

Version 2026

Bylaws of the Idaho Time Sensitive Emergency System Council

State of Idaho

Authority: Section 46-914 through 46-922, Idaho Code



**IDAHO TIME SENSITIVE
EMERGENCY SYSTEM**
TRAUMA | STROKE | STEMI

ARTICLE I

NAME & PURPOSE

- 1.1 **Name.** The name of this Council shall be the Idaho Time Sensitive Emergency (TSE) System Council.
- 1.2 **Purpose.** The primary purpose of the Council is to develop, implement and monitor a statewide system that includes trauma, stroke, and heart attack facilities.
- 1.3 **Authority.** The Council is created pursuant to Idaho Code § 46-916. Notwithstanding any other provision of law to the contrary, the Council shall exercise its powers and duties in accordance with the provisions of Idaho Code § 46-914 through 46-922, relative to establishment of standards and system oversight of the statewide time sensitive emergency system of care.

ARTICLE II

MEMBERS

- 2.1 **Appointment.** The Council will be composed of eleven (11) voting members appointed by the governor upon assurance of equitable geographic and rural representation.
 - 2.1.1 Three (3) representatives shall be from facilities holding or seeking designation as follows:

Seeking defined as submitted application

 - One (1) representative from a facility that either holds or is seeking designation as an Idaho trauma center. The representative may be the medical director, the coordinator

- or the program manager responsible for the respective facility's trauma program;
- One (1) representative from a facility that either holds or is seeking designation as an Idaho stroke facility. The representative may be the medical director, the coordinator or the program manager responsible for the respective facility's stroke program;
- One (1) representative from a facility that either holds or is seeking designation as an Idaho heart attack center. The representative may be the medical director, the coordinator or the program manager responsible for the respective facility's heart attack program;

2.1.2 Three (3) representatives shall be from EMS agencies as follows:

- One (1) representative from an EMS agency licensed by the department that serves a primarily urban response area;
- One (1) representative from an EMS agency licensed by the department that serves a primarily rural response area;
- One (1) representative from an air medical EMS agency licensed by the department;

2.1.3 Two (2) administrators or chief executive officers from hospitals as follows:

- One (1) administrator of an Idaho hospital that either holds or is seeking Idaho trauma, stroke or heart attack designation;
- One (1) chief executive officer or administrator of an Idaho critical access hospital that either holds or is seeking Idaho trauma, stroke or heart attack designation;

2.1.4 Two (2) licensed health care providers who:

- One (1) licensed health care provider who routinely works in the emergency department of a hospital that serves a primarily urban area that either holds or is seeking trauma, stroke or heart attack designation;
- One (1) licensed health care provider who routinely works in the emergency department of a hospital that serves a primarily rural area that either holds or is seeking trauma, stroke or heart attack designation; and

2.1.5 One (1) Idaho citizen with an interest in furthering the quality of trauma, stroke and heart attack care in Idaho.

2.1.6 The chair, or designee, of each regional TSE committee shall be added as a voting member of the Council.

2.2 Terms. Members of the Council shall serve four (4) year terms with half of the members initially appointed, as determined by lot, serving two (2) year terms.

2.2.1 Council members may serve one (1) full term of four (4) years. Upon completion of their term, member may reapply, and the position will also be open to other interested candidates.

2.3 Role Changes. If a Council member has a change in their role and it no longer aligns with the seat they are appointed to, it is the Council member's responsibility to notify the Idaho TSE Council as expeditiously as possible.

2.4 Vacancy. If a vacancy occurs, the Council votes and sends the recommended nomination to the governor who shall appoint a replacement to fill the unexpired term. Members may be reappointed and may be removed for cause by the governor.

2.4.1 When a position expires or becomes vacated, an announcement will be placed on the TSE website for a minimum of 30 days. Applications will be accepted and reviewed by the TSE Branch staff to ensure candidates qualify. All qualified candidates will be interviewed by the TSE Council during executive session of the next scheduled TSE Council meeting. The TSE Council will vote to recommend a candidate to fill the seat. This recommendation will then be presented to the Board of Health and Welfare for approval. Once approved by the Board, the candidates name will be submitted to the governor's office for appointment. The governor has the authority to appoint any candidate at will, without the approval of the TSE Council.

2.5 Ex Officio Members. The Idaho Military Division, TSE Branch staff will serve as ex officio members of the Council. The TSE Branch staff will not possess voting rights.

ARTICLE III

OFFICERS

- 3.1 Election of Officers.** The governor shall appoint a Chair, who shall serve a term of two (2) years. The Council shall elect, by majority vote, a Vice-Chair and such officers as it may deem necessary and appropriate.
- 3.2 Vacancy.** Upon a vacancy in any office other than the Chair, a replacement shall be elected by majority vote and the elected member shall serve for the remainder of the term of the vacated office.
- 3.3 Chair.** The governor shall appoint a chair who shall serve a term of two (2) years. The Chair shall preside at meetings of the Council and shall exercise such duties and powers as determined by the Council.

