



**Southwest (3) Regional Trauma Advisory Board
SPECIAL MEETING
Thursday, December 9, 2021 – 10:30 a.m.**

**Location of Meeting: Great Plains Technology Center
4500 Southwest Lee Boulevard
Lawton, OK 73055**

The following Advisory Board Members are participating from the Great Plains Technology Center:

Air Evac Lifeteam – Ada/Dan McLeod, Arbuckle Memorial Hospital Authority/Justin White, Carnegie Tri-County Municipal Hospital/Shay Payne, Chickasaw Nation Medical Center/Jillian Chadwick – James, Comanche County Memorial Hospital/Rachel Talley, Comanche County Memorial Hospital EMS/Jamie Hennessey, Duncan Regional Hospital, Inc./Kim Tigert, Elkview General Hospital/Kim Goss, Grady Memorial Hospital Authority/M. Beth Malone, Jackson County Memorial Hospital Authority/Kelley Martinez, Kirk's Emergency Service/Bruce Crowell, Mercy Hospital Ada/Colin Farrell, Mercy Hospital Ada EMS/Chris McGill, Mercy Hospital Ardmore, Inc./Lori Smith, Rush Springs Fire/EMS/Scooter Mitchell, Southern Oklahoma Ambulance Service/Jeff Taylor, Survival Flight Inc./Ryan Sand, Tillman County EMS District/Eddie Johnson, and Tuttle Fire/EMS/Jennifer Hamett.

AGENDA

- I. Call to Order – Check in with Remote Site.....Lori Smith, Chair
- II. Roll Call to include Remote Site.....Lori Smith, Chair
- III. Introductions and Announcements.....Lori Smith, Chair
- IV. Approval of Minutes – August 5, 2021.....Lori Smith, Chair
- V. Reports
 - A. Emergency Systems.....Jennifer Woodrow
 - B. Continuous Quality Improvement Committee.....Ryan Sand, Committee Chair
 - C. Regional Education and Planning Committee.....Brad Lancaster, Committee Chair
 - D. Stroke.....Melody Bridges/Leah Newton
 - E. Regional Medical Planning Group/Southwestern Emergency Response Center.....Robert Stewart
 - F. EMS for Children.....Bobbie Keith
- VI. Business
 - A. Discussion, consideration, possible action and vote to approve proposed Region 3 Trauma Advisory Board Membership, 2022 Board Member Rotation Schedule (Attachment A), and proposed 2022 Board Members pending review of the Regional Education and Planning Committee recommendations.....Lori Smith, Chair

**Board Members must be present in person at the Great Plains Technology Center in Lawton, Oklahoma.
General Members may attend the remote location below or the Great Plains Technology Center.**

Zoom
<https://us06web.zoom.us/j/86478270802?pwd=ODA5Q2RmWlp5YXZvQ3NkeW1BR2xndz09>
Meeting ID: 864 7827 0802
Amy Hawkins – 580-355-0535

- B. Discussion, consideration, possible action and vote to approve proposed 2022 Board Officer nominations.....Lori Smith, Chair
1. Chair – Lori Smith
 2. Vice-chair – Dan McLeod
 3. Secretary – Rachel Talley
- C. Discussion, consideration, possible action and vote to approve proposed 2022 Committee Membership.....Lori Smith, Chair
1. Quality Improvement Committee – Vote to add Sandra Sand and Kenneth Power
 2. Regional Education Planning Committee – Vote to add Alana Pack and Jamie Hennessey
- D. Discussion, consideration, and possible vote to approve action pending review of performance measure data and REPC recommendations regarding regional trauma system goals.....Lori Smith, Chair
- E. Discussion, consideration, and possible vote to approve proposed Region 3 Trauma Plan amendments pending review of the Regional Education and Planning Committee recommendations.....Lori Smith, Chair
- F. Discussion, consideration, and possible vote to repeal the current Region 3 Bylaws and approve new Region 3 Bylaws proposed by the Regional Education and Planning Committee.....Lori Smith, Chair
- VII. New Business (For matters not reasonably anticipated 48 hours prior to the meeting)
- VIII. Public Comment
- *If attending through the Zoom website, please raise a virtual hand for your name to be included in the public comments queue.*
 - *Comments will be received with people who raised a virtual hand through Zoom. The comment order will be alphabetically (a-z) based on the attendee's last name.*
 - *To ensure that everyone who desires to make a public comment has had the opportunity to speak, after comments have been made by attendees who raised a virtual hand in Zoom, we will then make one last final call for attendees to identify themselves who want to make a public comment, but have not done so.*
- IX. Next Meeting
- A. Southwest (3) Continuous Quality Improvement Committee
January 7, 2022 – 9:00 a.m.
 - B. Oklahoma Trauma and Emergency Response Advisory Council
February 2, 2022 – 1:00 p.m.
 - C. Southwest (3) Regional Education and Planning Committee
February 3, 2022 – 9:00 a.m.
 - D. Southwest (3) Regional Trauma Advisory Board
February 3, 2022 – 10:30 a.m.
- X. Closing, Adjournment, and Dismissal
- Board Members must be present in person at the Great Plains Technology Center in Lawton, Oklahoma.
General Members may attend the remote location below or the Great Plains Technology Center.**
- Zoom

