

## 1. Purpose

- 1.1 To define voting presence and establish procedures for voting and elections by the General Membership, Board of Directors, Committees/Subcommittees, and applicable workgroups of the North Central Texas Trauma Regional Advisory Council (NCTTRAC).

## 2. Definitions

- 2.1 Voting Eligibility
  - 2.1.1 Voting at the NCTTRAC General Membership and/or Board of Directors level of activity is reserved for a documented representative of a NCTTRAC member organization in good standing (e.g. Board-approved membership application and full payment of dues and/or fees)
  - 2.1.2 Voting at the committee/subcommittee and/or workgroup level of activity may consist of both documented representatives of a NCTTRAC member organization in good standing, as well as documented representatives of identified and approved partner agencies or organizations as outlined in Article 9.1.4.1 of the NCTTRAC Bylaws.
- 2.2 Voting Presence
  - 2.2.1 In reference to the term “present” and for the purpose of voting, presence is established as an expression of the Primary or Delegated Voting Representative’s decision on a ballot cast according to this SOP.
  - 2.2.2 Physical attendance is generally required for voting presence in order to cast a vote, unless otherwise addressed by specific language in a Board-approved SOP or the NCTTRAC Bylaws.
- 2.3 Election
  - 2.3.1 An “election” is the deliberate selection process for Board Officers, Committee Chairs, Chairs Elect, and Medical Directors.

## 3. Procedures

- 3.1 General Membership
  - 3.1.1 Items that must be decided by a vote of the General Membership are:
    - 3.1.1.1 Bylaws
    - 3.1.1.2 Election and/or Removal of Officers
    - 3.1.1.3 Membership Dues
    - 3.1.1.4 Membership Participation Requirements
    - 3.1.1.5 Regional System Plans
    - 3.1.1.6 Wind up and Termination of NCTTRAC
  - 3.1.2 Election and Voting Items
    - 3.1.2.1 All election and voting agenda items as well as any related documents will be communicated to the General Membership at least 15 days prior to the meeting where the vote will be called, except for bylaws which require at least 21 days’ notice. The notice of voting items will include information describing the methods available to cast a vote.
    - 3.1.2.2 Nominations of Officers
      - 3.1.2.2.1 Nominations for each open officer position will be received from a documented representative of a member organization of NCTTRAC in good standing.

- 3.1.2.2.2 The Officer nominee must formally accept the nomination and provide biographical information on a completed Biosketch.
- 3.1.2.2.3 NCTTRAC membership will be notified of each verified Officer nominee at least 15 days prior to the election date.
- 3.1.2.2.4 The notice shall provide a short written biography for each Officer nominee.
- 3.1.2.2.5 An Officer nominee may run for only one position during any election.
- 3.1.3 Voting Period
  - 3.1.3.1 The Board of Directors will establish a voting period of at least 15 days, 21 days for Bylaws, preceding any meeting where a vote of the eligible membership is required.
  - 3.1.3.2 The voting period will close at the time the vote is called in the meeting.
- 3.1.4 All votes are binding when cast.
- 3.1.5 A vote may be conducted by the following methods:
  - 3.1.5.1 Electronically
    - 3.1.5.1.1 A vote may be cast during the meeting by the electronic means as announced in the notice of voting items (e.g. email, fax, website, etc).
    - 3.1.5.1.2 An early/absentee vote may be cast prior to the meeting by email or other electronic means prescribed during the established voting period.
  - 3.1.5.2 Mail – A vote cast by mail must be received no later than the business day immediately prior to the meeting where the vote will be called.
  - 3.1.5.3 In person at the meeting by ballot.
- 3.1.6 A vote may be cast by proxy according to the NCTTRAC Bylaws.
- 3.1.7 The outcome of the vote will be decided by a simple majority of the votes cast, except for a vote on the Bylaws and removal of Officers which requires approval of two-thirds majority of the votes cast.
- 3.1.8 Officer Run-off Election
  - 3.1.8.1 In the case that one nominee does not receive at least 50% of the votes cast, a run-off election will be held between the two nominees receiving the largest number of votes.
  - 3.1.8.2 The call for the run-off vote will occur at the next regular Board Meeting using the same voting procedure.
- 3.1.9 Removal of an Officer of the Board of Directors
  - 3.1.9.1 Allegations leading to cause for removal can range from relatively minor to gross misconduct. Any call for removal of an Officer of the Board of Directors, for any reason, will go to the Executive Director.
  - 3.1.9.2 The Executive Director will present the call for removal to the Executive Committee of the Board of Directors (Executive Committee) for investigation.
  - 3.1.9.3 The Executive Committee will appoint a disinterested Investigating Officer appropriate to the seriousness of the concern.
  - 3.1.9.4 The Investigating Officer will bring the initial review findings to the Executive Committee. The Officer in question, while excused from initial proceedings,

will be provided an opportunity for rebuttal prior to the Executive Committee's report to the full Board.

3.1.9.5 Validation of sufficient concern for removal would be the responsibility of the Board prior to a call for removal election by the General Membership at the next scheduled general membership meeting or by a special meeting.

3.1.9.6 The Board may elect a suspension action for the Officer in question, and appoint an Interim to serve in the Officers place pending a vote from the general membership.

3.1.9.7 If the Officer is removed from his/her position, the Executive Committee will recommend to the Board for determination if the new Officer will additionally serve the two-year term that would have been served originally.

3.1.10 NCTTRAC staff responsibilities:

3.1.10.1 Maintain a current list of the primary and delegated voting representative of each member organization and verify the eligibility of each representative casting a vote.

3.1.10.2 Be responsible for validating voter eligibility and tabulating vote results.

3.1.10.3 Provide the accountable means by which the vote will be cast and tabulated.

3.1.10.4 Maintain ballots for at least thirty days, after which time the ballots will be destroyed.

3.2 Board of Directors

3.2.1 The Board establishes, by majority vote, the guidance and direction required to conduct the organization's business according to its mission.

3.2.2 Any items requiring action by the General Membership will be reviewed and a recommendation made by the Board of Directors with the exception of election of officers.

3.2.3 A vote of the Board of Directors may be conducted by the following methods:

3.2.3.1 In place, during the meeting.

3.2.3.2 Electronically (e.g. email, fax, website) for unscheduled votes between meetings.

3.2.4 A simple majority vote of the quorum as defined by the NCTTRAC Bylaws is required to take action.

3.2.5 Votes may not be cast by proxy.

3.2.6 NCTTRAC staff will record the outcome of each action item in meeting minutes.

3.3 Standing Committees/Subcommittees voting may be conducted by the following methods, unless otherwise addressed in the committee/subcommittee SOP:

3.3.1 In place, during the meeting.

3.3.2 Electronically (e.g. email, fax, website) for unscheduled votes between meetings.

3.3.3 Votes may be cast by proxy

3.3.4 The outcome of each action item will be recorded in the meeting minutes or notes.

3.4 Workgroups

3.4.1 The appointed lead of each workgroup is responsible for consensus reporting of the assigned deliverables of the group.