

**BYLAWS**  
**ARIZONA TRAUMA SYSTEM QUALITY ASSURANCE AND**  
**SYSTEM IMPROVEMENT COMMITTEE**  
**OF THE**  
**STATE TRAUMA ADVISORY BOARD**

**ARTICLE I**  
**PURPOSE**

The Arizona Trauma System Quality Assurance and System Improvement (AZTQ) Committee (Committee) is formed to assist the State Trauma Advisory Board (Board) in carrying out the duties described in Arizona Revised Statutes §36-2222 by making recommendations for adoption by the Director, Arizona Department of Health Services. The Committee's primary responsibilities include, but are not limited to:

- Developing and recommending an AZTQ plan (including methodologies for plan implementation); and
- Developing and recommending standards for a uniform data collection system for the State's trauma registry data; and
- Developing and recommending a definition of a "trauma patient" for the purpose of trauma registry inclusion; and
- Recommending safeguards that will result in maintaining confidentiality of trauma registry data; and
- Developing and recommending guidelines for the use of trauma registry data in system quality assurance and improvement processes which evaluate system performance and recommend system enhancements; and
- Developing and recommending guidelines for the release of information derived from data generated through the State's trauma registry; and
- Developing methods for continual quality enhancement of state trauma registry data and the quality assurance and system improvement processes.

**ARTICLE II**  
**COMMITTEE LIAISON**

The intent of this Article is to provide for the timely and appropriate exchange of information regarding trauma services between the Committee and the Board. To that end, the Bureau Chief, the Bureau of Emergency Medical Services (BEMS), ADHS, or his/her designee is the Department's liaison to the Committee.

The Bureau Chief, BEMS, or his/her designee shall provide staff support and technical assistance to the Committee. He/she shall make every reasonable effort to inform the Committee of pending actions and/or issues which may be within the scope of the consultative and advisory duties of the Committee. The Bureau Chief, BEMS, or his/her designee shall be responsible for ensuring the Board is informed of Committee recommendations and actions in a reasonable time frame.

## **ARTICLE III MEMBERS**

### **Section 1.** Committee Membership

Membership of the Committee will consist of no more than 18 members and will include a diverse representation of individuals from throughout the state. There will be committee members selected from each of the four EMS regions.

### **Section 2.** Term of Membership

Membership of the Committee shall be reviewed annually by the Chair, Medical Director, and the Bureau Chief. Appointment to the committee will represent consideration for categories that reflect the nature of the work of the committee.

### **Section 3.** Compensation

Committee members shall not be eligible to receive compensation.

### **Section 4.** Voting

Each member of the Committee shall be entitled to one vote when present in person or by telephone at a meeting of the Committee. No individual member shall cast more than one vote on the Committee. Voting by proxy and/or alternate voter shall not be authorized.

### **Section 5.** Vacancies

Committee vacancies shall be filled through appointment by the Medical Director. The Committee Liaison or his/her designee shall be responsible for informing the Medical Director of vacancies.

## **ARTICLE IV OFFICERS**

**Chair:** The Committee shall have a Chair who shall be a member of the State Trauma Advisory Board appointed by the Medical Director of Emergency Medical Services, and shall perform the duties delegated by the Board and those prescribed by these bylaws and by the parliamentary authority adopted by the Board and the Committee.

**Vice Chair:** The Vice Chair of the Committee will be selected by a majority of the members present and shall serve as the Committee Chair in the absence of the Chair. Upon resignation or completion of term, a new Vice Chair will be selected at the next regular meeting.

## **ARTICLE V MEETINGS**

### **Section 1.** Regular Meetings

The regular meetings of the Committee shall be held at a minimum of four times a year, at a time and place designated by the Chair and the Bureau.

### **Section 2.** Special Meetings

Special meetings and/or telephone meetings may be called by the Chair in agreement with the Committee Liaison, or by written request of five (5) members of the Committee and must comply with the Open Meeting Law.

### **Section 3.** Notice of Meetings

Committee members shall be notified ten (10) days in advance of all Committee meetings. A yearly schedule of regular Committee meetings shall be made available to Committee members in January.

Minutes of the previous meeting and an agenda for the upcoming meeting should be available to members ten (10) days in advance of the Committee meetings.

### **Section 4.** Attendance

Regular attendance is expected of all Committee members. If a member fails to attend three (3) consecutive meetings, the Committee Liaison will notify the Medical Director, who will make a determination on the member's status.

**Section 5.** Quorum

A simple majority of the members of the Committee in person or by telephone shall constitute a quorum. A quorum is determined by the total membership positions, whether filled or vacant. AZTQ consists of 18 members; ten members must be present in person or by telephone to constitute a quorum.

**ARTICLE VI  
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are inconsistent with these bylaws.

The Committee will appoint a member to act as parliamentarian during meetings. It will be the parliamentarian's responsibility to ensure Committee meetings are conducted following Robert's Rules of Order.

**ARTICLE VII  
OPEN MEETING LAW**

The Arizona Open Meeting Law shall apply to meetings of the Committee and its subcommittees.

**ARTICLE VIII  
MINUTES**

Minutes of each Committee meeting will be recorded and the Committee shall have the right of review and correction of minutes of all meetings before publication and distribution.

**ARTICLE IX  
MOTIONS**

All motions passed by this Committee will be forwarded to the State Trauma Advisory Board for review and/or action at their next regularly scheduled meeting.

**ARTICLE X  
AMENDMENTS**

These bylaws can be amended at any regular meeting of the Committee by a majority vote of the entire membership, provided that the amendment has been submitted to the members in written form ten (10) days in advance of the meeting. Bylaws will be reviewed, at a minimum, every three years.

Revised and Approved by STAB and AZTQ: 11/02/06