<https://us06web.zoom.us/j/86478270802?pwd=ODA5Q2RmWlp5YXZvQ3NkeW1BR2xndz09>

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**SOUTHWEST (3) REGIONAL TRAUMA ADVISORY BOARD
BYLAWS**

NAME AND GEOGRAPHIC DESCRIPTION

I. Name

The Board shall be known as the Southwest (3) Regional Trauma Advisory Board, subsequently referred to as the Regional Trauma Advisory Board, Board, Region 3 RTAB, or RTAB.

II. Geographic Description

The following counties are included in the Southwest Regional Trauma Advisory Board:

Caddo	Grady	Johnston	Stephens
Carter	Greer	Kiowa	Tillman
Comanche	Harmon	Love	
Cotton	Jackson	Murray	
Garvin	Jefferson	Pontotoc	

MISSION STATEMENT

In support of the statewide system, create a regional system of optimal care for all trauma patients, to ensure the right patient goes to the right place in the right amount of time.

PURPOSE

The purpose of the Regional Trauma Advisory Board (RTAB) is to assist the Oklahoma Trauma and Emergency Response Advisory Council (OTERAC) and the Oklahoma State Department of Health (OSDH) with the development and implementation of a formal trauma care system, regionally and statewide.

The Regional Trauma Advisory Board shall be empowered but not limited to:

1. Assessing the current resources and needs within the region respective to Emergency Medical Services (EMS), acute care facilities, rehabilitation facilities, communication systems, human resources, professional education, public education, and advocacy.
2. Organizing regional human resources into coalitions and/or alliances, which will be proactive in trauma systems development.
3. Developing a Regional Trauma System Development Plan.
4. Developing and implementing a Regional Trauma Continuous Quality Improvement program.
5. Providing public information and education programs regarding the need for a formal trauma care system.
6. Providing region-specific input to the Oklahoma Trauma and Emergency Response Advisory Council and the Oklahoma State Department of Health concerning trauma care issues.

ORGANIZATIONAL STRUCTURE

The RTAB Membership is composed of the licensed hospitals and ambulance service providers in the region as well as other interested individuals and/or organizations as approved by the Board and designated in the approved rotation schedule (Attachment A). The RTAB membership consists of General Members, Board Members, Board Officers, and Board Staff.

I. Authorized Representatives

Member organizations are responsible for appointing representatives from **their institution and discipline (Ex: Hospital, Ground EMS, Air EMS, Long-term care)** authorized to act on behalf of the organization with written authorization required to be submitted to the RTAB Secretary and/or the OSDH Emergency Systems division prior to appointment. Authorized representatives are responsible for providing input to the Board and taking meeting information back to the appointing member organization. A representative may be authorized to represent more than one general member organization but may only be authorized to represent one Board member and entitled to one vote. In order to do this they must specify when signing in which organizations they are representing and answer roll for all organizations.

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II. Proxies

In the event the authorized representative or alternate is unavailable, a member organization may attend a meeting of the Board and vote by proxy. The member must prepare and send a statement on their institution's letterhead or by email stating their authorization of a specifically named alternate from their institution to attend the meeting and/or cast a vote on their behalf. The proxy should be transmitted to the OSDH Emergency Systems and/or the RTAB Secretary prior to the posted meeting time. A proxy shall only be valid at the meeting for which it is executed and is responsible for providing input to the Board and taking meeting information back to the appointing member organization.

