



Central New York Regional Stroke Advisory Council Bylaws 2021

NAME

The name of this organization shall be the Central New York (CNY) Regional Stroke Advisory Council (RSTAC).

PURPOSE

The role and purpose of the CNY Regional Stroke Advisory Council include, but is not limited to, the following:

- (i) to enhance and promote the highest quality of care for stroke patients in the CNY Region of New York State;
- (ii) to improve communication among the CNY region hospitals and to continue to develop and strengthen a regional stroke system;
- (iii) to collaborate with regional hospitals in regards to regional stroke care;
- (iv) to allow and promote the exchange of ideas between all hospitals in the region which perform stroke care;
- (v) to consult on stroke treatment protocols and care
- (vi) to allow for the development of quality/process improvement in the area of stroke care in the CNY Region;
- (vii) to interact with the EMS systems in the CNY Region and to coordinate and develop research initiatives, stroke prevention programs, and community outreach for the CNY Region

MEMBERSHIP

Members of this council consist of representatives from Regional Stroke Centers and Community hospitals throughout the 14 county Central New York region. These members are designated as representatives from their institutions or organizations by the administration of that facility or group unless otherwise specified below.

The CNY Regional Stroke Advisory Council shall consist of the following:

Each Stroke Center within our 14 county region shall have two physicians/Licensed Independent Practitioner (LIP) seats, one for the stroke medical director and one for a provider who is actively involved in stroke care.

Each non-stroke center hospital within our region will have one physician/LIP seat for a person actively involved in delivering stroke care.

Each of the 28 hospitals within our 14 county region will have one non-physician seat for a person who is actively involved in the administration or delivery of care to stroke patients. This seat shall be filled by the stroke coordinator for designated stroke centers.

Each Regional Emergency Medical Advisory Committee (REMAC) will have a seat and represent prehospital care. The member REMAC's are as follows:

Central New York
Midstate
North County
Susquehanna

A member of the Air Medical Services (AMS) Committee will represent helicopter and fixed-wing services.

Dispatch – a representative from a 911 Dispatch Center served by the CNY RSTAC

Community or Public Health

Regional Resource Representative

Ad hoc members shall be invited by the Chair or Vice-Chair a council officer and may include neurosurgical specialists, rehabilitation specialists, or the medical examiner

Other interested parties may attend the RSTAC meetings, participate in discussions and serve on committees but are not eligible to vote.

OFFICERS

The Chair of the council shall be a stroke medical director of a Comprehensive Stroke Center (CSC) or Primary Stroke Center (PSC) within the region.

The Vice-Chair of the council shall be a stroke medical director from a Comprehensive Stroke Center (CSC) or Primary Stroke Center (PSC) center within the region.

The Secretary of the council shall be a Stroke Program Manager/Stroke Coordinator Comprehensive Stroke Center (CSC) or Primary Stroke Center (PSC) center within the region.

TERM OF OFFICE

The Chair will serve a two-year term.

The Vice-chair will serve a two-year term. The Vice-chair will assume the Chair's role if the Chair is unable to complete the full term.

The Secretary will serve a two-year term.

If the role of the vice-chair or secretary becomes vacant, the Chair may appoint a member from the council to fill the role for the duration of the remaining term.

There is no term limit for any officer position.

OFFICER ELECTION

Nominations will be requested before or during the March meeting. A slate of officers is to be presented at this meeting.

A virtual survey of officers will be sent to the council before the June meeting for anonymous voting. Officers will be elected by the majority of those voting. In the event of a tie, an additional virtual survey of the top two candidates will be sent to the council for voting. The officer will be elected by the majority of those voting.

New officers will be announced during the June meeting. The term shall take effect following the June meeting.

MEETINGS

Meetings of the CNY Regional Stroke Advisory Council should occur as frequently as their business may require, but no less than semi-annually. Decisions of the CNY Regional Stroke Advisory Council shall be made by the duly appointed members. Members of the CNY Regional Stroke Advisory Council shall receive no compensation for their participation at the meetings.

The dates of regular meetings will be determined on an annual basis. Special meetings may be held at the discretion of the chair. Notice of meetings shall be given to each member not less than ten days before the meeting.

The Chair may designate special project committees. These committees will report to the general membership at regular meetings. Additionally, there will be standing committees to include the education committee, quality measures committee, and advocacy committee.

Meetings shall be conducted following the most current edition of Robert's Rules of Order.

