



By-Laws

Of the

San Luis Valley Regional Emergency Medical and Trauma Advisory Council

Article I – NAME

The name of this non-profit corporation will be the San Luis Valley Regional Emergency Medical and Trauma Advisory Council (SLV RETAC).

Article II – OBJECTIVES AND FUNCTIONS

The objectives of this council will be to:

1. Promote, foster, and support cooperative organization of emergency medical and trauma services for Alamosa, Rio Grande, Conejos, Costilla, Saguache, and Mineral Counties.
2. Represent equitably the interests of Alamosa, Rio Grande, Conejos, Costilla, Saguache, and Mineral Counties.
3. Facilitate the successful and effective performance of the duties set forth for a Regional Emergency Medical and Trauma Advisory Council (RETAC), as specified by CRS 25-3.5-704.

Article III – SLV RETAC IGA

1. The executed Inter-Governmental Agreement and Colorado Revised Statutes shall govern the appointment of membership.
2. SLV RETAC is charged with maintaining, updating, and revising, as required by State Law or Regulation the Biennial Regional Emergency Medical and Trauma System Plan submitted to the Colorado State Emergency Medical and Trauma services Advisory Council. The plan shall address 6CCR-105-4.
3. All funding received by the SLV RETAC in accordance with CRS 25-3.5-601, shall be maintained and accounted for separately from any SLV RETAC funds designated for other projects and shall only be used for authorized RETAC purposes in accordance with the purpose of the funds and any restrictions on the use of such funds imposed or required by the funding source. The SLV RETAC board shall provide copies of all such financial records to any of the Counties upon request by such County and shall



fully cooperate in any audit performed by any of the Counties of such financial records.

4. The SLV RETAC Board shall provide to each County a yearly report of the SLV RETAC's activities including, revenue and expenditure information for the year period preceding the date of the report.

Article IV – Membership

Section A: SLV RETAC BOARD OF DIRECTORS

1. The membership of the SLV RETAC Board of Directors shall be defined as follows:
 - a. One voting member from the SLV Board of County Commissioners, as appointed by the SLV Board of County Commissioners.
 - b. One voting member from each trauma hospital, as appointed by each trauma hospital board.
 - c. One voting member from the Regional Trauma Subcommittee (RTS), as appointed by the Regional Trauma Subcommittee; whose members are comprised of:
 - i. The Emergency Department Medical Director from each trauma hospital
 - ii. The Trauma Nurse Coordinator from each trauma hospital
 - iii. The Trauma Service Medical Director from each trauma hospital
 - iv. The SLV RETAC Regional Medical Director (RMD).
 - d. One voting member from the Key Resource Facilities Subcommittee (KRFS), as appointed by the Key Resource Facilities Subcommittee; whose members are comprised of, but not limited to:
 - i. Emergency Managers
 - ii. Emergency Preparedness
 - iii. Fire
 - iv. Home Land Security
 - v. Law Enforcement
 - vi. Public Health
 - vii. Red Cross
 - viii. Search and Rescue
 - ix. Other subject experts
 - e. Three voting members from the Emergency Medical Service Subcommittee (EMSS), as appointed by the Emergency Medical Service Subcommittee; whose members are comprised of:
 - i. The Emergency Medical Service Director of each Ambulance service in the San Luis Valley.



- ii. The Emergency Medical Director of each Ambulance service in the San Luis Valley.
 1. The Emergency Medical Service Subcommittee voting members are comprised of:
 - a. Two Emergency Medical Service Directors
 - b. One Emergency Medical Director
- f. Two ex officio nonvoting members of the Board will consist of:
 - i. The Board Regional Medical Director
 - ii. The RETAC Coordinator
- g. The SLV RETAC Board of Directors will provide an annual report to the SLV Board of County Commissioners.
- h. Additional ad hoc and nonvoting participants are encouraged.
- i. The SLV RETAC Board of Directors will:
 - i. Approve the meeting minutes.
 - ii. Elect the SLV RETAC Board Officers.
 - iii. Approve by majority vote, the annual SLV RETAC budget.
 - iv. Approve by majority vote, the SLV RETAC quarterly financial reports.
 - v. Approve by majority vote, the SLV RETAC Biennial Plan.

Section B: TERMS OF APPOINTMENT SLV FOR RETAC BOARD OF DIRECTORS

1. Appointments to the SLV RETAC Board shall be for two (2) year terms. There shall be no limit to the number of terms.
2. Removal of SLV RETAC Board Members:
 - a. Any member appointed to the SLV RETAC Board may be removed by the appointing authority of that member.
 - b. To the extent a Board Member's conduct is considered detrimental to the operation of the SLV RETAC, the SLV RETAC Board may recommend to the individual member's appointing entity the removal of that board member.
 - c. Any recommendation to remove and replace a board member shall be made in writing, specifying the reasons for the recommendation, and pursuant to a roll call majority vote of the Board.



Section C: SLV RETAC BOARD OF DIRECTORS MEETINGS

1. The Board of Directors shall meet quarterly.
2. A quorum consists of six (6) voting members.
3. If necessary, a special meeting may be called by the Chairman of the SLV RETAC Board at the digression of the Chairman or at the request of two (2) or more board members.
4. Meetings will be open to any person interested in the business of the SLV RETAC.
5. SLV RETAC Board members shall be the only voting members of the SLV RETAC.
6. The SLV RETAC Board members may participate and vote by electronic means.

Section D: SLV RETAC MEETING ATTENDANCE

1. SLV RETAC Board members will be required to attend 75% of SLV RETAC meetings, in the absence of special circumstances.

Section E: SLV RETAC BOARD MEMBER REPLACEMENT

1. When a position is vacated for any reason, the represented entity will be notified and provide a replacement within ninety (90) days of receipt of notification.

Section F: COMPENSATION

1. SLV RETAC representative members may be compensated for mileage and travel expenses in accordance with the state fiscal rules by majority vote.

Section G: CONFLICT OF INTERESTS

1. Any member of the SLV RETAC Board who has a direct or indirect interest in any contract or transaction with the SLV RETAC or associated advisory groups shall disclose this interest to the other members of the Board. This interest shall be set forth in the minutes of the SLV RETAC. No director, employee, advisor, or other agent having such interest shall participate on behalf of the SLV RETAC in the authorization of any such contract or transaction.



Article V – SLV RETAC OFFICERS

Section A: ELECTION OF THE SLV RETAC BOARD OF DIRECTORS OFFICERS

1. Election of Board Officers will be alternated every (2) years as follows:
 - a. Chairman and Secretary will be elected during odd years.
 - b. Vice Chairman and Treasurer will be elected during even years.
2. All SLV RETAC Board of Directors members will be eligible for election as Board Officers.
3. Notification and discussion of the election and nomination of Board Officers will occur at the first SLV RETAC Board meeting of the calendar year.
4. No person may hold a SLV RETAC Board Officer position for more than two (2) consecutive full terms.

Article VI – AMENDMENTS

1. The SLV Board of County Commissioners must approve any proposed changes to these by-laws.

Date _____

Chairman of SLV Commissioner _____