III. Participation

All member organizations are required to participate in RTAB activities.

IV. Committee Service

Members may serve on committees, work groups, and task forces.

GENERAL MEMBERSHIP

- I. General members are expected to attend 100% of regularly scheduled meetings to provide input on topics under consideration by the Board, but do not maintain voting privileges.

BOARD MEMBERSHIP

- II. Representation will rotate between the member organizations in the region based upon the approved rotation schedule (Attachment A) maintaining equal representation between hospital and EMS member organizations. Board membership should be multidisciplinary with broad representatives from the following list of disciplines.

Hospital

1. Administrator
2. Business office
3. QI practitioner
4. Emergency Department Physician
5. Surgeon
6. Trauma Nurse Coordinator
7. Trauma Registrar
8. Emergency Department Nurse
9. Operating Room Nurse
10. Rehabilitation Practitioner
11. Safety Officer

Emergency Medical Services

1. Administrator
2. Non Administrator EMT
3. Non Administrator Advanced
4. Non Administrator Paramedic
5. Business Office

III. Number of Board Members

The Board shall consist of no fewer than nine (9) members and no more than twenty (20) members.

IV. Appointments

Board members shall be appointed annually at the annual meeting according to the established membership structure and rotation (Attachment A) and approved by the respective member organizations.

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V. Board rotation (Schedule A) Guidelines

1. Representation will rotate between the member organizations in the region maintaining equal representation between hospital and EMS member organizations.
2. The term of the Board members is one calendar year.
3. Except for permanent Board members and respective to the categories of hospital, Air EMS, and Ground EMS, corporations holding multiple licenses will be recognized as one entity. Individual licensed member organizations will rotate annually under that entity position.
4. Permanent Board Members
 - a. Level III Trauma Centers
 - b. Top four ground EMS agencies by previous year call volume
5. Permanent General Members
 - a. Licensed EMS agencies and hospitals that are not located within Region 3 but routinely service the region
 - b. Region 3 Regional Medical Response System (RMRS)/ Medical Emergency Response Center (MERC)
 - c. Oklahoma EMS for Children (EMS-C)
 - d. Oklahoma State Department of Health – Emergency Preparedness and Response Services
 - e. Trauma Transfer and Referral Center (TReC)
6. Rotating Board Members
 - a. Licensed Level IV Trauma Centers and focused facilities
 - b. Licensed air EMS agencies not designated as a permanent member
 - c. Licensed ground EMS agencies not designated as a permanent member
7. Board Member Rotation Revision
 - a. The Regional Education and Planning Committee will consider the board membership rotation for revision prior to the annual meeting with recommendations for revisions submitted to the Board for action.
 - b. Revision Guidelines
 - i. Members who do not meet attendance requirements as outlined in the regional bylaws shall be removed from the Board and/or forfeit their rotation onto the Board to include permanent members.
 - ii. Upon removal or forfeit, the next member up for rotation will take the place of the removed member. If a permanent member is removed from the Board, the next rotating member in the respective category up for rotation will take the place of the removed permanent member for that rotation cycle.
 - iii. If a member organization changes ownership, the new ownership will take the place of the previous member organization on the rotation schedule.
 - iv. New members will be added to the end of the rotation alphabetically.
 1. The Board will consider the board membership rotation for revision and the next year rotation decided by a vote of the Board at the annual meeting.
 2. The OSDH Emergency Systems division will provide current licensure status and previous year call volumes for Board review and notify member organizations appointed to the Board upon approval.

VI. Powers and Responsibilities

The members of the Board are responsible for overall policy and direction of the RTAB.

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VII. Duties of the Board Members

Board members shall exercise ordinary business judgment in managing the affairs of the organization. In acting in their official capacity as Board members of this organization, they shall act in good faith and take actions they reasonably believe to be in the best interest of the organization and that are not unlawful. In all other instances, the Board members shall not take any action that they should reasonably believe would be opposed to the organization's best interests or would be unlawful.

