

# STANDARD OPERATING PROCEDURE

## VOTING MEMBERSHIP AND ACTIVE PARTICIPATION

### I. PURPOSE

The mission of the East Texas Gulf Coast Regional Trauma Advisory Council (RAC-R) is to support and improve all emergency healthcare through prevention, education, advocacy, research, preparedness and response. Voting Membership in RAC-R allows an agency and/or organization access and input into the development of the Regional Emergency Healthcare System, whereas Active Participation in RAC-R is an eligibility criterion for several state and regional funding resources.

### II. VOTING MEMBERSHIP IN RAC-R

#### A. Criteria for Voting Membership

1. Submission of completed membership application and fee (if applicable).
2. Payment of membership dues.  
Membership dues and fees are set by the General Membership.
3. Approval by the RAC-R Board of Directors (Board).
4. Active Participation is required to continue your Membership and receive funding, education or supplies/equipment from the RAC or state.

B. Criteria for nonvoting membership are defined in the Bylaws.

#### C. Benefits of RAC-R Voting Membership

1. Regular communications from RAC-R.
2. Voting privileges at committee and General Membership Meetings as described in the RAC-R Bylaws.
3. Eligible for official committee appointments and elected positions.
4. Access to basic RAC-R resources.
4. Networking with professionals in RAC-R composed of trauma, stroke, cardiac, healthcare preparedness, EMS, and air medical as well as community advocates for the enhancement of the emergency healthcare system.

### III. ACTIVE PARTICIPATION IN RAC-R

A. Active Participation is mandatory in order to receive money and other perks through the Texas Department of State Health Services (DSHS) and RAC.

#### B. Criteria for Active Participation

1. Meet all Voting Membership criteria from the date of accepted application.
2. Each member agency must attend at least 75% (rounded up to the nearest whole) of all General Assembly meetings each year.
3. Each member agency must participate in the most appropriate Specialty Committee (Trauma, Acute Care, Neonatal, EMS, etc.) and one other Standing Committee specified by the RAC. Each member agency must attend at least 75% (rounded up to the nearest whole) of both the Specialty Committee and the RAC specified Committee meetings each year.
4. Each member must participate in 80% of regularly scheduled communications drills.
5. Each member must participate in one recognized or functional RAC-R sponsored drill per fiscal year. Tasks will be assigned.
6. Participating members must submit all information to the RAC required in the membership packet.
7. For the purpose of participation credit, a member agency can only receive credit for one attendee per General Assembly meeting.
8. For the purpose of participation credit, each attendee can only receive credit for one member agency per Committee meeting.
9. RAC-R will not accept appeals to the decision for meeting the membership criteria for Active Participation.
10. EMS and Trauma Designated Hospital Members are required to participate in the Texas Trauma Registry.
11. EMS and Acute Care hospitals are required to participate in the CVD surveys monthly.
12. All Texas DSHS Designated or In Active Pursuit Specialties (Trauma, Neonatal, Stroke, etc.) are required to attend all of the RAC required committees and General Assembly meetings.
13. Members must participate and cooperate with RAC-R SPI Committee queries and case audits as required.

14. Members are required to provide information to the RAC including, but not limited to, inventories, HVAs, and surveys as required for RAC-R to meet its contractual obligations to DSHS.

#### IV. PROCEDURE

A. RAC-R Staff/contractor or Board will maintain current membership records and will coordinate and maintain documentation acknowledgement of this SOP.

B. Meeting attendees are responsible for signing the roster, which specifies the member agency being represented, as directed by the meeting facilitator for each meeting attended.

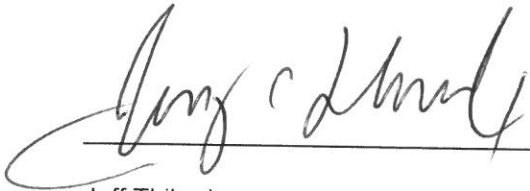
1. Committee chairpersons and meeting facilitators will submit signed rosters to RAC-R staff /contractor or Board immediately after each meeting.

2. RAC-R staff/contractor or Board will be responsible for maintaining the resulting attendance records for all members.

3. The SPI Chairperson will report member unresponsiveness to PI queries and case audits to the Board.

4. RAC-R staff/contractor or Board will maintain an annual membership and participation report, which will be posted on the RAC-R website.

5. RAC-R will provide a letter to members upon request detailing Active Participation.



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Jeff Thibodeaux  
Chair, Board of Directors

Date 7/6/17

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