

## MEMBERSHIP ATTENDANCE FOR VIRTUAL MEETINGS

### BACKGROUND

The Texas Department of State Health Services, effective November 24, 2024, revised the Regional Trauma Advisory Council rule §157.123. *One aspect of the revision states* RACs must maintain virtual options for stakeholder participation in committees or other activities.

### PURPOSE

The purpose of this policy is to define RAC participation related to virtual meetings. The current standard operating procedure titled "Voting Membership and Active Participation" does not address the percentage of meetings in which virtual attendance is accepted.

### DEFINITIONS

**Virtual Attendance** – is defined as participating in a meeting remotely, using technology such as video conferencing or online platforms, where individuals are not physically present in the same room but can still actively engage in the discussion and proceedings through their devices, effectively "attending" the meeting from a different location.

### PROCEDURE

1. The link to virtually attend General Assembly and / or committee meetings will be sent to the membership via email and with each calendar invitation.
2. All General Assembly and / or committee virtual meetings will be recorded.

### PARTICIPATION

1. A RAC member who has chosen to attend virtually, must utilize the meeting link provided by the RAC office.
2. Only one member may be logged in per email. Additional attendees must log in separately.
3. Each attendee must include their name and organization in the chat box.
4. Attendee must appear on camera throughout the meeting.
5. In addition, a QR code will be displayed during the meeting. You must utilize the QR code to log your attendance.
6. It is the policy that meetings should preferably be held in person as participation in this manner provides a better environment for membership interaction and participation.

## STANDARD OPERATING PROCEDURE

7. Each fiscal year, only one of the General Assembly meetings and one of Committee meetings may be logged as virtual attendance.
8. The RAC fiscal year is defined from September 1 through August 31.

### NOTE:

1. RAC Participation is defined in the Voting Membership and Active Participation Standard Operating Procedure.

*Alyson Nickum-Smith*

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**Alyson Nickum-Smith**  
Chair, Board of Director

*4/17/25*

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Date

# STANDARD OPERATING PROCEDURE