Responsibilities of the Board members include but are not limited to:

1. Conduct the business of the organization;
2. Specify the composition of and direct the activities of committees;
3. Consider for approval recommendations from committees;
4. Cause to be prepared and administer the budget, prepare annual reports of the organization;
5. Cause to be prepared and grant applications for the organization;
6. Approve, execute, and/or ratify contracts made in ordinary course of business of the organization; and
7. Make continuous and regular reviews of RTAB matters and business affairs in order to provide information to general membership.

VIII. Quorum

A simple majority of the Board member shall constitute a quorum at any meeting.

IX. Actions of the Board

1. Each Board member will appoint and authorized a representative and an alternate and shall be entitled to only one (1) vote on each matter submitted to a vote at a meeting of the Board.
2. A simple majority of the Board members present and voting at a meeting at which a quorum is present shall be sufficient to constitute action by the Board.

BOARD OFFICERS

- I. The following officers shall be elected from the Board Members: Chair and Vice-chair.. The Board Members may create additional officer positions, define the authority and duties of each such position, and elect persons to fill the position.

- II. Officers may not serve more than two consecutive terms.

III. Nominations/Election

1. Nominations of candidates for office shall occur at least one month prior to the election; candidates shall express a willingness to serve.
2. The same person shall hold no more than one office.
3. The term for officers shall be one year.

IV. Duties of Officers

1. The Chair shall be the executive officer of the RTAB and shall:
 - a. Set the agenda and preside at all meetings of the RTAB;
 - b. Sign agreements and contracts after authorization by the Board;
 - c. Call special meetings when necessary;
 - d. Ensure that the RTAB is represented at meetings of the OTERAC;
 - e. Ensure that the RTAB is represented at all appropriate state and regional meetings;
 - f. Ensure that the RTAB membership is informed of all appropriate state and legislative activities; and
 - g. Perform other tasks as deemed necessary by the Board.
2. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and perform such duties as assigned by the Chair of the Board.

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BOARD STAFF

- I. Board staff shall consist of a secretary, to be appointed by the chair. Appointment may be, but not necessary, from the general membership, and does not maintain any voting privileges.
- II. Duties of the Secretary shall include:
 1. Ensure dissemination of all notices required by the bylaws or by the Oklahoma Open Meetings Act;
 2. Assure a meeting attendance roster is maintained;
 3. Assure a register of the name and mailing address of each member organization is maintained;
 4. Ensure minutes are kept of all proceedings of the Board meetings; and
 5. Manage the correspondence of the organization.
- III. Attendance Expectations/Removal of Officers
An officer may be removed from office upon missing any scheduled meetings in any year without making arrangements for an alternate or proxy to attend as approved by the RTAB.
- IV. Vacancies
A vacancy in any office may be filled by the Board for the un-expired portion of the officer's term.

MEETINGS

- I. Meetings of the Board shall be held in accordance with the Oklahoma Open Meeting Act.
- II. Meetings of the Board shall be held at such times and places as determined by the Board members.
 1. These meetings must be held at least quarterly.
 2. The Board shall not review patient specific information or medical records at these meetings.
- III. An Annual Board Meeting shall occur each fall. A meeting notice shall be distributed to all member organizations at least 30 days prior to the meeting. The meeting dates, times, and places for the forthcoming year shall be established at the annual meeting.
- IV. Meetings for the forthcoming year shall be posted with the Secretary of State in accordance with the Oklahoma Open Meeting Act prior to December 15. Any changes to the meeting schedule shall be duly noted to the Secretary of State.
- V. Notice of the date, time, and place of each meeting shall be distributed to each member organization at least ten (10) days prior to the date of that meeting. The notice of each meeting shall include an agenda of the matters to be considered.
- VI. Special Meetings
 1. Special meetings of the Board may be called by the Chair of the Board, Vice-Chair of the Board, or by any three members of the Board on not less than forty-eight (48) hours notice.
 2. Notice of such a meeting must be posted as a special meeting with the Secretary of State.
 3. Notice to members of the Board can be communicated by mail, e-mail, telephone, or fax.
- VII. Robert's Rules of Order will be relied on to resolve any procedural issue not covered in the bylaws.

MEETING ATTENDANCE

- I. Attendance Expectations
 1. Member organizations are expected to attend 100% of regularly scheduled meetings.
 2. Each member organization may send a proxy to attend in place of the authorized representative(s).
 3. Rescheduled meetings and special meetings are not considered to be regularly scheduled.

