

## **VOTING MEMBERSHIP AND ACTIVE PARTICIPATION**

### **BACKGROUND**

The mission of the East Texas Gulf Coast Regional Trauma Advisory Council (RAC-R) is to support and improve emergency healthcare through prevention, education, advocacy, research, preparedness and response.

### **PURPOSE**

The purpose of this document is to define of voting membership, benefits, and active participation meeting requirements as a member of the East Texas Gulf Coast Regional Trauma Advisory Council.

### **VOTING MEMBERSHIP**

1. The following criteria must be met to be considered a Voting Member:
  - a. Annual submission of a completed membership application.
  - b. Payment of annual membership dues / fees.
  - c. Approval by the RAC-R Board of Directors (Board).
  - d. Meet participation requirements
  
2. Benefits of RAC-R Voting Membership
  - a. Regular communication from RAC-R.
  - b. Voting privileges at Committee and General Membership.
  - c. Eligible for official committee appointments and elected positions.
  - d. Access to basic RAC resources.
  - e. Networking with professionals in the RAC.
  
3. Criteria for non-voting membership are defined in the By-laws.

### **ACTIVE PARTICIPATION**

Active participation is mandatory to receive grant funds and other deliverables through the Texas Department of State Health Services (DSHS) and RAC-R. Criteria for Active Participation is outlined below.

1. Meet all Voting Membership criteria from the date of accepted application.
  - a. Each member agency must attend at least 75% (rounded up to the nearest whole) of all QUARTERLY General Assembly meetings each FISCAL year. The RAC fiscal year is defined from September 1 through August 31.
  - b. Each member agency must participate, in one Standing Committee. Each member agency must attend at least 75% (rounded up to the nearest whole) of all QUARTERLY committee meetings each FISCAL year.

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- c. Participation in an Ad Hoc Committee can be assigned as needed as outlined in the RAC Bylaws.
  - d. EMS and Trauma entities must submit quarterly data to the RAC Regional Data Repository.
  - e. RAC Participation is defined in the Voting Membership and Active Participation Standard Operating Procedure.
2. Participating members must submit all information to the RAC required in the membership packet by the due date.
  3. A member agency can only receive participation credit for one attendee per General Assembly meeting.
  4. Each attendee can only receive participation credit for one member agency per Committee meeting.
  5. RAC-R will not accept appeals to the decision for meeting the membership criteria for Active Participation.
  6. EMS and Trauma Designated Hospital Members are required to participate in the Texas Trauma Registry as outlined by Texas Administrative Code (EMS 157.11 and Trauma Hospitals 157.126).
  7. All Texas DSHS Designated or In Active Pursuit Specialties (Trauma, Neonatal, Acute Care, etc.) are required to attend 75% the RAC required committees and 75% of the General Assembly meetings each fiscal year.
  8. Members must participate and cooperate with RAC-R Regional Performance Improvement (RPI) Committee queries and case audits as required.
  9. Members are required to provide information to the RAC including, but not limited to, inventories, HVAs, and surveys as required for RAC-R to meet its contractual obligations to ODSHS.

## **PROCEDURE**

RAC- R staff / contractor or Board will maintain current membership records and will coordinate and maintain documentation acknowledgement of this SOP.

1. Meeting attendees are responsible for signing into the general assembly and committee, which specifies the member agency being represented, as directed by the meeting facilitator for each meeting attended.
2. Committee chairpersons and meeting facilitators will submit documentation of participation to RAC-R staff / contractor or Board immediately following each meeting.
3. RAC-R staff / contractor or Board will be responsible for maintaining the resulting attendance records for all members.
4. The SPI Chairperson will report member unresponsiveness to PI queries and case audits to the Board.

## STANDARD OPERATING PROCEDURE

5. RAC-R staff / contractor or Board will maintain an annual membership and participation report, which will be posted on the RAC-R website.
6. Upon request, RAC-R will provide a letter to members detailing active participation.

*Alyson Nickum-Smith*

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

*04/14/2026*

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Date