GETAC Committee Guidelines

GOVERNOR'S EMS AND TRAUMA ADVISORY COUNCIL (GETAC)

March 2024

TEXAS
Health and Human Services | Texas Department of State Health Services

Contents

Thank you for choosing to serve as the chairperson on a GETAC committee. The purpose of this document is to provide guidance for the procedural operation of the committees.

The Texas Department of State Health Services (DSHS) and Governor's EMS and Trauma Advisory Council (GETAC) Partnership

GETAC Committees
Under the direction of the Council, engages in activities and develops work products to support implementation of the GETAC Strategic Plan.

GETAC Council
Directs committee focus and activity. Implements the GETAC Strategic Plan and provides rule recommendations to DSHS.

DSHS
Considers rule and other recommendations from GETAC and develops/ revises policy and rules accordingly.

Committee Focus

The Governor's EMS and Trauma Advisory Council approves the priorities of the committee and directs the committee's activities.

Committee Priorities and Activities

The Committee Chair will define the committee's priorities based on the GETAC Strategic Plan and submit to Council for approval. Activities should align with the committee priorities and support the GETAC vision and mission.

Committee Reports

The Committee Chair will report quarterly activities to Council and provide a progress status on the committee priorities and goals.

Committee Statement of Purpose

Each committee will have a statement of purpose. This statement will be posted on the GETAC committee page on the DSHS EMS/Trauma Systems webpage and placed on the agendas.

Flow of Activity for Committee Requests

To facilitate effective movement of committee objectives and goals, the Committee Chair must follow the appropriate route and processes for requests and action items.
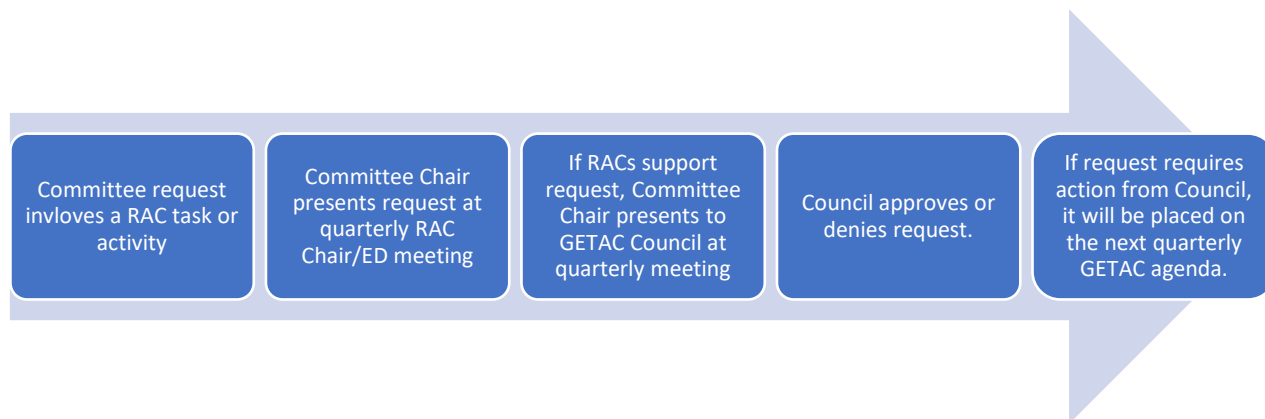
Action Items for Council

Committee action items must be placed on the GETAC Council agenda. The Council cannot take action on any item that has not had adequate public notice by being included on the posted agenda. When a

Committee Chair requests that an item be placed on the Council agenda for future action, the Committee Chair must make the request at the GETAC council meeting in the quarter prior.

Requests for the Regional Advisory Councils (RACs)

For committee requests involving RAC support through the provision of data or any task-related activity, the Committee Chair must get support from the RAC Chairs and Executive Directors before presenting the request to the GETAC Council. The following process must be followed:

Committee request invloves a RAC task or activity	Committee Chair presents request at quarterly RAC Chair/ED meeting	If RACs support request, Committee Chair presents to GETAC Council at quarterly meeting	Council approves or denies request.	If request requires action from Council, it will be placed on the next quarterly GETAC agenda.

Requests for the GETAC Council

Requests may include creating a task force, joint activity with another GETAC committee, and data reports from the EMS/Trauma Registry.