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4. Regularly scheduled meetings occurring during a state of emergency as declared by the Governor that affects the Region may be exempt from attendance requirements as approved by the Board.

II. Excused Absence

1. If a member organization believes they missed a regularly scheduled meeting due to extenuating circumstances, that member shall notify the OSDH Emergency Systems division and/or the RTAB Chair prior to the next regularly scheduled meeting.
2. Exceptions involving emergencies may be considered on a case by case basis and absences excused by approval of a unanimous vote of the Board.

III. Unexcused Absence

1. If a member misses a regularly scheduled meeting, notice of the absence will be sent to the agency or facility leadership as recommended by the Regional Education Planning Committee and/or approved by the RTAB Chair.
2. Any member organization that fails to ensure participation by their representative(s) shall be reported to both the Oklahoma Trauma and Emergency Response Advisory Council and the member organization's licensing authority for action.
3. Removal from the Board
 - a. Previous year attendance will be reviewed by the Regional Education and Planning Committee (REPC) prior to the annual meeting.
 - b. Members who do not have a satisfactory previous year attendance as determined by the REPC will forfeit their turn in the approved Board rotation.
4. In the event a member of the Board is reported to the OTERAC and their licensing authority and/or removed from the Board due to not meeting the attendance expectations, written notification of the report and/or removal will be sent to the agency or facility leadership.

COMMITTEES

I. Committee Membership

1. Unless otherwise specified or Board approved, each member must be from an Oklahoma licensed and Oklahoma based hospital or ambulance service and hold appropriate current/active professional licensure when applicable.
2. Each member shall continue to serve on this committee until the next annual meeting of the Board and until his/her successor is appointed unless sooner removed, the member resigns, or until the committee is dissolved.
3. Resignations and Removal
 - a. Any person on a committee may resign from the committee at any time by giving written or verbal notice to the chair of the Board, chair of the committee, secretary of the Board, and/or OSDH Emergency Systems.
 - b. Upon approval by the chair of the committee, the chair of the Board, and or a majority vote of the committee and/or Board, a member may be removed from the committee if he/she misses 50% of the regularly scheduled meetings in any year.
4. Vacancies and request or recommendations for committee membership
 - a. Volunteers or nominations to fill a vacancy in membership or new requests for membership for a committee shall be accepted and voted on at the next scheduled meeting of the Board.
 - b. Notice of a vacancy, new request, or recommendations for committee membership shall be distributed to Board members at least ten (10) days prior to a scheduled meeting.
5. Committee membership shall be reviewed and confirmed by a vote of the Board at the annual meeting.

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II. Committee Meetings

1. Meetings of the committees may be called by the Chair of the Board, the Chair of the committee, or by any three members of the committee. Each committee shall meet at least annually.
2. Notice of the committee meetings must be given in accordance with the Oklahoma Open Meeting Act when applicable.

III. Quorum

1. A majority of the voting persons on the committee shall constitute a quorum when applicable.

IV. Action by Committee

1. Each committee shall elect a Chair that may not serve more than two consecutive terms.
2. Recommendations by committees are to be taken back to the Board for action.
3. Committees may create working groups based upon the recommendation of the committee with the tenure decided based upon the specific need for the committee.

V. Committee Minutes

The Chair of each committee shall ensure complete and accurate minutes of each meeting are prepared. Minutes shall be maintained by the OSDH Emergency Systems division when applicable.

VI. Committee Compensation

Persons serving on a committee shall not receive salaries for their services, but by resolution of the Board a reasonable amount for expenses incurred in attending to authorized duties may be allowed; provided that nothing herein contained shall be construed to preclude any member of the committee from serving.

VII. CONTINUOUS QUALITY IMPROVEMENT (CQI) COMMITTEE

Each RTAB region is required by statute to conduct quality improvement activities. A multidisciplinary standing committee for continuous quality improvement shall be created in each region. The function of this committee is to decrease death and disability by reducing inappropriate variation in care through progressive cycles of performance review.

1. Activities

- a. Minimum quality improvement activities shall be defined by the CQI Committee and approved by the Board.
- b. The regional committees may identify other activities to monitor based upon regional need.
- c. Each region shall adopt confidentiality policies for this committee.

