

GEORGIA TRAUMA CARE NETWORK COMMISSION

BYLAWS

ARTICLE I. NAME OF ORGANIZATION

The organization referred to in this document is the Georgia Trauma Care Network Commission, hereinafter referred to as “the Commission.”

ARTICLE II. AUTHORITY

The Georgia General Assembly statutorily created the Georgia Trauma Care Network Commission during the 2007 – 2008 legislative session, and its authority and duties are codified at O.C.G.A. § 31-11-100 et seq.

ARTICLE III. DUTIES OF THE TRAUMA CARE NETWORK COMMISSION

The Georgia Trauma Care Network Commission shall have the duties and responsibilities set forth in O.C.G.A. § 31-11-100 et seq.

ARTICLE IV. MEMBERSHIP

Membership on the Georgia Trauma Care Network Commission will be determined as prescribed in O.C.G.A. § 31-11-100 et seq. establishing and empowering the Commission.

Responsibilities of Membership:

1. The Commission shall meet upon the call of the Chairperson or upon the request of three members.
2. Members will prepare by having reviewed the draft agenda, previous meeting minutes, and materials for discussion at the meeting. Members are encouraged to be involved in Commission committee activities.
3. Vacancies: Any vacancy on the Commission shall be filled for the unexpired term by appointment by the original appointing authority.
4. Removal: The Commission may recommend removing a member, to the original appointing authority, for good cause by a two-thirds vote of Commission members present at a meeting where quorum is determined. Good cause includes:
 - i. Inappropriate conduct unbecoming of a member,
 - ii. Neglect of responsibilities assumed by a member or assigned by the

- Chairperson; and,
- iii. Failure to attend three consecutive meetings in a given year, or failure to consistently attend and participate in meetings of the Commission.

ARTICLE V. OFFICERS

Officers: There are three officer positions on the Commission. These are the Chairperson, appointed by the Governor, Vice-Chairperson and Secretary/Treasurer. The Vice-Chairperson and Secretary/Treasurer are elected by the Commission. In the temporary absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the Commission meeting.

The Chairperson shall be the chief executive officer of the Commission; and shall conduct its correspondence. Press releases and public announcements concerning the Commission's work shall be issued only by or with the approval of the Chairperson.

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 Commission and the order in which it will be considered.
 - iv. Acknowledge members who are entitled to speak.
 - v. State all motions and for voting.
 - vi. Announce the results of all votes.
 - vii. Make sure that the discussion proceeds in an orderly fashion.
 - 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.
 - xiii. Declare the meeting adjourned when all business has been concluded.
 - xiv. Establish committees and appoint members as needed
- b. Vice-Chairperson: The Vice-Chairperson shall serve as Chairperson in the temporary absence of the Chairperson. The Vice-Chairperson will assist the Chairperson with his or her duties, responsibilities and assist in orienting new members of the Commission.
- c. Secretary/Treasurer: The Secretary/ Treasurer shall be responsible for recording votes, ensuring written minutes are developed for each Commission meeting, and serve as the point of contact for budget reporting. The Secretary/ Treasurer shall have custody of the book of minutes and shall attest such documents as the Commission or Chairperson may direct or as the law may require. The

Secretary/Treasurer will ensure fund expenditure reports are obtained for the Commission from all appropriate State agencies. The Secretary/Treasurer shall ensure proper notice of all meetings and fund expenditure reports are provided to the Commission and shall perform such duties incident the office of Secretary/Treasurer and as the Commission may direct.

- d. Elections to Vice-Chairperson and Secretary/Treasurer: Elections are made based on nominations from the members of the Commission at the designated annual meeting. A two-thirds vote by the members present at the annual meeting where there a quorum determined is required to elect a member to an officer position.
- e. Term of Office: The Vice-Chairperson and Secretary/Treasurer positions are effective following the election of the officers. The Vice-Chairperson and Secretary/Treasurer shall serve for a term of two (2) years beginning at the annual meeting of the Commission. The Vice-Chairperson and Secretary/Treasurer can hold a limit of 2 consecutive terms.
- f. The Vice-Chairperson or Secretary/Treasurer may be removed from office by a two-thirds vote of Commission members present at a meeting where a quorum is determined for failure to comply with duties as defined.