If the Committee request does not involve RAC support through the provision of data or any other task-related activity, then the Committee Chair will follow the process below.

Committee request does not invlove a RAC task or activity	Committee Chair presents request at quarterly GETAC Council meeting	Council approves or denies request	If request requires action from Council, it will be placed on the next quarterly GETAC agenda

Committee Documents

Conflict-of-Interest Forms

Every committee member must complete a conflict-of-interest form annually. DSHS must have a copy on file before a committee member can participate in any meetings.

Open Meetings Act (OMA) and Public Information Act Training (PIA)

Each committee member must complete the OMA and PIA training once selected to serve on a GETAC committee. DSHS must have a copy of both the OMA and PIA certificates on file before a committee member can participate in any meetings. Training must be completed between January 1 and March 31 of the year their term begins.

If a committee member reapplies and is selected for a consecutive term, there is no need to complete the OMA/PIA training again.

Agendas

Committee Chairs are responsible for setting the agenda and reaching out to all presenters.

Committees generally meet in conjunction with the quarterly GETAC meetings and as deemed necessary between the quarterly meetings to conduct the business of the committee. Each meeting, whether a quarterly Committee meeting, committee workgroup meeting, or joint GETAC committee meeting, requires an agenda for public notice. Open meetings timelines must be followed in order to have a legal meeting. For committee workgroups that involve less than a quorum of committee members, open meetings act requirements do not apply.

The committee cannot take action on any item that has not had adequate public notice by being included on the posted agenda.

Presentations

Committee Chairs must provide copies of any presentations and/or documents to be discussed and/or disseminated in the upcoming meeting.

Meeting Minutes

The Committee Vice-Chair will record minutes for each meeting and submit on the template provided by the department.

Committee Action Item Request – Regional Advisory Councils (RACs)

The Committee Chair will complete the PowerPoint slide template provided by the department and submit to the department to share during the RAC Chair/Executive Director quarterly meeting. The slides should include a single, clear, and concise statement for each of the following items:

- Define the specific request for the RACs.
- Explain the purpose of the request.
- Detail the expected benefit to the RACs resulting from the request.
- Provide the timeline or relevant deadlines for the request.

Committee Action Item Request – GETAC

The Committee Chair will complete the PowerPoint slide template provided by the department and submit to the department to include in the Council presentation. The slides should include a single, clear, and concise statement for each of the following items:

- Define the specific request.
- Explain the purpose of the request.
- Detail the intended impact or expected benefit resulting from the request.
- Provide the timeline or relevant deadlines for the request.

Committee Chair Reports to Council

The Committee Chair will complete the PowerPoint slide template provided by the department and submit to the department to include in the Council presentation. The slides should provide the following information:

- Color-coded chart showing status of committee priorities and goals
- Committee items needing Council guidance

- Stakeholder items needing Council guidance
- Requests for future action by Council

Timeline

The purpose of the timeline is to ensure that the department receives all documents in adequate time to move through a multi-layer approval process and posted in compliance with the Open Meetings Act. The following meeting documents and presentations must be submitted by the deadlines below.

- ❑ Agenda: 21 calendar days before meeting day
- ❑ Meeting handouts: 10 calendar days before meeting day
- ❑ Committee and/or presenter presentations: 10 calendar days before meeting day
- ❑ Committee Chair Report to Council: by 7 PM on day of quarterly committee meeting
- ❑ Meeting Minutes: 21 calendar days after meeting

Committee Structure

Committee Liaison(s)

There must be at least one GETAC liaison to each committee. GETAC liaisons are encouraged to attend the various committee meetings and are expected to understand the issues that are being discussed.

Committee Chair

The Council Chair will appoint committee chairs. The Executive Council will review the committee chair's performance, willingness to continue to serve, and any conflict changes annually and provide feedback on any identified improvement opportunities.

Committee Vice-Chair

The Committee Chair and members will elect the Vice-Chair to a 3-year term during the last scheduled quarterly meeting prior to the GETAC Strategic Planning Retreat. The Chair will report the elected Vice-Chair to the Council at the Strategic Planning Retreat. If the Chair position becomes vacant, the Vice-Chair shall serve until a successor is appointed or three years. At the next quarterly meeting following appointment to a vacant Chair position, the Committee Chair will select an interim Vice-Chair to serve until an election at the last quarterly meeting prior to the Strategic Planning Retreat.

