



DRAFT BYLAWS Pediatric Care Committee

ARTICLE I

Name

The name of this organization shall be the Pediatric Care Committee herein referred to as the “committee” operating in partnership with the Department of Public Health and Environment, Health Facilities and Emergency Medical Services Division, Emergency Medical and Trauma Services (EMTS) Branch, herein referred to as the “department”.

ARTICLE II

Purpose

The purpose of the committee is to inform and advise the emergency medical and trauma services community on matters related to emergency medical services (EMS) for children within Colorado pursuant to applicable statutes and regulations. The committee will also provide guidance and support initiatives for the EMS for Children Colorado State Partnership grant program.

ARTICLE III

Duties

Section 1 The committee shall:

- (A) Advise the emergency medical and trauma services community on EMS and trauma system issues related to the care of children.

- (B) Provide clinical expertise and advice from a pediatric perspective as requested to the department, departmental committees, the State Emergency Medical and Trauma Services Advisory Council (SEMTAC) and the Emergency Medical Practice Advisory Council (EMPAC).

- (C) Support deliverables for the EMS for Children State Partnership Grant such as the development and implementation of initiatives to improve the emergency care of children.

ARTICLE IV
Members

Section 1 Membership shall be as follows:

- (A) There shall be at least fifteen members who represent, as equally as possible, the urban and rural EMTS systems, demographics, and geography of Colorado's EMTS community.
- (B) Membership of the committee will include:
 - 1. One (1) Colorado licensed physician with pediatric training that is an appointed member of the SEMTAC.
 - 2. One (1) Colorado licensed physician with board certification in emergency medicine.
 - 3. One (1) Colorado licensed registered nurse with emergency pediatric experience and experience as a trauma nurse coordinator.
 - 4. One (1) Colorado certified paramedic with experience and interest in pediatric care.
 - 5. One (1) Colorado licensed registered nurse with experience as a pediatric nurse.
 - 6. One (1) EMS educator from a Colorado recognized EMS education center with experience and interest in pediatric care.
 - 7. One (1) representative from the SEMTAC EMTS Prevention Committee.
 - 8. One (1) representative from the SEMTAC Public Policy and Finance (PP&F) Committee.
 - 10. Two (2) members at large.
 - 11. The project director as identified in the Colorado EMS for Children State Partnership Grant.
 - 12. The program manager as identified in the Colorado EMS for Children State Partnership Grant.

- 13. A representative of CDPHE appointed by the EMTS branch chief.
- 14. Representative(s) appointed at the discretion of the SEMTAC Chair
- 15. At least one family representative as identified in the Colorado EMS for Children State Partnership Grant. All family representatives designated for the grant may serve as members of the committee.
- 16. One (1) representative from the Colorado MCH Title V Program
- 17. One (1) member from the Office of Emergency Preparedness

- (C) SEMTAC will appoint at least one member who is a Colorado licensed physician with pediatric training. Members representing a SEMTAC committee shall be appointed by their respective committee. All other members shall be appointed by the chair.
- (D) Members will serve a term of three years.
- (E) There is no limit to the number of terms a member can serve.

Section 2 Any member who has two consecutive unexcused absences may be considered to have vacated their seat. The chair has discretion to excuse absences. Vacancies will be filled by the same process as appointments.

Section 3 Members who no longer meet the qualifications of their position shall resign from the committee. Vacancies will be filled by the same process as appointments.

Section 4 In the event any membership position listed in Section 1 is dissolved, restructured or replaced by another body, that position will revert to an at-large position until these bylaws are amended.

Section 5 Membership in the committee is voluntary and members shall not be compensated.

ARTICLE V
Officers

Section 1 The chair of the committee shall be a Colorado licensed physician with pediatric training as appointed by SEMTAC.

Section 2 Duties of the chair shall be to:

- (A) Preside at all meetings of the committee.

- (B) The chair shall determine the time, place, manner, and agenda for meetings.
- (B) Observe and enforce the bylaws and policies of the committee.
- (C) Serve as the liaison between the committee and the SEMTAC.
- (D) Ensure that the business of the committee is being carried out during and between meetings.

Section 3 A vice-chair shall be selected from amongst the membership to serve a one-year term beginning at the July committee meeting.

Section 4 Duties of the vice-chair shall be:

- (A) Preside at meetings in the absence of the chair.
- (B) Assist with coordination of the committee, subcommittees and implementation of committee activities as directed by the chair.

Section 5 The executive secretary shall be served by the program manager of the EMSC State Partnership grant.

Section 6 Duties of the executive secretary shall be:

- (B) Maintain accurate record of committee meetings.
- (B) Make the minutes available to the public.
- (C) Distribute meeting materials to committee members at least seven working days prior to meetings.
- (D) Maintain an accurate and up-to-date list of committee members.
- (E) Ensure full and timely public notice of each meeting, in accordance with open meeting statutes.

ARTICLE VI

Meetings

- Section 1 (A) The committee shall meet no less than quarterly at the call of the chair.
- (B) A meeting may also be called at the request of a simple majority of committee members.

(C) Meetings shall be subject to all current statutes and rules relating to the conduct of open meetings.

Section 2 A quorum shall be the majority of the membership.

Section 4 No individual member shall make a statement of policy that purports to be that of the committee unless the committee shall have adopted such policy, but no one shall be prohibited from stating his or her personal opinions, provided they are clearly identified as such.

Section 6 The committee may accept public comment on agenda items. The chair has the authority to limit public comments with prior notice.

ARTICLE VII **Subcommittees**

Section 1 Subcommittees of the committee may be appointed by the chair as needed. The chair may also designate a chair for each subcommittee.

Section 2 Subcommittees may include members of the public.

Section 2 The committee chair shall be an ex officio member of all subcommittees.

Section 3 The tasks and products of any such subcommittee shall be well defined by the committee chairperson, and specific dates and reports to the entire committee will be established.

Section 4 A subcommittee will be dissolved once its tasks or work product is determined to be completed by the committee chair.

ARTICLE VIII **Voting and Balloting Procedures**

Section 1 When a majority vote is called for:

(A) The presiding officer may determine the method of voting.

(B) Proxy or absentee voting shall not be allowed.

ARTICLE IX **Conflict of Interest**

Section 1 No member of the committee shall be permitted to vote on items brought before the committee or directly engage in tasks or duties of the committee whereby an immediate personal or financial conflict of interest exists.

- (A) Any member wishing to abstain from voting shall recuse themselves.
- (B) Any committee member wishing to disengage from a required task or duty of the committee shall notify the chair and give citation of possible conflict of interest to the chair.
- (C) Abstaining from voting or duty shall pertain only to the specified vote or duty.

ARTICLE X
Parliamentary Authority

ROBERT’S RULES OF ORDER NEWLY REVISED, most recent edition shall govern the committee wherever they are applicable and not inconsistent with Colorado Revised Statutes or these bylaws.

ARTICLE XI
Amendment of Bylaws

Section 1 The bylaws may be amended at a meeting of the committee:

- (A) By majority vote, provided that the revised draft bylaws are submitted to all members at least ten business days prior to the meeting.

Section 2 Adopted amendments shall take effect immediately upon adoption.

ARTICLE XII
Adoption of Bylaws

These bylaws shall take effect immediately upon majority vote of the committee and signature of the chair.

-End of Bylaws-

Adopted by the committee:

_____ Date

Committee Chair Signature