**Metrolina Healthcare Preparedness Coalition**

**Exercise and Education Committee Bylaws**

ORGANIZATION

The name of this organization shall be called Metrolina Healthcare Preparedness Coalition Exercise and Education Sub-Committee (MHPC-EE)

MISSION

Facilitate coordination and cooperation exercises and education for the Metrolina Healthcare Preparedness Coalition.

PURPOSE

1. Facilitate planning of regional exercises and drills;
2. Execute regional exercises and drills;
3. Manage the development of the After Action Reports and development of the Improvement Plan;
4. Ensure tracking of improvements completed;
5. Assist MHPC Members with exercise or drill related needs
6. Maintain a 5 year training and exercise plan;
7. Conduct an annual training and exercise planning workshop;
8. Identify needed educational opportunities;
9. Facilitate education and training throughout the region;
10. Serve as a resource for subject matter experts for education and exercise.

MEMBERSHIP

**Section A**. Any Member of the MHPC is allowed to be a Member of the Metrolina Healthcare Preparedness Coalition – Exercise and Education Sub-Committee.

MEETINGS

Meetings are held monthly during FY 2013 - 2014 and at least quarterly thereafter. Additional meetings may be scheduled by the HPC, MHPC – SC, or the MHPC - EE.

Each meeting is announced by email one month, then two weeks in advance of the meeting. In the case of a special meeting, such notice will state the purpose of the meeting and will be sent five (5) business days in advance.

STEERING COMMITTEE OFFICERS

**Section A: Officers of the Committee:** The following officers will be elected from the Exercise and Education Committee Membership:

1. Chair
2. Vice – Chair
3. Secretary

**Section B: Restrictions on Number of Offices Held**

* No person shall hold more than one office on the Exercise and Education Committee
* Officers of the Committee may hold more subcommittee officer positions

**Section C: Election**: Officers will be elected once per year. There will be no term limits for these positions.

**Section D: Duties of the Officers**

The Chair

* Establish the agenda based on coalition development and grant directives based upon information received from the MHP Coordinator and MHPC - SC;
* Preside of meetings of MHPC – EE;
* Call special meetings when necessary;
* Ensure that the MHPC – EE is represented and a report of committee activities is provided to the MHPC – SC and MHPC quarterly meeting;
* Perform other duties as directed by the MHPC – EE or MHPC - SC.

The Vice-Chair

* Perform the duties of the Chair in the Chair’s absence;
* Ensure status report is submitted to the HPC and MHPC – SC after each scheduled meeting.

Secretary

* Assure meeting attendance roster is maintained;
* Ensure dissemination of all notices as required by the bylaws;
* Ensure minutes are maintained and are provided to the Members of the MHPC, MHPC – SC, and MHPC - EE within five (5) business days.

PARLIAMENTARY PROCEDURE

**Section A.** The members present at any properly announced meeting will be considered a quorum. All issues to be voted upon will be decided by a simple majority of those present, physically or through use of telecommunication devices, at the meeting or by the electronic voting deadline unless otherwise specified in the bylaws.

**Section B. Voting Privileges**

Each Member shall be vested with one vote.

Electronic Voting –MHPC-EE voting may be conducted in an electronic format.

**Section C. Conflict of Interest**

Good faith - Members shall exercise good faith in all transactions touching upon their duties to the MHPC. In their dealings with and on behalf of the MHPC, they are each held to a rule of honesty and fair dealings between themselves and the MHPC. They shall not use their positions as members, or knowledge gained there from, to their personal benefit and to the detriment of the MHPC.

Exclusion from voting - Any member having a conflict of interest on a matter shall disclose such interest and abstain from voting as appropriate.

AMENDMENTS

**Section A.** These By-Laws may be amended at any properly announced meeting by two-thirds (2/3) vote of those present at an MHPC meeting or by electronic voting as specified in the bylaws.

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Pat Patrick – CMC Northeast Joe Lord – Cleveland EMS

Steering Committee Chair Steering Committee Vice Chair

APPROVED JUNE 2013