



Colorado Department
of Public Health
and Environment

BYLAWS

Pediatric Emergency Care Committee

ARTICLE I

Name

The name of this organization shall be the Pediatric Emergency Care Committee herein referred to as the “PECC,” operating within the Department of Public Health and Environment, Health Facilities and Emergency Medical Services Division, Emergency Medical and Trauma Services Section, herein referred to as the “Department”.

ARTICLE II

Purpose

The purpose of the PECC is to advise the Department on matters related to emergency medical services (EMS) for children within Colorado pursuant to applicable statutes and regulations. The PECC will also advise the Department on implementation of the federal EMS for Children State Partnership Grant program as applicable.

ARTICLE III

Duties of the PECC

Section 1 The PECC shall:

- (A) Advise the Department on EMS and trauma system issues related to the care of children.
- (B) Provide clinical expertise and advice from a pediatric perspective as requested to the Department, other Departmental Committees, the State Emergency Medical and Trauma Services Advisory Committee (SEMTAC) and the Emergency Medical Practice Advisory Council (EMPAC).
- (C) Review and recommend strategies for the implementation of the EMS for Children State Partnership Grant
- (D) Assist in the development and implementation of initiatives to improve the emergency care of Children.

ARTICLE IV
Members

Section 1 Membership shall be as follows:

- (A) There shall be thirteen members and the membership shall reflect, as equally as possible, representation of urban and rural EMTS systems as well as be demographically and geographically representative of Colorado's EMTS community.

- (B) Membership of the PECC will include:
 - 1. One (1) Colorado licensed physician with pediatric training that is an appointed member of the SEMTAC who will serve as chairperson of the PECC.
 - 2. One (1) Colorado licensed physician with board certification in emergency medicine.
 - 3. One (1) Colorado licensed registered nurse with emergency pediatric experience and experience as a trauma nurse coordinator.
 - 4. One (1) Colorado certified paramedic with experience and interest in pediatric care.
 - 5. One (1) Colorado licensed registered nurse with experience as a pediatric nurse.
 - 6. One (1) EMS educator from a Colorado recognized EMS education center with experience and interest in pediatric care.
 - 7. One (1) representative from the SEMTAC Injury Community Planning Group (ICPG).
 - 8. One (1) representative from the SEMTAC Public Policy and Finance (PP&F) Committee.
 - 9. Two (2) members at large.
 - 10. The Principal Investigator as identified in the Colorado EMS for Children State Partnership Grant.
 - 11. A representative of CDPHE appointed by the EMTS Section Chief.
 - 12. The Family Representative as identified in the Colorado EMS for Children State Partnership Grant.

(C) Members shall be appointed by the Department, upon recommendation of the State Emergency Medical and Trauma Services Advisory Council (SEMTAC), to serve for terms of three years.

1. A chart of terms is as follows:

<u>Term Ending</u>	<u>Position</u>
Until Replaced	Physician with pediatric training appointed to the SEMTAC
July 15, 2013, 2016, 2019, etc.	Physician with board certification in emergency medicine
July 15, 2013, 2016, 2019, etc.	Registered Nurse with pediatric experience and experience as a trauma nurse coordinator
July, 15, 2013, 2016, 2019, etc.	A representative of the SEMTAC Public Policy and Finance Committee
July 15, 2012, 2015, 2018, etc.	Paramedic with experience and interest in pediatric care.
July 15, 2012, 2015, 2018, etc.	Registered Nurse with experience as a pediatric nurse
July 15, 2012, 2015, 2018, etc.	An EMS Educator form a Colorado Recognized EMS Education Center
July 15, 2011, 2014, 2017, etc	A representative of the SEMTAC Injury Community Planning Group
July 15, 2011, 2014, 2017, etc	Two Members-at-Large
Until Replaced	EMSC State Partnership Grant Principal Investigator
Until Replaced	EMSC State Partnership Grant Family Representative
Until Replaced	CDPHE Representative

Section 2 Any member who has two consecutive unexcused absences from meetings of the committee shall be deemed to have vacated the membership and the department shall fill such vacancy as provided in this Article IV for the remainder of the un-expired term. Excused absences may be granted at the discretion of the Chair.

- Section 3 Members who no longer meet the requirements of the position they have been appointed to shall immediately submit their resignation to the Chair for consideration.
- Section 4 In the event any membership position listed in Section 1 above is dissolved, restructured or replaced by another body, that position will revert to an at-large position until these bylaws are amended.
- Section 5 Membership in the PECC is voluntary and members shall not be compensated.

