



## **Triad Healthcare Preparedness Coalition Steering Committee Bylaws**

### STEERING COMMITTEE

The name of this committee shall be called Triad Healthcare Preparedness Coalition Steering Committee (THPC-SC)

### PURPOSE

The Steering Committee provides a stabilizing influence so coalition concepts and direction are established and maintained with a visionary view. The Steering Committee provides insight on long-term strategies in support of ASPR guidance and ensures coalition capabilities, operational objectives and ongoing projects are being adequately addressed.

Facilitate the development of the ASPR Grant in compliance with current funding guidelines, strategic plan and ASPR Healthcare Preparedness guidelines.

### Committee Responsibilities

1. Develop and maintain the strategic plan for the Triad Healthcare Preparedness Coalition
2. Coordinate a regional approach to community wide emergency planning, training and response.
3. Specify the composition and direct the activities of sub-committees based upon information received from the Triad Healthcare Preparedness Coordinator or consensus of the THPC stakeholders.
4. Consider recommendations made by sub-committees and work groups for approval or revision.
5. Review regional projects for the ASPR HPP grant submissions as necessary.
6. Define and recommend processes and/or standard operating guidelines of the THPC to include, but not limited to, review of the THPC Regional Healthcare Support Cell Plan.
7. Assist the Triad Healthcare Preparedness Coalition staff with decisions regarding resource allocation, when requested.
8. Support, review and carry out the THPC bylaws.
9. Additional activities as requested.

## MEMBERSHIP

**Section A.** Membership to the Triad Healthcare Preparedness Coalition – Steering Committee is chosen by the members of the THPC. It will include representation from THPC disciplines as defined by the bylaws. No more than seven THPC stakeholders will sit on the Steering Committee at one time. Membership will consist of more than one discipline.

1. Executive Committee- Chair, Vice Chair and Secretary
2. At Large Committee- Elected from the Coalition membership
3. Non-elected Committee member- Triad Regional Healthcare Preparedness Planner

### **Section B: Committee Term:**

Committee members will be elected at the last general meeting of the fiscal year. Fiscal year is July 1<sup>st</sup> to June 30<sup>th</sup>. Committee member term will begin July 1. A term is defined as two fiscal years.

**Section C: Term Limits:** Each elected member will be allowed to serve a maximum of two (2) consecutive terms. After one term off the board, the person will be eligible for re-election.

**Section D: Nomination and Election:** Candidates may be nominated by the Nomination Committee or from the floor by any coalition stakeholder or the regional healthcare preparedness coalition staff. Nominee(s) must receive a majority of the stakeholder votes of those present at the meeting. Electronic voting may be utilized.

To provide committee stability and cohesiveness, steering committee at large members will be elected on odd years. Executive committee members will be elected on even years.

**Section E: Resignation and Replacement Election:** If a member finds it necessary to resign from the committee, they are encouraged to remain until a replacement can be selected and to provide as much notice as possible. A replacement will be nominated and elected by the above standards. If a member resigns in the middle of the term, the new committee member will serve the rest of the term.

**Section F: Attendance Expectations/ Removal from the Committee:** Regular attendance is vital to the purposes of the committee. A Member may be automatically removed from the committee if (s)he misses two (2) consecutive committee posted meetings or 30% of the scheduled meetings in any year without arranging for a proxy.

**Section G: Vacancies:** In the event that a committee member seat is vacant, the Committee will nominate a replacement to the THPC for approval.

**Section H: Proxies:** A committee member wishing to vote by proxy must prepare a statement in writing and submit it to the Triad HPC Coordinator stating their authorization of a specifically named alternate from their discipline to attend the meeting and/ or cast a vote in his/ her absence. A proxy shall only be valid at the meeting for which it is executed.

## MEETINGS

Meetings are held every other month on the opposite of the THPC stakeholder meetings or as needed. Additional meetings may be scheduled by the HPC or the Steering Committee.

Each meeting is announced by email at least two weeks in advance of the meeting. In the case of a special meeting, such notice will state the purpose of the meeting and will be sent 5 business days in advance.

## STEERING COMMITTEE OFFICERS

**Section A: Officers of the Committee:** The following officers will be elected from the Steering Committee Membership:

1. Chair
2. Vice-Chair
3. Secretary

**Section B: Restrictions on Number of Offices Held**

- No person shall hold more than one office on the Steering Committee
- Officers of the Committee may hold more subcommittee officer positions

**Section C: Election:** Officers will be elected every even year.

**Section D: Duties of the Officers**

The Chair

- Assist with establishing the meeting agenda.
- Call special meetings when necessary;
- Ensure that the THPC – SC is represented and a report of committee activities is provided to the THPC meeting;
- Perform other duties as directed by the THPC – SC.
- Responsible for opening, closing and voting during THPC meetings.

The Vice-Chair

- Perform the duties of the Chair in the Chair's absence;
- Request and receive status reports from the sub-committee chairs and distribute them to the THPC – SC.

Secretary

- Ensure minutes are maintained and are provided to the Members of the THPC and THPC – SC within fifteen (15) business days.

## PARLIAMENTARY PROCEDURE

**Section A.** The members present at any properly announced meeting will be considered a quorum. All issues to be voted upon will be decided by a simple majority of those present at the meeting or by the electronic voting deadline unless otherwise specified in the bylaws.

### **Section B. Voting Privileges**

Each Member shall be vested with one vote.

Electronic Voting- THPC – SC voting may be conducted in an electronic format.

### **Section C. Conflict of Interest**

Good faith - Members shall exercise good faith in all transactions touching upon their duties to the THPC. In their dealings with and on behalf of the THPC, they are each held to a rule of honesty and fair dealings between themselves and the THPC. They shall not use their positions as members, or knowledge gained there from, to their personal benefit and to the detriment of the THPC.

Exclusion from voting - Any member having a conflict of interest on a matter shall disclose such interest and abstain from voting as appropriate.

## AMENDMENTS

**Section A.** These By-Laws may be amended at any properly announced meeting by two-thirds (2/3) vote of those present at a THPC meeting or by electronic voting as specified in the bylaws.

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Myron Waddell- Surry County EMS  
Steering Committee Chair

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Scott Supernaw- Cone Health System  
Steering Committee Vice-Chair

Signature

Signature

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APPROVED: 10-1-2015 / 1-16-2018

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Reviewed: 1-16-2018