

Utah Trauma Program Manager Forum BY-LAWS, RULES AND REGULATIONS

ARTICLE I: NAME

The name of this organization shall be the Utah Trauma Program Manager Forum (UTPMF).

ARTICLE II: MISSION & GOALS

Mission Statement:

The mission of UTPMF is to promote and improve trauma care in Utah by encouraging development, collaboration, evidenced based best practices, education, performance improvement activities and injury prevention in trauma care throughout the state. This forum will provide an opportunity for sharing ideas and best practices, as well as addressing identified problems in a collegial environment which fosters mentoring, consultation and education.

The goals of the UTPMF shall be to:

- A. Promote awareness among Utah hospitals, professional health organizations, and the public concerning the purpose of the UTPMF, hospital-based trauma programs, and Regional/State trauma systems.
- B. Promote and develop trauma education.
- C. Promote and develop trauma injury prevention.
- D. Promote and develop trauma research.
- E. Promote trauma performance improvement.
- F. Foster networking of trauma nurse directors/coordinators/managers and trauma programs in Utah.
- G. Serve as a resource for developing legislation and public programs related to trauma care.

Refer to Article VI for committee involvement in goals.

ARTICLE III: MEMBERSHIP

Section 1. Membership in the UTPMF shall be limited to trauma program manager/coordinator or equivalent who function in an oversight role of a hospital-based trauma program or organized trauma system.

Section 2. A member shall have one vote per designated trauma center.

Section 3. Trauma leaders involved in trauma care in institutions without organized trauma programs are encouraged to attend meetings as non-voting guests.

ARTICLE IV: OFFICERS

- Section 1. The Officers of the UTPMF shall be a President, President-Elect and Secretary.
- Section 2. Officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the UTPMF. The President, President-Elect and Secretary shall constitute a nominating committee for submitting a slate of candidates for Officers to the membership.
- Section 3. The Officers shall serve for two (2) years or until their successors are elected. Their term of office shall begin January 1 following his/her election.
- Section 4. Officer positions will be elected on two-year cycles. *The President-Elect will move into the President position.*
- Section 5. Members of the UTPMF shall elect Officers by ballot during the last meeting of the *calendar* year. Candidates receiving the greatest number of votes shall be elected. In the event of tie votes for an office, a re-vote shall be conducted immediately *until a winning candidate is elected.*
- Section 6. No member shall hold more than one (1) office at a time. In the event of a vacancy, balloting will occur at the next scheduled meeting to fill the unexpired term.
- Section 7. In the event that the immediate president vacated the position, the president-elect will fulfill the seat and a new president-elect will *volunteer or be nominated and elected.*
- Section 8. *In the event that the secretary vacated the position, a volunteer may be nominated, or balloting will occur at the next scheduled meeting to fill the unexpired term.*
- Section 9. Specific responsibilities and duties for Officers shall be developed and amended as needed by the membership. See Rules and Regulations.

ARTICLE V: MEETINGS

- Section 1. Meetings shall be held at a minimum of four (4) times per year, *or as determined by the UTPMF officers.*
- Section 2. The first meeting of each calendar year shall be known as the Annual Meeting.
- Section 3. Special meetings may be called by the President. Except in cases of emergency, at least seven (7) days notice shall be given and the purpose of the special meeting shall be stated in the notice.
- Section 4. One half (1/2) of the current voting members of the UTPMF shall constitute a quorum.

ARTICLE VI: COMMITTEES

- Section 1: Standing or ad hoc Committees may be appointed by the President as needed and determined by the membership of UTPMF.
- Section 2: A Committee shall exist of no less than three (3) UTPMF members representing a cross-section of trauma facility levels and regions.
- Section 3: Committee Chairpersons shall be appointed by the President.
- Section 4: All Committees shall keep minutes of their proceedings and when requested submit them to the Secretary for inclusion with the UTPMF minutes. Committee Chairpersons or their designee shall provide a verbal report of Committee progress at regular meetings.

ARTICLE VII : LIAISONS

- Section 1. A liaison shall be established between the UTPMF and the American College of Surgeons (ACS) Utah Committee on Trauma (COT). The UTPMF President or their designee shall serve as the liaison to the COT and *shall provide a report at regular meetings.*
- Section 2. A liaison shall be established between the UTPMF and the Trauma System Advisory Committee (TSAC). The President or their designee shall represent UTPMF at TSAC meetings and *shall provide a report at regular meetings.*
- Section 3. Additional liaisons between the UTPMF and other organizations shall be established at the request of membership.
- Section 4. *UTPMF* liaisons to other organizations shall provide a report at regular meetings.

ARTICLE VIII: (PARLIAMENTARY) AUTHORITY

- Section 1. Majority rules; silence is approval.
- Section 2. Voting is allowed either online or in-person.

ARTICLE IX: RULES AND REGULATIONS

- Section 1. Rules and Regulations shall be determined by the UTPMF.
- Section 2. Changes in the Rules and Regulations may be proposed directly to the UTPMF by any member. Changes in Rules and Regulations that are adopted by the UTPMF membership shall be assessed by the President for compliance with these Bylaws.
- Section 3. Officer Responsibilities shall include but not be limited to.
 - President:
 - A. Develop the agenda for all meetings.
 - B. Call meeting to order and conduct meetings.
 - C. Serve as the representative to the Utah ACS Committee on Trauma meetings.

- E. Represent the UTPMF membership in person, letters, email and/or phone calls on issues being addressed with other organizations.
- F. Review and revise meeting minutes.

President-Elect:

- A. Assume duties of the President in the President’s absence.
- B. Assist the President in the conduction of UTPMF business.
- C. Serve as the official representative of the UTPMF in the President’s absence or at the President’s request.
- D. Serve as an ex-officio member to all ad hoc Committees.
- E. Coordinate educational offerings at regular meetings.
- F. Coordinate balloting in elections and report results to the UTPMF membership.






Secretary:

- A. Maintain UTPMF *attendance* records, *records* and disseminate minutes, *and other pertinent supporting documents* from all UTPMF meetings to members.
- B. Maintain an updated membership list *and accurate contact information*.
- C. Assume duties of the President in the temporary absence of the President and President Elect
- D. Assist the President in the conduction of UTPMF business *as requested*.
- E. Facilitate additional communication of UTPMF business as needed.

ARTICLE X: AMENDMENT OF BYLAWS

Section 1. These Bylaws may be amended at any regular meeting of the UTPMF by a two-thirds (2/3) vote, provided that the amendment has been documented at the previous regular meeting.

Section 2. These Bylaws shall *additionally* be reviewed by *UTPMF* membership every two (2) years, or more often as warranted by a proposed change. Proposed changes shall be presented to the UTPMF membership *for discussion and approval*.

Document History					
Version	Adoption Date	Version	Adoption Date	Version	Adoption Date
 Bylaws Proposed 12-14	3-2015	 Bylaws 9-2015	9-2015	 Bylaws 8-2016	8-2016
 Bylaws 9-2018	9-2018	 Bylaws 3-2021	3-2021		