notices of all scheduled meetings of the Advisory Committee on the Secretary of State website and other appropriate sites.

Article VI. Meetings

Section A. Meetings

1. The Advisory Committee will meet in public session as frequently as required to perform its duties, but not less than four (4) times per year. A special meeting may be convened at the request of the Advisory Committee Chair, Emergency Medical Systems Director, EPR Section Chief, State Health Officer, the executive director of the department of health and human services, or by one-third (1/3) of the members.
2. A member of the Advisory Committee is required to attend 75% of the meetings unless the absence is excused.
2. Written notice will be given for all meetings of the Advisory Committee. For all regularly scheduled meetings, at least ten (10) days' notice is required.
3. A majority (one-half plus one) of the members of the Advisory Committee will constitute a quorum. A quorum is required to take any formal action. If a quorum is not present, a majority vote via email is acceptable.
4. A majority vote will be required to take formal action. Such majority is determined by the number of members present and voting at the time of the vote.
5. With permission of the Chair, non-committee members may address the Advisory Committee.

Section B. Minutes of Meetings

DHHS/Emergency Medical Systems will be responsible for maintaining an official copy of the approved Advisory Committee minutes. Their representative shall be designated the Recording Secretary. The Chair of each subcommittee is responsible for maintaining an official copy of the approved minutes of their respective meetings.

Section C. Attendance

DHHS/Emergency Medical Systems will record the attendance of all members at each Advisory Committee meeting. The Chair of each subcommittee is responsible for recording attendance at their respective meetings.

Article VII. Subcommittees

Section A. General Subcommittee Responsibilities

The Advisory Committee Chair may appoint subcommittees to accomplish specific designated functions. All subcommittees shall meet as necessary to perform the duties and responsibilities of the subcommittee.

Section B. Ad Hoc Subcommittees

1. Nominating Subcommittee

The Nominating Committee shall present a slate of nominations to the Advisory Committee prior to the election.

2. Bylaws Subcommittee

The Bylaws subcommittee shall be responsible for review of the Bylaws and considering amendments to the Bylaws.

Section E. Subcommittee Management

The Chair of each subcommittee will be elected from the membership of the Advisory Committee. The members of the subcommittees may be appointed from among the Advisory Committee members or from other qualified citizens of the State of North Dakota.

1. The Chair of each subcommittee will appoint the membership of the subcommittee. Consideration shall be given to diverse geographic representation from the entire state to inclusion of the system's stakeholders, and to the continuity of the subcommittee. Alternates are not permitted.

2. The subcommittee Chair is responsible for maintaining minutes and an attendance roster for each meeting and forwarding them to DHHS/Emergency Medical Systems following the meeting.

3. In general, all issues brought before the Advisory Committee may be referred to an appropriate subcommittee for review and recommendation before the Advisory Committee takes action.

4. The Chair of each subcommittee will report the subcommittee's activities to the Advisory Committee.

Article VIII. Parliamentary Procedure

All meetings of the Advisory Committee and its associated subcommittees shall be conducted in accordance with the latest edition of Roberts Rules of Order. The Chair may appoint a parliamentarian.

Article IX. Amendment of Bylaws

Any proposed change to the existing bylaws shall be submitted in writing to the Advisory Committee members at least ten (10) days prior to a scheduled meeting. The proposed change(s) and substantiation will be reviewed during the next scheduled meeting. The minutes of that meeting will include the proposed change(s) and any pertinent discussion information. The vote to effect the change can then be taken at the next scheduled meeting. A two-thirds majority vote of all members is needed to pass the proposed amendment.

Article X. Agenda

An agenda will be published by DHHS/Emergency Medical Systems and provided to the Advisory Committee members for all Advisory Committee meetings.

Article XI. Conflict of Interest

All members of the Advisory Committee and its subcommittees are required to adhere to the laws of the State of North Dakota regarding conflicts of interest.

Article XII. North Dakota Open Meetings Statute

All members of the Advisory Committee and its subcommittees are required to adhere to the laws of the State of North Dakota regarding Open Meetings that are detailed in § 44-04-19 et seq. of the *North Dakota Century Code*.

Article XIII. North Dakota Open Records Statute

All members of the Advisory Committee and its subcommittees are required to adhere to the laws of the State of North Dakota regarding Open Records that are detailed in § 44-04-18 et seq. of the *North Dakota Century Code*.

These bylaws shall become effective on _____

Approved by the Advisory Committee _____

DATE