Appointment of Committee Members

The Council Chair will appoint Committee Chairs and committee members. The GETAC Executive Committee, Council Liaison(s), and the Committee Chair will jointly recommend committee members from a pool of applicants to serve on a specific committee.

Committees shall consist of seven to seventeen members. It is the responsibility of the Council and Committee Chair to ensure that appointments reflect appropriate representation on committees and task forces (i.e., type of provider, geography, etc.).

The committee application process will be initiated annually with the announcement of the dates the application period will be open. Applications must be received by DSHS before the closing date; incomplete applications will not be considered.

Committee members will have terms with expiration dates. Applicants new to a GETAC committee will be appointed for a one-year term. Concurrent appointments are for three-year terms. When a

committee member's term expires, that individual may be re-appointed if a new application is submitted, but new members should be strongly considered, especially after a second term.

Task Forces and Workgroups

Committee Task Force

Task forces to address specific issues may be appointed at any time by the Council Chair. The task force will report to GETAC. At the time of the establishment of a task force, the Chair will appoint a leader and give the group its charge.

Committee Workgroup

Workgroups may be formed within a committee to address specific tasks outlined by the Committee Chair. If a workgroup session is open to the entire committee or if the appointed members equal a simple majority of committee members, the Open Meetings Act requirements apply; therefore, agendas and public posting must follow the timeline indicated in the Timeline section of these guidelines.

All workgroups must be held via Teams platform and provide EMS/Trauma Systems staff an opportunity to attend.

Summary of Committee Chair and Vice Chair Responsibilities

Committee Chair and Vice-Chair Responsibilities	
Committee Chair	Committee Vice-Chair
• Define the committee priorities annually • Prepare and submit committee meeting agendas 21 days prior to meeting • Coordinate with meeting presenters • Provide all meeting handouts, documents, and slide presentations to the department ten days prior to meeting • Report committee activities to Council quarterly • Provide a status update on committee priorities to Council quarterly • Recommend new members from the annual pool of applicants	• Record committee meeting minutes • Submit committee meeting minutes to the Office of EMS/Trauma Systems within 21 days of meeting • Perform all chair duties in the absence of the chair

Robert's Rules - Cheat Sheet

TYPES OF

1. **Main Motion:** Introduce a new item.
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion).
3. **Privileged Motion:** Urgent or important matter unrelated to pending business.
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion).
5. **Motion to Table:** Kills a motion.
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion).

EVERY MOTION HAS 6 STEPS:

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to...," then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

REQUESTING POINTS OF

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.