2. Membership

- a. Minimum membership requirement:
 - Emergency Department Physician/Provider
 - Surgeon
 - Emergency Department Nurse
 - Operating Room Nurse
 - EMS Medical Director
 - Ground Ambulance Provider
 - Air Ambulance Provider
- b. Other members for this committee may be identified based upon the need of the region. It is suggested that the membership be kept to 10 members or fewer.
- c. Other specific disciplines that are not regular members of the committee may be called on to meet specific quality improvement needs.

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VIII. REGIONAL EDUCATION AND PLANNING COMMITTEE

1. Purpose
The purpose of this committee is meet regional needs through strategic planning; creating, reviewing, and amending regional plans; and creating educational components to further regional goals.
2. Membership
Suggested membership should be nine members with a make-up of four members from hospitals, four members from EMS agencies, and a member from the Regional Medical Response System (RMRS).

IX. STANDING COMMITTEES

1. Standing committees shall be established by a majority vote of the Board.
2. The Board shall appoint members of these committees; at least one member of the Board shall serve on each standing committee.

X. SPECIAL COMMITTEES

1. The Board may create special, ad hoc, or task force committees based upon the recommendation of the members of Board.
2. These committees will have no power to act other than as specifically authorized by the Board.
3. Membership
 - a. Members of these committees are not required to be members of the Board.
 - b. The Board shall appoint members of these committees.
4. The tenure of these committees will be decided by the Board based upon the specific need for the committee.

FINANCES

I. Deposits

All money received by the organization shall be deposited with a bank, trust company, or other depository that the Board selects, in the name of the organization. All checks, notes, drafts, and acceptances of the corporation shall be signed in the manner designated by the Board.

II. Gifts

1. The Board may accept on behalf of the RTAB any contribution, gift, bequest, or legacy that is not prohibited by any laws or regulations in the State of Oklahoma.
2. The Board may make gifts and charitable contributions that are not prohibited by the regional bylaws, state law, and are not inconsistent with the requirement for maintaining the RTAB's status as an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue code.

III. Conflicts of Interest

1. The Board shall not make a loan to any member of the Board or their representative(s).
2. The Board shall not borrow money from or transact business with a member of the Board, their representative(s), an employee of a member organization, or a family member of a member organization unless:
 - a. The transaction is described fully in a legally binding instrument;
 - b. The transaction is found to be in the best interests of the RTAB after full disclosure of all relevant facts at a scheduled meeting of the Board; and
 - c. Such action requires a 2/3-majority vote of the Board (excluding the vote of any person having a personal interest in the transaction) at a meeting when a quorum is present.
 - d. Disclosure of intent to undertake such action is declared to the OSDH and the OTERAC for approval prior to action.

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EMRESOURCE™

The RTAB adopts the policies, standards, and definitions recommended by the Oklahoma State Department of Health for the operations of EMResource™. Any recommendations for changes to these documents will be made to the OSDH EMS Systems division for consideration for statewide adoption. Because this is a statewide system, all changes must be made on a statewide basis.

Any necessary regional operational procedures will be subject to approval by the RTAB.

AMENDMENT OF BYLAWS

- I. The regional bylaws may be altered, amended, or repealed and new bylaws may be adopted by a vote of the Board held at a regular or specially called meeting for the purpose of altering, amending, or repealing the bylaws.
- II. The regional bylaws shall be reviewed/revised biennially by the Southwest Regional Education and Planning Committee with recommendations for revisions submitted to the Board for action.
- III. The notice of any meeting at which the regional bylaws are altered, amended, or repealed shall include the text of the proposed provisions as well as the text of any existing provisions proposed to be altered, amended, or repealed.

TRAUMA PLAN AMENDMENT

- I. The regional trauma plan may be altered, amended, or repealed and a new Trauma Plan may be adopted by a vote of the Board held at a regular or specially called meeting.
- II. The regional trauma plan shall be reviewed/revised biennially by the Southwest Regional Education and Planning Committee with recommendations for revisions submitted to the Board for action.

RECORD OF CHANGES

Approved by OTSIDAC: 03/02/2005

Revised RTAB: 08/16/2009, 10/03/2019, 02/20/2020, 08/06/2020

Repealed with new bylaws adopted: 12/09/2021