- 3.3.1** The Idaho TSE Council Chair shall not be the Chair of any other Bureau committee or council.
- 3.3.2** In the event that the Chair and Vice-Chair cannot be present to preside at a Council meeting, the Chair will identify a Council member to preside over a meeting. If the Chair is not able to or does not identify such Council member, the Council, by majority vote, will identify a Council member to preside over the meeting.
- 3.3.3** In coordination with the Bureau of Emergency Medical Services, the Chair shall keep correct minutes of the Council and furnish copies to each member of the Council.
- 3.3.4** In coordination with the Bureau of Emergency Medical Services, the Chair will prepare an agenda for each meeting of the Council.
- 3.4 Vice-Chair.** The Vice-Chair, in the absence of the Chair, shall preside over all meetings and exercise the duties and powers of the Chair, and shall exercise such duties and powers as determined by the Council.
- 3.4.1** Council members elect the Vice-Chair on the opposite year that the governor appoints the Chair and shall serve a term of two (2) years.
- 3.5 Secretary.** The Council may elect a Secretary whose duties are to coordinate with the Bureau to assure accurate record-keeping regarding minutes and other Council business.
- 3.6 Treasurer.** The Council may elect a Treasurer to oversee any financial matters related to the Idaho TSE Council.

ARTICLE IV

MEETINGS

- 4.1 Open Meeting Law.** All meetings of the Council shall be subject to the Idaho Open Meeting Law, Idaho Code § 74-201 through 74-208.
- 4.2 Meeting Schedule.** The Council shall meet at least semiannually or at the call of the Chair.
- 4.3 Meeting Location.** The meeting locations may vary throughout the state to facilitate geographic access by each region. Meeting location will be determined by Council vote. Meetings may be held in-person or virtually. A meeting location or call-in number will be posted on the TSE website seven (7) days in advance so the public may attend.
- 4.4 Quorum.** A majority of the members of the Council shall constitute a quorum for all actions. A quorum must be present for any official act of the Council. Members are strongly encouraged to participate in person. However, members may be present at a meeting by telephone, in accordance with Idaho Code § 74-202(1).
- 4.5 Parliamentary Procedure.** *Parliamentary Procedure Made Easier* published by Washington State University or as the same shall be revised from time to time, shall govern procedure of the Council except as otherwise required by statute or rule or by these Bylaws.
- 4.6 Voting and Proxies.** Each member of the Council has one (1) vote on any matter of business before the Council and may vote by proxy. A member may send a representative if he or she is unable to attend a meeting and such representative may vote and may be counted for the purpose of determining whether a quorum is in attendance. The proxy may not be a current Council member.

4.7 Establishment of Subcommittees. By majority vote, the Council may establish working subcommittees. Such subcommittees are advisory only and have no legal authority to act. Subcommittees shall not exceed five (5) Council members. Ex-officio members may be added to subcommittees as deemed necessary by the Council.

4.8 Order of Business. The standing order of business at meetings shall be as follows:

- Establish Quorum
- Approval of minutes
- Approval of agenda
- Executive Session
- Vote
- Regional Reports
- TSE Branch Update
- EMSC Program Update
- Next meeting date
- Adjournment

4.9 Conflict of Interest. Whenever a Council member has a financial or personal interest in any matter coming before the Council, the affected person shall fully disclose the nature of the interest. The minutes of meetings shall record such disclosure. Council members shall recuse themselves from any designation vote pertaining to their own facility or EMS agency.

- 4.10 Attendance.** Council members attendance should be a minimum of 60% of the meetings in a calendar year starting on July 1st and ending on June 30th. Attendance counts in person, by telephone or by proxy. A member unable to uphold this bylaw shall be removed that calendar year.

ARTICLE V

COMPENSATION

- 5.1** Members of the Council shall be compensated as provided in Idaho Code §59-509(b).

ARTICLE VI

AMENDMENTS TO BYLAWS

- 6.1** Bylaws shall be reviewed at a minimum annually.
- 6.2** Members may, by a two-thirds (2/3) vote of all members, alter, amend, or repeal any bylaws adopted by the members at any duly held meeting of the Council.
- 6.3** Any member can propose an amendment to the bylaws. This must be submitted to an officer in writing.
- 6.4** Proposed amendment must be disseminated to the committee for review a minimum of thirty (30) days prior to the Idaho TSE Council meeting.

ARTICLE VII

EXECUTIVE SESSION: SITE SURVEY REVIEW

- 7.1** During Executive Session the site survey report and application details will be discussed in accordance with the Idaho Opening Meeting Law, Idaho Code §74-201 through 74-208.
- 7.2** A consensus will be made in the Executive Session to approve, deny, or give a provisional designation.
- 7.3** Once out of Executive Session, a member will make a motion regarding the designation type and level of each facility.

CHANGE HISTORY

<i>Date</i>	<i>Description of Revisions</i>	<i>Effective</i>	<i>Next Review</i>
03/09/2026	Bylaws 2.2.1, 2.4, 3.4.1, 3.7, 4.8, and 7.3	03/09/2026 – 03/09/2027	February 2027