**REGIONAL ADVISORY COUNCIL (RAC)**

**MEETING OPERATING PROCEDURE(S)**

**COUNCIL**

The Regional Advisory Council (RAC) is herein established to advise, consult, and accommodate specific regional requirements and needs of Alabama’s Acute Health System. The RAC shall provide data required by the Alabama Department of Public Health and/or the Council to assess the effectiveness of the statewide Acute Health System. The RAC is responsible for direct oversight and management of its specific regional Trauma, Stroke and Stemi systems. The RAC shall review regional Trauma, Stroke and Stemi program activities for appropriateness, quality, and quantity, including prehospital and hospital care. The RAC shall decide the appropriate secondary patient care triage criteria for their specific region to ensure patients are routed to the closest and most appropriate hospital.

**COMPOSITION**

The Council membership shall be ten voting members appointed as follows:

* Alabama Hospital Association (AlaHa) – Four Members
* Medical Association State of Alabama (MASA)-Physician – Four Members
* Alabama Department of Public Health State Medical Director Appointee-Must be a MD – One Member
* Alabama Department of Public Health State Health Officer Appointee of EMS Provider/Paramedic – One Member
* The Council may grant ex officio non-voting membership to subject matter experts and/or representatives of hospital and prehospital providers.

**ROBERTS RULES OF ORDER**

The Council shall operate using Roberts Rules of Order. The committee shall follow the principles and directive of Alabama’s open meeting act.

**MEETING(S)/ATTENDANCE**

The Council meeting shall be held at least twice a year and more frequently if needed. Member’s attendance is required and can be achieved as follows: 1)In Person and 2)Electronic means using secure log in password access: a)Conference Call and b)Web based interactive meeting. Both options require live interaction by the member in the decision making of the Regional Advisory Council.

**NOTICE**

All voting members shall receive notice in writing via electronic transmission email and/or U.S. Mail seven (7) says prior to the meeting. The notice shall also be published on the Region Website and communicated with the Alabama Department of Public Health Office of Emergency Medical Services.

**REGIONAL ADVISORY COUNCIL (RAC)**

**MEETING OPERATING PROCEDURE(S)**

**PAGE TWO**

**QUORUM**

The quorum shall be 6 of 10 members. Members can appoint a proxy from one of the 10 duly appointed RAC members.

**PROXY**

Whereas the Alabama State Board of Health Administrative Code Chapter 420.2.3.06 established a procedure for proxy representation, voting and quorum and whereas the Regional Advisory Council determines that such proxy procedures are necessary to the proper functioning of the committee, be it resolved by the Regional Advisory Council that all members of the RAC may select his/her proxy designee. The proxy statement shall name the members to whom the proxy is given, shall state whether the proxy is a general proxy or limited to a certain question and shall be signed by the members giving the proxy. All proxy designations must be in writing with designation standing or limited authority.

* Standing Proxy – a member may designate a voting member to be there standing proxy for a period not to exceed 30 days.
* Limited Proxy – a member can designate a voting member as their proxy for a single meeting and/or limited voting rights on a certain topic.

05.22.2019

DOC/DISK: BD2019-0145

**PROXY RESOLUTION FOR REGIONAL ADVISORY COUNCIL (RAC)**

**WHEREAS**, The Alabama State Board of Health Administrative Code Chapter 420.2.3.06 established with the consent of the majority of the members, a procedure for proxy representation, voting and quorum; and

**WHEREAS**, the Regional Advisory Council determines that such proxy procedures are necessary to the proper functioning of the Council;

**NOW THEREFORE, BE IT RESOLVED BY THE REGIONAL ADVISORY COUNCIL:**

1. All members of the Regional Advisory Council may select his/her proxy designee. The proxy statement shall name the member to whom the proxy is given, shall state whether the proxy is a general proxy or limited to a certain question and shall be signed by the members giving the proxy.
2. The Council meeting shall be held at least twice a year and more frequently is needed. Member’s attendance is required and can be achieved as follows: 1)In Person and 2)Electronic means i.e.; call in option using acceptable log in password access provided by Region and/or secure web based log in interactive meeting in which both options require live interaction by the member in decision making and action items.
3. Voting privileges are extended only to members of the Council who have attended in person or by proxy a minimum of 50 percent of the regular and called meetings of the Council during the last twelve months. Members who do not quality for voting privileges regain such qualification upon meeting the attendance requirements set forth herein.
4. The quorum to transact business at any regular or called meeting shall be 50 percent of the current membership. Members sending proxies shall be counted as present.

Done this \_\_\_\_\_\_\_\_\_\_\_\_ Day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019.

DOC/DISK: BD2019-0145

**Proxy Resolution for Regional Advisory Council**

**WHEREAS,** The Alabama Legislature has permitted the passage of House Bill 448, the establishment by the chair, with the consent of the majority of the members, a procedure for proxy representation, voting and quorum; and

**WHEREAS,** the committee determines that such procedures are necessary to the proper functioning of the committee;

**NOW THEREFORE, BE IT RESOLVED BY THE ALABAMA REGIONAL ADVISORY COUNCIL:**

1. All members of the Regional Advisory Council may select his/her proxy designee. The proxy statement shall name the member to whom the proxy is given, shall state whether the proxy is a general proxy or limited to a certain question and shall be signed by the members giving the proxy.

2. The council meeting shall be held at least twice a year and more frequently if needed. The council may meet by electronic means and voting shall be accepted electronically.

3. Voting privileges are extended only to members of the council who have attended in person or by proxy a minimum of 50 percent of the regular and called meetings of the committee during the last twelve months. Members who do not qualify for voting privileges regain such qualifications upon meeting the attendance requirements set forth herein; and

4. The quorum to transact business at any regular or called meeting shall be 50 percent of the current membership. Members sending proxies shall be counted as present.

Done this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_