ARTICLE V

Officers

- Section 1 The chair of the PECC shall be the Colorado licensed physician with pediatric training that is an appointed member of the SEMTAC as described in Article IV.
- Section 2 Duties of the chair shall be to:
- (A) Preside at all meetings of the PECC.
 - (B) Observe and enforce the bylaws and policies of the PECC.
 - 1. Monitor attendance, rule and report on unexcused absences.
 - 2. Receive resignations, written notices of impending vacancies, and communicate with the appropriate appointing authority to fill such vacancies.
 - (C) Serve as the liaison between the PECC and the SEMTAC.
 - (D) Ensure that the business of the PECC is being carried out during and between meetings.
- Section 3 Two vice-chairs shall be selected from amongst the membership to serve alternating 2 year terms with one vice-chair being elected annually at the first meeting following July 15th.
- Section 4 Duties of the vice-chairs shall be to:
- (A) Preside at meetings in the absence of the chair.
 - (B) Assist with coordination of the PECC, PECC subcommittees and implementation of PECC activities as directed by the chair.

- Section 5 An Executive Secretary will be appointed by the Principal Investigator of the EMS for Children State Partnership Grant to serve as non-member support staff for the PECC.
- Section 6 Duties of the Executive Secretary shall be to:
- (A) Record, maintain and distribute accurate minutes of all PECC meetings.
 - (B) Make the minutes available to the public through the Department.
 - (C) Distribute to PECC members the minutes of the previous meetings, the agenda of any PECC meetings and any supplemental materials approved by the chairperson pertaining to such meetings at least seven working days prior to such meetings.
 - (D) Maintain accurate and up-to-date lists of members of the PECC.
 - (E) Ensure that full and timely notice of the meetings to the public occurs, in accordance with the statute relating to open meetings.

ARTICLE VI

Meetings

- Section 1
- (A) The PECC shall meet no less than quarterly at the call of the chair.
 - (B) A meeting may also be called at the request of a simple majority of the members of the committee.
 - (C) Meetings shall be subject to all current statutes and rules relating to the conduct of open meetings.
- Section 2
- A quorum of the PECC meeting shall be the simple majority of the members of the PECC; either present in person or represented via teleconferencing.
- (A) Any meeting may be cancelled by the chairperson, three business days prior to such meeting, when the chairperson determines there will be no quorum present at such meeting.
- Section 3
- All recommendations from the PECC to the Department shall have been adopted by majority vote of the PECC.
- Section 4
- No individual member shall make a statement of policy that purports to be that of the PECC unless the PECC shall have adopted such policy, but no one shall be prohibited from stating his or her personal opinions, provided they are clearly identified as such.

ARTICLE VII
Subcommittees

- Section 1 Subcommittees of the PECC may be appointed by the PECC chair as needed. The PECC chair shall also designate the chair for each subcommittee.
- Section 2 The PECC chair shall be an ex officio member of all subcommittees.
- Section 3 The tasks and products of any such subcommittee shall be well defined by the committee chairperson, and specific dates and reports to the entire committee will be established.
- Section 4 A subcommittees will be dissolved once its tasks or work product is determined to be completed by the PECC Chair

ARTICLE VIII
Voting and Balloting Procedures

- Section 1 In any instance in which a majority vote is called for:
- (A) The presiding officer may call for a show of hands, or simple vocal majority, and such voting method shall determine the result of the vote.
 - (B) Proxy or absentee voting shall not be allowed.

ARTICLE IX
Conflict of Interest

- Section 1 No member of the PECC shall be permitted to vote on items brought before the PECC or directly engage in tasks or duties of the PECC whereby an immediate personal or financial conflict of interest exists.
- (A) Any member wishing to abstain from voting shall notify the chair prior to voting.
 - (B) Any PECC member wishing to disengage from a required task or duty of the PECC shall notify the PECC chair and give citation of possible conflict of interest to the chair.
 - (C) Dispensation from voting or duty shall pertain only to the specified vote or duty.

ARTICLE X
Parliamentary Authority

ROBERT’S RULES OF ORDER NEWLY REVISED, most recent edition shall govern the PECC wherever they are applicable and not inconsistent with Colorado Revised Statutes or these bylaws.

ARTICLE XI
Amendment of Bylaws

Section 1 The bylaws may be amended at a meeting of the PECC:

- (A) By two-thirds vote, provided that such amendment was submitted to the PECC chairperson and remitted to all members of the PECC at least ten business days prior to the meeting at which such amendment is to be offered.

Section 2 Adopted amendments shall take effect immediately upon adoption.

ARTICLE XII
Adoption of Bylaws

These bylaws shall take effect immediately upon majority vote of PECC and signature of chairperson.

-End of Bylaws-

Adopted by PECC:

Date

Signature
PECC Chair