ARTICLE VI. MEETINGS

The Commission shall meet upon the call of the Chairperson or upon the request of three members. The Commission shall hold at least quarterly regular meetings of the entire Commission. Each November meeting shall be designated as the annual meeting of the Commission. The time and place of the meetings will be at the discretion of the Commission. The Commission will provide notices of meetings per the Open Meetings Act of the State of Georgia.

With the approval of the Chairperson, any Commission member who cannot attend a meeting of the Commission may participate in such meeting by speaker telephone communication when technology is available. The member shall give the Chairperson advance notice that the member desires to participate in a meeting by speaker telephone. The speaker telephone shall be positioned so that all persons in the room where the meeting is held and the Commission member or members communicating by speaker telephone can hear and speak to each other. The Commission member or members participating in a meeting of the Commission by speaker telephone communication shall be counted present at the meeting for quorum determination and voting purposes.

Commission members must attend qualifying meetings in person to be eligible for expense allowance as determined by Georgia law. Qualifying meetings are regular meetings of the entire Commission and Commission committee meetings.

Unless otherwise stipulated in these Bylaws, the business of the Commission will be determined by a simple majority vote of Commission members present during a meeting where a quorum is determined.

ARTICLE VII. COMMITTEES

The Chairperson may appoint committees to provide guidance and recommendations to aid the Commission in making informed decisions. All committees shall have a Chairperson and a Vice-Chairperson appointed by the Commission Chairperson. The Commission Secretary/Treasurer will chair the Budget committee. All other committees may be chaired by a Commission member or a committee member. The committee Chairpersons shall serve for a term of three (3) years. The committee Chairperson may be reappointed to serve a second term, not to exceed a maximum of six (6) years.

ARTICLE VIII. QUORUM

1. A quorum shall consist of a simple majority of appointed Commission members present at a properly called Commission meeting.
2. Formal business shall take place if a quorum is present in accordance with the Georgia Open Meetings Act and generally accepted rules of parliamentary procedures.

ARTICLE IX. AMENDMENT OF BYLAWS

Proposed amendments of the bylaws shall be sent to the entire Commission membership at least fourteen (14) days prior to the meeting. A two-thirds vote of the Commission members present at the meeting where bylaws are reviewed where a quorum is determined is required to amend these bylaws.

The bylaws will be reviewed every three (3) years by members appointed by the Chairperson.

ARTICLE X. LEGAL COUNSEL

The Attorney General of the State of Georgia shall be legal counsel for the Commission. The Attorney General, or such persons as may be designated, shall represent the Commission in all legal matters.

ARTICLE XI. REIMBURSEMENT

Members of the Commission shall serve without compensation but shall receive the same expense allowance per day as that received by a member of the General Assembly for each day such member of the Commission is in attendance at a meeting of such Commission, plus either reimbursement for actual transportation costs while traveling by public carrier or the same mileage allowance for the

use of a personal car in connection with such attendance as members of the General Assembly receive. Such expense and travel allowance shall be paid in lieu of any per diem, allowance, or other remuneration now received by any such member for such attendance.

ARTICLE XII. ORIENTATION OF NEW MEMBERS

1. It is the responsibility of the Commission to provide orientation to new members. With the assistance of the Secretary/Treasurer, the Vice-Chairperson will provide information and orient new members on their roles and responsibilities.
2. The Commission Secretary/Treasurer shall make Commission Bylaws, budgets, and expenditure reports, history of the Commission, other pertinent documents, and information available to a new Commission member to review and provide technical assistance as needed.

Amended, approved, and adopted by the Georgia Trauma Care Network Commission on 18 November 2021.



Dennis W. Ashley, M.D., Chairman