

# **NORTHEASTERN OHIO REGIONAL TRAUMA NETWORK (NORTN®) RULES & REGULATIONS**

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## **ARTICLE I: OVERVIEW**

- Section 1. These Rules and Regulations of the Northeastern Ohio Regional Trauma Network (NORTN®) shall augment the Bylaws of NORTN®.
- Section 2. The Bylaws of NORTN® shall have authority over the Rules and Regulations, as deemed by Robert's Rules of Order.

## **ARTICLE II: MEMBERSHIP RECOGNITION**

- Section 1. An updated Membership List will be provided to all members in paper format at the start of each year. Revisions will be provided to the membership as they are submitted. Guests in attendance may request a copy of the most recent Membership List.
- Section 2. Because voting privileges are reserved for members and membership criteria is directed by the Bylaws, financial commitment to the regional trauma registry is required to be recognized as a member.
- Section 3. Membership requirements will be evaluated on an annual basis.
- Section 4. The Akron Regional Hospital Association will update the Membership List by the subsequent meeting. Required member financial commitment will be evaluated on an annual basis by NORTN® and collected by calendar year. Invoices will be sent during January of the calendar year and will be paid by the end of the first quarter. The Akron Regional Hospital Association will maintain financial records.

## **ARTICLE III: NORTN® PARTICIPATION AGREEMENTS**

- Section 1. Participation agreements will be sent by ARHA after the NORTN® budget has been approved in May of each year.
- Section 2. All NORTN® Participation Agreements must be signed and returned by August 31 of each year.
- Section 3. NORTN® Participation Agreements must be signed by an authorized individual able to assure and commit financial resources.

#### **ARTICLE IV: NORTN® BUDGET**

Section 1. The NORTN® budget will be presented to the NORTN® committee in March of each year.

Section 2. The NORTN® budget will be approved by the full committee in April of each year.

Section 3. The NORTN® budget will be presented to the ARHA Board of Directors at their July Board meeting each year.

#### **ARTICLE V: OFFICER RESPONSIBILITIES**

Section 1. The Chair shall:

- A. Ensure development of the agenda for all meetings
- B. Call meetings to order
- C. Conduct meetings according to Robert's Rules of Order
- D. Coordinate and Chair the Executive Committee meetings
- E. Serve as an ex officio member to all ad hoc Subcommittees and coordinate the activities of ad hoc Subcommittees with each other and the membership
- F. Represent or designate a representative of NORTN® membership in person, letters, and phone calls on issues being addressed one-on-one with other organizations
- G. Designate a representative of NORTN® membership to request an in-person presentation at least annually to the ARHA Board of Directors.

Section 2. The Immediate Past-Chair and Chair-Elect shall:

- A. In succession, the Immediate Past-Chair, then the Chair-Elect shall assume the duties of the Chair in the Chair's absence
- B. Assist the Chair in the conduction of NORTN® business
- C. Serve as the official representative of NORTN® in the Chair's absence or at the Chair's request
- D. Serve as an ex officio member to any Subcommittees
- E. Facilitate communications with Subcommittees and NORTN® membership as it relates to the mission of NORTN®.

Section 3. The Secretary/Treasurer shall:

*Secretary Duties/Responsibilities in conjunction with ARHA:*

- A. Maintain NORTN® records and ensure dissemination of minutes from all NORTN® meetings to the membership
- B. Maintain an updated Membership List
- C. Facilitate additional communications of NORTN® business as needed

*Treasurer Duties/Responsibilities in conjunction with ARHA:*

- A. Oversee NORTN® funds
- B. Maintain records of NORTN® funds
- C. Provide a written financial report to NORTN® members at all regular meetings
- D. Provide a written financial annual report
- E. Authorize disbursement of funds

Section 4. The Member-at-Large shall:

- A. Serve as parliamentarian at NORTN® meetings.
- B. Assume duties of the Chair in the temporary absence of the Chair and Immediate Past-Chair/Chair-Elect.
- C. Assist the Chair in the conduction of NORTN® business.
- D. Coordinate balloting in elections and report results to the NORTN® membership.

#### **ARTICLE VI: CONTRACTED RESPONSIBILITIES**

Section 1. NORTN® Regional Data Manager, in conjunction with NORTN®, a program of the Akron Regional Hospital Association (ARHA) shall act as the data repository. All data will remain the property of the contributing member institutions.

Section 2. ARHA on behalf of NORTN®, as per contract, shall be responsible for insuring that NORTN® Regional Data Manager provides the following:

- Receipt and processing of all source data
- Submission of data to State of Ohio for member institutions for the State Trauma Registry
- The NORTN® Regional Data Manager will work with member hospitals to ensure regional data validation
- Generation of all studies in response to approved data requests
- Maintenance of data security
- Other duties as outlined in the contract

Section 3. NORTN® Regional Data Manager

- Is unaffiliated or employed by a NORTN® member hospital.
  - If such person cannot be identified, the job description/resume/biography will be brought to the full NORTN® committee for consideration.
- The NORTN® Regional Data Manager will be contracted through ARHA and the contract will be revised annually for milestone updates.

#### **ARTICLE VII: MEETINGS**

Section 1. The location, time and date of all regular meetings for the next year shall be set during the final meeting of each calendar year.

Section 2. The U.S. Postal Service, facsimile, or electronic mail may be used to send meeting minutes and agendas.

Section 3: Agenda items should be sent to the Chair no later than one (1) week prior to the meeting.

## **ARTICLE VIII: LIAISONS**

Section 1. With the establishment of liaisons to other organizations the NORTN® liaison shall attend two-thirds ( $\frac{2}{3}$ ) of the meetings of the host organization. In the event that a NORTN® liaison cannot attend a host meeting, the NORTN® liaison shall attempt to send an alternate liaison as permissible by the host organization.

Section 2. The liaison responsibility to NORTN® shall be to:

- Contact the Chair with related issues that require discussion and/or action at a NORTN® meeting
- Attend at least 50% of NORTN® meetings for the year
- Provide a verbal update to membership; when absent from a NORTN® meeting, the liaison shall submit a written summary report to be included in the minutes

Section 3. Liaisons to NORTN® from other organizations shall:

- Be welcome to attend meetings as guests
- Send an alternate as needed
- Provide a verbal summary of the proceedings or activities of their organization
- Ask for clarification on unclear issues
- Communicate to NORTN® on issues related to trauma care in the state of Ohio

## **ARTICLE IX: LIST OF STANDING COMMITTEES**

- Annual NORTN® Trauma Conference/Education
- Data Managers
- Regional Performance Improvement/Research
- Trauma Awareness/Injury Prevention

## **ARTICLE X: AMENDING THESE RULES & REGULATIONS**

Section 1. These Rules & Regulations may be amended at any regular meeting of NORTN® by a two-thirds ( $\frac{2}{3}$ ) vote, provided that the amendment has been documented at the previous regular meeting.

Section 2. These Rules & Regulations shall be reviewed by the NORTN® Committee every two (2) years or more often as warranted by a proposed change.