



# Bi-State Cardiovascular Education Consortium Operating Guidelines

August 2014

## ARTLICE I - NAME

The name of this organization is the Bi-State Cardiovascular Education Consortium.

## ARTICLE II - PURPOSE

- Section 1 The Bi-State Cardiovascular Education Consortium is a coalition of cardiovascular experts who collaborate to provide quality cardiovascular education in a cost effective manner to facilitate compliance for required cardiovascular education.
- Section 2 The mission of the Bi-State Cardiovascular Education Consortium is to provide multiple opportunities to obtain a variety of quality cardiovascular specific education for health care professionals in the greater Kansas City metropolitan area on both sides of the state line.
- Section 3 The objectives of this organization are:
- a. Provide health care professionals with quality cardiovascular education.
  - b. Collaborate with the AHA mission lifeline STEMI/Stroke group to identify educational oppotunities based on data review and analysis.
  - c. Improve systems of STEMI care throughout Missouri and Kansas through education.

## ARTICLE III – STEERING COMMITTEE

- Section 1 Steering Committee meetings shall be held a minimum of three (3) times yearly with one meeting annually dedicated to Bi-State Cardiovascular Education Consortium strategy development.
- Section 1.2 Date, time, and location of meeting shall be set by the Steering Committee by the November meeting for the following year.
- Section 2 The Bi-State Cardiovascular Education Consortium Steering Committee shall consist of no more than thirty-two (32) appointed members. Suggested representation shall consist of the following:
- a. American Heart Association
  - b. EMS Agencies
  - c. Hospital Cardiovascular Program Coordinators
  - d. Representatives from STEMI receiving and referrals centers
  - e. Participation encouraged for:
    - i. Cardiologists
    - ii. Emergency Medicine Physician
    - iii. Cardiac Rehabilitation

Section 2.1 Except for the staggered terms of those members initially appointed, members shall serve terms of 1 year unless a member is appointed to a vacancy in which case the appointment shall be for the remainder of the term vacated. Terms shall be from January 1<sup>st</sup> to December 31<sup>st</sup> for each year of appointment.

Section 2.2 The Bi-State Cardiovascular Education Consortium Steering Committee shall have two elected offices and a position of third chair (held by the AHA representative).

- a. Chairman-the Chairman's duties shall be to:
  - i. Preside at all meetings of the Steering Committee
  - ii. Appoint, act and perform all duties commonly incident to such an office
- b. Vice-Chairman- the Vice-Chairman's duties shall be to:
  - i. Perform the duties of the Chairman when the Chairman is unavailable
- c. 3<sup>rd</sup> Chair-the AHA representative duties shall be to:
  - i. Assist the Chairman and/or Vice-Chairman as needed
  - ii. Maintain the Consortium website

Section 2.3 The Bi-State Cardiovascular Education Consortium Steering Committee elections shall occur as follows:

- a. Normal elections will occur every year in November for the Vice-Chairman.
- b. Candidates may volunteer or be nominated by a Steering Committee Member.
- c. Chairmanship / Vice-Chairmanship shall alternate between the states of Missouri and Kansas.
- d. The Vice-Chairman automatically moves into the Chairman role in the following year.

Section 2.4 Steering Committee Members are required to provide diligent service to the Bi-State Cardiovascular Education Consortium. Service requires attendance at Steering Committee meetings. Two (2) consecutive absences shall, without proper communication, result in automatic removal from the Steering Committee. Excused absences may be granted by the Steering Committee upon notification within a reasonable period of time, prior to the Steering Committee meeting.

Section 2.5 Resignation of Steering Committee Members must be in writing and received by the Steering Committee Chair. If a Steering Committee Member representing an organization or profession resigns they may make a recommendation to the Steering Committee for a replacement representative.

Section 3 Steering Committee Members shall:

- a. Develop an education calendar.
- b. Set direction for priority educational programs.
- c. Monitor education modules.
- d. Be available as resources for projects.

- e. Communicate to hospitals, medical groups, administrations, patients, and communities regarding Bi-State Cardiovascular Education Consortium activities and new cardiovascular information.

Section 4

The Bi-State Cardiovascular Education Consortium Steering Committee shall conduct business in accordance with the following guidelines.

- a. A quorum shall be present in order to convene a Steering Committee meeting and conduct business. A quorum shall consist of a majority of the appointed Steering Committee members.
- b. The meetings and proceedings of the Steering Committee shall be conducted in an orderly manner and in accordance with the current edition of *Robert's Rules of Order*, unless otherwise specified in these Bylaws.
- c. Each Steering Committee member shall have one vote on each Motion.
- d. Any action, recommendation or decision of the Steering Committee shall be proposed by motion. All motions shall be passed by a majority vote of the members present.

Section 5

The Steering Committee may establish task forces to address particular issues of immediate concern. Recommendations of these committees shall be reviewed and approved by the full Steering Committee.

ARTICLE IV – CONFLICT OF INTEREST

Section 1

Any member of the Bi-State Cardiovascular Education Consortium Steering Committee, or Task Force who has a financial, personal, or official interest in, or conflict (or appearance of conflict) with any matter pending before the Bi-State Cardiovascular Education Consortium Steering Committee, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to voluntarily excuse him/herself and refrain from discussion and voting on said item.

ARTICLE V – AMENDMENTS

Section 1

These by-laws may be amended by a two-third vote of the Steering Committee members present at any meeting, provided a quorum is present and a copy of the proposed amendment(s) are provided to each Steering Committee member at least one week prior to said meeting.