



Steering Committee Bylaws

ORGANIZATION

The name of this organization shall be called Metrolina Healthcare Preparedness Coalition Steering Committee (MHPC-SC)

MISSION

Facilitate coordination and cooperation throughout the Metrolina region to ensure partners have the capability and capacity to mitigate against, prepare for, respond to, and recover from emergent health and medical events.

Facilitate the development of the MHPC program initiatives and ensure they are consistent with current funding guidelines of the ASPR Grant, the MHPC strategic plan, and ASPR Healthcare Preparedness guidelines.

PURPOSE

1. Develop and maintain the strategic plan for the Metrolina Healthcare Coalition
2. Coordinate regional approach to community wide emergency planning, training and response.
3. Specify the composition and direct the activities of sub-committees based upon information received from the Metrolina Healthcare Preparedness Coordinator or consensus of the MHPC membership.
4. Consider for approval recommendations made by sub-committees and work groups
5. Develop and approve regional projects for the ASPR HPP grant submissions
6. Define and recommend processes and/or standard operating guidelines of the MHPC to include, but not limited to, review of the MHPC Regional Response and Recovery Plan.
7. Assist the Metrolina Healthcare Preparedness Coordinator with decisions regarding resource allocation, when requested
8. Additional activities as requested

MEMBERSHIP

Section A. Membership to the Metrolina Healthcare Preparedness Coalition – Steering Committee is chosen by the members of the MHPC. It will include representation from the following disciplines.

- ❖ Hospital
- ❖ EMS Agency
- ❖ County Public Health
- ❖ County Emergency Manager
- ❖ Continuing Care Centers F
 - For example: Long Term Care/ Long Term Acute Care/ Skilled Nursing Facility)
- ❖ Ad Hoc 1
 - Ad Hoc members can be from any discipline that participates in the health and medical preparedness and response. This might include hospitals, EMS, fire, law enforcement, home health, etc.
- ❖ Ad Hoc 2
- ❖ Metrolina Healthcare Preparedness Coordinator

Section B: Terms of Appointment:

Members will serve a term of 2 calendar years and may be re-elected.

- Hospital, EMS Agency, Continuing Care Center, Ad Hoc 1 are elected to begin a term in January of even years
- Public Health, Emergency Manager, Ad Hoc 2 are elected to begin a term in January of odd years

Section C: Term Limits: Each elected member will be allowed to serve a maximum of two (2) consecutive terms. After one term off the board, the person will be eligible for re-election.

Section D: Nomination and Election: Candidates may be nominated by any member of the committee, the regional healthcare preparedness coordinator (HPC), or the assistant regional healthcare preparedness coordinator (AHPC). A person must receive a majority of the votes of those present for the meeting or by electronic voting.

Section E: Resignation and Replacement Election: If a member finds it necessary to resign from the committee, they are encouraged to remain until a replacement can be selected and to provide as much notice as possible. A replacement will be nominated and elected by the above standards. If a member resigns in the middle of the term, the new committee member will serve the rest of the term.

Section F: Attendance Expectations/ Removal from the Committee: Regular attendance is vital to the purposes of the committee. A Member may be automatically removed from the committee if (s)he misses two (2) consecutive posted meetings or 30% of the scheduled meetings in any year without arranging for a proxy.

2 | APPROVED JUNE 2013

Revised: 04/2014,

Reviewed: 12/2014

Revised: 07/ 2015

Section G: Vacancies: In the event that a committee member seat is vacant, the Committee will nominate a replacement to the MHPC for approval.

Section H: Proxies: A committee member wishing to vote by proxy must prepare a statement in writing and submit it to the Metrolina HPC Coordinator stating their authorization of a specifically named alternate from their discipline to attend the meeting and/ or cast a vote in his/ her absence. A proxy shall only be valid at the meeting for which it is executed.

MEETINGS

Meetings are held monthly at least quarterly. Additional meetings may be scheduled by the HPC or the Steering Committee.

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 5 business days in advance.

STEERING COMMITTEE OFFICERS

Section A: Officers of the Committee: The following officers will be elected from the Steering 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 Steering 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 MHPC Coordinator;
- Preside of meetings of MHPC – SC;
- Call special meetings when necessary;
- Ensure that the MHPC – SC is represented and a report of committee activities is provided to the MHPC quarterly meeting;
- Perform other duties as directed by the MHPC – SC.

The Vice-Chair

- Perform the duties of the Chair in the Chair’s absence;

- Request and receive status reports from the sub-committee chairs and distribute them to the MHPC – SC.

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 and MHPC – SC 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 at the meeting or by the electronic voting deadline as determined by the Chair unless otherwise specified in the bylaws.

Section B. Voting Privileges

Each Member shall be vested with one vote.

Electronic Voting- MHPC – SC 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.

Mark Lamphiear – Gaston EMS

Noreen Minoque – CHS Lincoln

Steering Committee Chair

Steering Committee Vice-Chair