Point of Order: Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
Point of Information: A member may need to bring up an additional point or additional information (in the form of a non-debatable statement) so that the other members can make fully informed votes.
Point of Inquiry: A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
Point of Personal Privilege: A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.
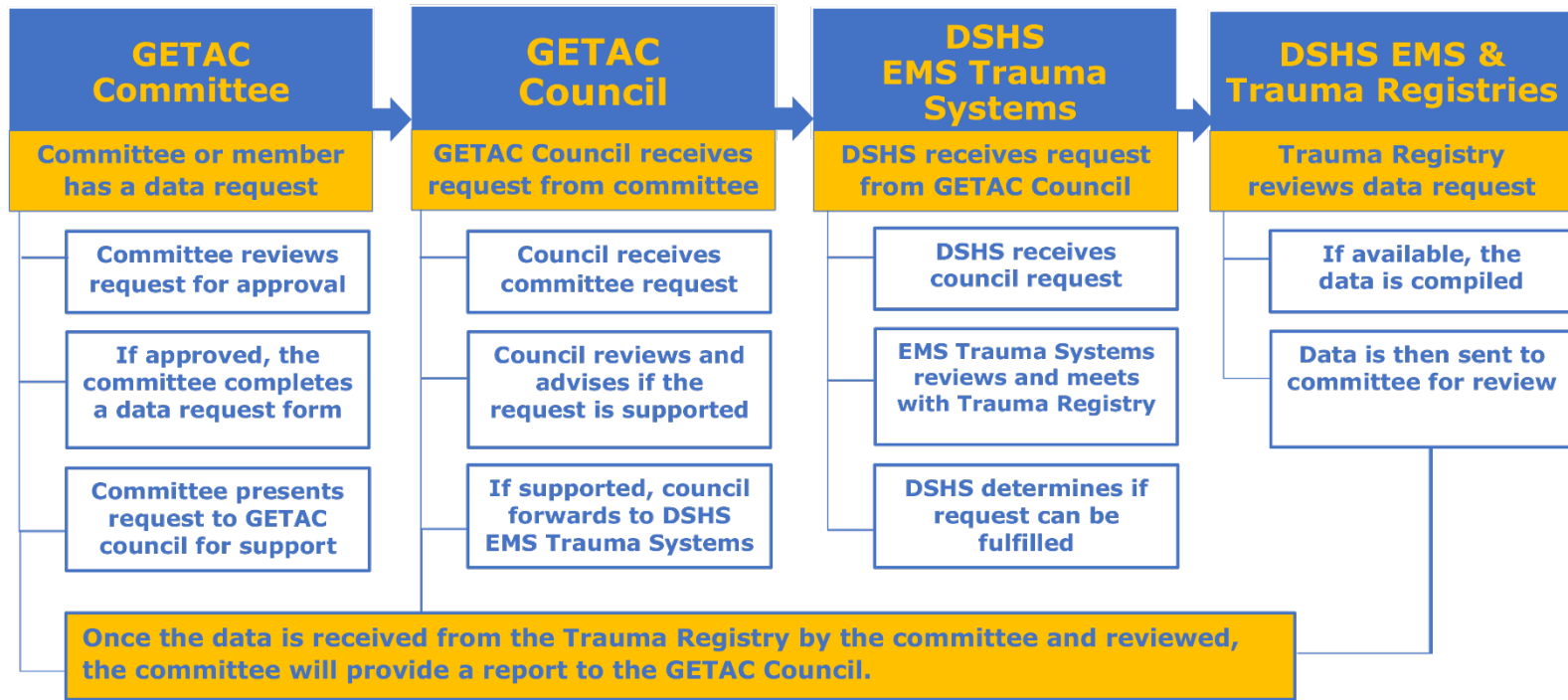
ACTION	WHAT TO	CAN I INTERRUPT SPEAKERS	NEED A SECOND?	CAN BE DEBATED?	CAN BE AMENDED?	VOTES NEEDED
Introduce main motion	"I move	No	Ye	Ye	Ye	Majority
Amend a motion	"I move to amend the motion by…" (Add or strike words or both)	No	Ye	Ye	Ye	Majority
Move item to	"I move that we refer the matter to committee."	No	Ye	Ye	No	Majority
Postpone	"I move to postpone the matter until…"	No	Ye	Ye	No	Majority
End	"I move the previous question."	No	Ye	Ye	No	Majority
Object to procedure	"Point of order."	Ye	No	No	No	Chair decision
Recess the meeting	"I move that we recess until…"	No	Ye	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Ye	No	No	Majority
Request information	"Point of information."	Ye	No	No	No	No
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Ye	Ye	Ye	No	Majority
Extend the allotted time	"I move to extend the tim by___minutes."	No	Ye	No	Ye	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Ye	No	No	No	No
Table a motion	"I move to table."	No	Ye	No	No	Majority

Trauma Registry Data Request Process

TEXAS EMS & TRAUMA REGISTRIES DATA REQUEST PROCESS

GETAC committees can use the following process to request data from the Trauma Registry.

GETAC Committee	GETAC Council	DSHS EMS Trauma Systems	DSHS EMS & Trauma Registries
Committee or member has a data request	GETAC Council receives request from committee	DSHS receives request from GETAC Council	Trauma Registry reviews data request
Committee reviews request for approval	Council receives committee request	DSHS receives council request	If available, the data is compiled
If approved, the committee completes a data request form	Council reviews and advises if the request is supported	EMS Trauma Systems reviews and meets with Trauma Registry	Data is then sent to committee for review
Committee presents request to GETAC council for support	If supported, council forwards to DSHS EMS Trauma Systems	DSHS determines if request can be fulfilled	

Once the data is received from the Trauma Registry by the committee and reviewed, the committee will provide a report to the GETAC Council.

