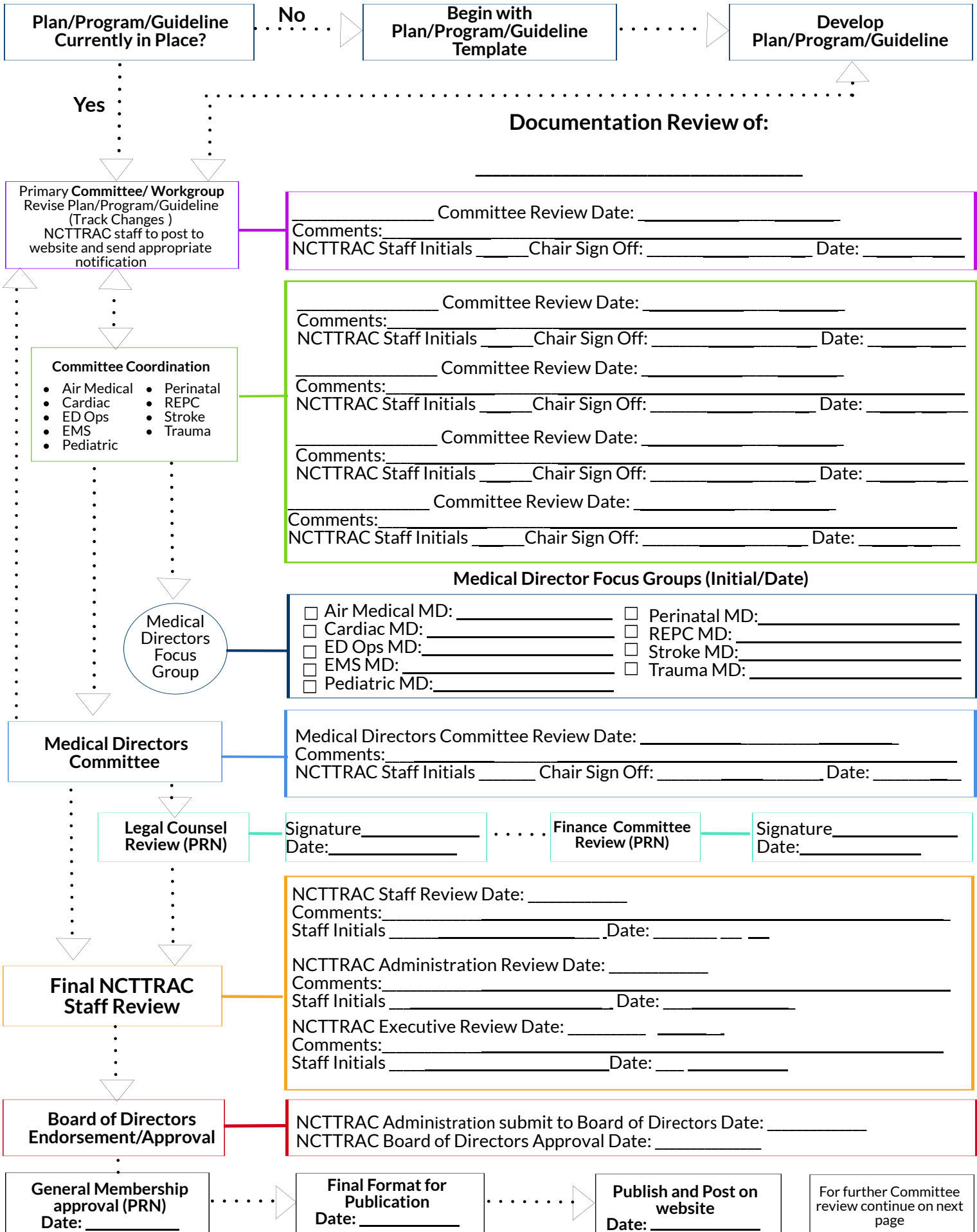


1. Purpose

- 1.1 The purpose of this policy is to establish standards and procedures for conducting official business meetings for the North Central Texas Trauma Regional Advisory Council (NCTTRAC).
- 1.2 The procedure prescribed by this policy refers to Board of Directors (Board) Meetings, meetings of Standing Committees/Subcommittees as defined in the NCTTRAC Bylaws.
- 1.3 The purpose, scope, and composition of the Board, Standing Committees/Subcommittees, and ad hoc committees are outlined in the NCTTRAC Bylaws.

2. Procedure

- 2.1 All NCTTRAC sponsored events will be offered as hybrid events in accordance with the *High Consequence Infectious Disease (HCID) Screening SOG*. The decision for event to not include either virtual or in-person attendance opportunities will be communicated upon initial announcement or as soon as possible.
- 2.2 The time, date, and location of all scheduled business meetings will be communicated to the General Membership not less than 10 days nor more than 60 days in advance.
- 2.3 Meeting cancellations must be reported to NCTTRAC staff.
- 2.4 All member agencies will receive notice of General Membership meetings. Meeting notices will be sent by electronic mail to the documented Primary Voting Representative of each member agency.
- 2.5 All meetings will have a written agenda that is prepared by the Chair of the Committee in coordination with NCTTRAC Staff and made available to all meeting attendees.
- 2.6 All meetings will have an attendance sign-in sheet or equivalent electronic format that is made available to all meeting attendees.
- 2.7 General Membership, Board, Finance Committee and Regional Emergency Preparedness Committee (REPC) Meetings will have formal minutes documented. Other Standing Committees/Subcommittees will prepare meeting notes to document business conducted during their meetings.
- 2.8 All meeting agendas, attendance sign-in sheets meeting notes, or equivalent electronic formats will be made available by NCTTRAC staff as soon as possible, but no later than 5 business days after the meeting. Minutes requiring approval or acceptance by a Committee or the Board of Directors will be made available by NCTTRAC staff no later than 5 days after approval or acceptance. It is the Committee Chair's responsibility to confirm that all documentation is made available by NCTTRAC staff.
- 2.9 NCTTRAC staff will maintain the committee records in an organized and easily retrievable manner.
- 2.10 Meeting agendas, sign-in sheets, and minutes will be made available upon written request to any NCTTRAC member with the exception of minutes of closed Board meetings or minutes of a closed SPI meetings.



Committees Continued

_____ Committee Review Date: _____
Comments: _____
NCTTRAC Staff Initials _____ Chair Sign Off: _____ Date: _____
_____ Committee Review Date: _____
Comments: _____
NCTTRAC Staff Initials _____ Chair Sign Off: _____ Date: _____
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Comments: _____
NCTTRAC Staff Initials _____ Chair Sign Off: _____ Date: _____
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Comments: _____
NCTTRAC Staff Initials _____ Chair Sign Off: _____ Date: _____