AGENDA

Regular meetings shall discuss stroke-related activity for the region. As resources permit, regional stroke data will be presented.

Specific issues related to stroke care throughout the region are encouraged to be part of the agenda.

Case presentations may be presented for discussion and quality improvement activities

REPORTING

There is currently no identified reporting structure.

VOTING

A quorum will be defined as a simple majority of the members present.

Only physician/LIP members may vote on issues directly related to the practice of medicine (i.e. treatment guidelines). The entire membership may vote on all other motions.

Voting members may request an absentee ballot before the meeting for action items identified in the agenda. Absentee ballots may be cast via e-mail or by post.

CODE OF ETHICS

Members of the CNY Regional Stroke Advisory Council shall comply with Section 74 (Code of Ethics) of the New York Public Officers Law. No members of the council should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of their duties as a council member. Members should exercise their duties and responsibilities as council members in the public interest of the inhabitants of the State, regardless of their affiliation with, or relationship to, any facility, agency or program, category of provider, or interest group. The principles, which should guide the conduct of council members include, but are not limited to, the following:

- A) A council member should endeavor to pursue a course of conduct that will not raise suspicion among the public that he or she is likely to be engaged in acts that violate their trust as a council member.
- B) No council member should permit their employment to impair their independence of judgment in the exercise of their duties as a council member.
- C) No council member should disclose confidential information acquired in the course of their duties as a council member or, because of their position as a council member, use such information to further their interest.
- D) No council member should use or attempt to use their position as a council member to secure unwarranted privileges or exemptions for him or herself or others.

E) No council member should engage in any transaction as a representative agent of the State with any business entity in which they have a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of their duties as a council member.

F) Council members should refrain from making personal investments in enterprises which they have reason to believe may be directly involved in decisions to be made by them as a council member or which will otherwise create substantial conflict between their duty as a council member to act in the public interest and their private interest.

CONFLICT OF INTEREST

Pending Regulations and Policy Matters

A) Disclosure at council meetings. When a member of the council or a sub-council of the council or their family has an interest, financial or otherwise, whether as owner, officer, director, fiduciary employee, consultant, or supplier of goods or services in an Article 43-B facility, agency, or program, or in any other facility program or activity, the status of which might reasonably be affected by a regulation or policy matter which is before the council, or when a member has an interest or association which might reasonably be construed as a member has an interest or association which might reasonably be construed as tending to embarrass the council or sub-council or elicit public suspicion that he or she might be engaged in acts in violation of their trust, he or she shall, at the time of formal consideration of such regulation or policy matter by the council, disclose such interest or association to the council so that the council is fully aware of such member's interest or association. A council member who discloses such interest or association may, but shall not be required to, abstain from participation in the discussion of, or vote on, such policy matters at the council meeting. For this article, "family" shall include a spouse, children under 21 of age, and any other relative in the member's household.

B) Disclosure of council actions and possible conflicts at council meetings. When the Chairperson of any council, which is considered a regulation or policy matter, reports the council's deliberations and recommendations to the council, the council Chair shall indicate in the report all interests or associations disclosed by council members and state how such members voted concerning the council's recommendations. A council member who discloses such interests or association may, but shall not be required to, abstain from participation in the discussion of, or vote on, such regulations or policy matter at the council meeting.

C) Disclosure and possible disqualification. When a matter is before the council and a member has any interest or association which might reasonably be constructed as tending to embarrass the council or elicit public suspicion that he or she might be engaged in acts in violation of their trust as a council member, they shall, at the time of formal consideration of such matter by the council, disclose such interest or association so that the Chairperson and,

if necessary, the council can then determine whether their participation in the discussion of such matter or the vote of the council thereon would be proper.

D) Procedure. After a motion is made concerning a matter, and before discussion or vote, and at the request of the Chairperson, the council members shall disclose all actual or potential conflicts and, when appropriate, explain the conflicts. In the case of conflicts subject to appeal by motion to the council which may override the Chairperson's decision by the affirmation vote of a majority of those present, excluding those members who are the subject of the vote.

AMENDMENTS

These bylaws may be amended by a two-thirds majority of the voting members present provided that the amendments have been distributed to the voting members at least 30 days before the meeting at which they will be considered.

SEVERABILITY

If any part of these bylaws is found to conflict with the statute by a court of competent jurisdiction, the remainder shall stand.