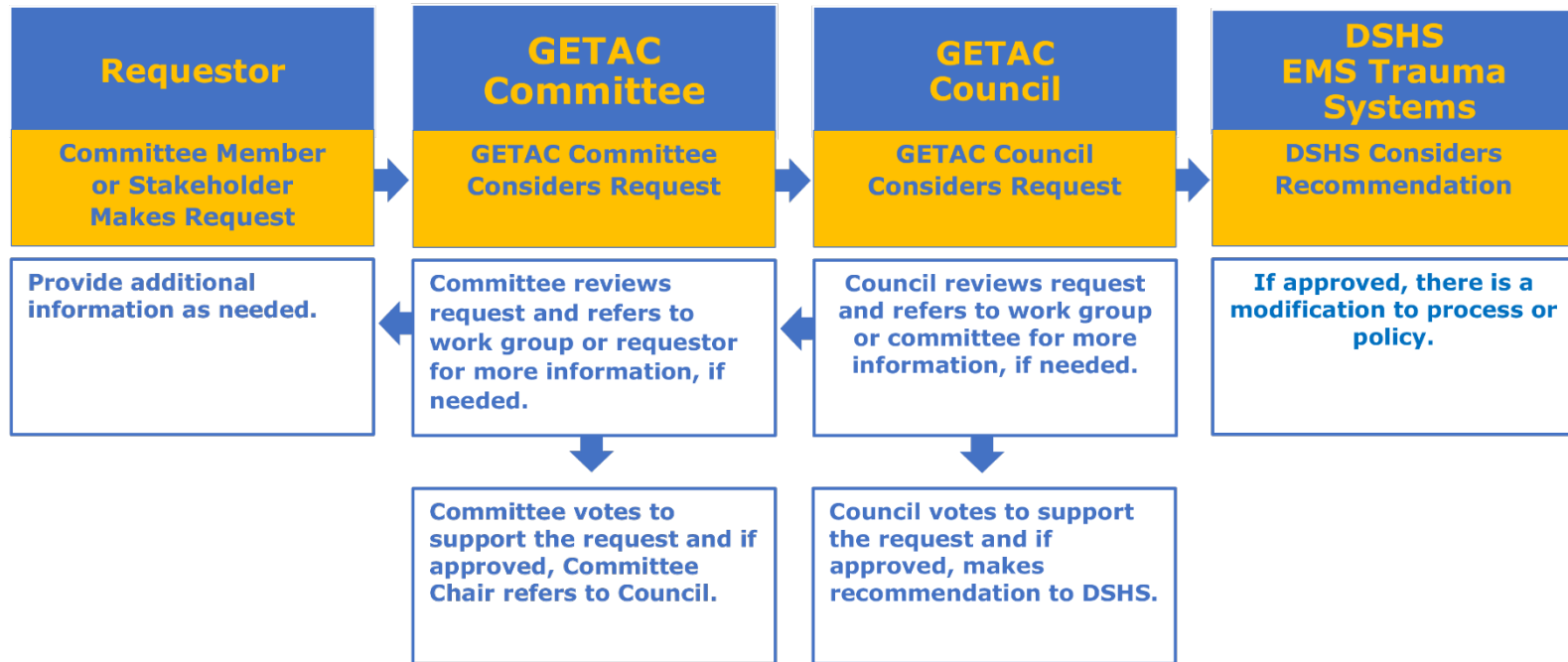TEXAS Health and Human Services | Texas Department of State Health Services

dshs.texas.gov

Committee Request Workflow

GETAC COMMITTEE REQUEST WORKFLOW

GETAC committees can use the following process for submitting requests to the Council.

Requestor	GETAC Committee	GETAC Council	DSHS EMS Trauma Systems
Committee Member or Stakeholder Makes Request	GETAC Committee Considers Request	GETAC Council Considers Request	DSHS Considers Recommendation
Provide additional information as needed.	Committee reviews request and refers to work group or requestor for more information, if needed.	Council reviews request and refers to work group or committee for more information, if needed.	If approved, there is a modification to process or policy.
	Committee votes to support the request and if approved, Committee Chair refers to Council.	Council votes to support the request and if approved, makes recommendation to DSHS.	