State of Illinois
State Stroke Advisory Subcommittee
Bylaws 2020

SUBCOMMITTEE ESTABLISHMENT

There shall be established within the State Emergency Medical Services Advisory Council, or other statewide body responsible for emergency health care, a standing State Stroke Advisory Subcommittee which shall serve as an advisory body to the Council and the Department on matters related to the triage, treatment, and transport of possible acute stroke patients.

Membership on the Committee shall be as geographically diverse as possible and include one representative from each Regional Stroke Advisory Subcommittee, to be chosen by each Regional Stroke Advisory Subcommittee. The Director shall appoint additional members, as needed, to ensure there is adequate representation from the following:

(1) EMS Medical Director;
(2) Hospital administrator, or designee, from a Comprehensive Stroke Center
(3) Hospital administrator, or designee, from a Primary Stroke Center;
(4) Hospital administrator, or designee, from an Acute Stroke-Ready Hospital;
(5) Registered nurse from a Comprehensive Stroke Center
(6) Registered nurse from a Primary Stroke Center;
(7) Registered nurse from an Acute Stroke-Ready Hospital;
(8) A physician providing advanced stroke care from a Comprehensive Stroke Center;
(9) A physician providing stroke care from a Primary Stroke Center;
(10) A physician providing stroke care from an Acute Stroke-Ready Hospital;
(11) EMS Coordinator;
(12) Acute stroke patient advocate;
(13) Fire chief, or designee, from an EMS Region that serves a population of over 2,000,000 people;
(14) Fire Chief, or designee, from a rural EMS Region;
(15) Representative from a private ambulance provider;
(16) A representative from a municipal EMS provider
(17) Representative from the State Emergency Medical Services Advisory Council.

In the event that there are multiple applicants for an open position (non-Regional Rep), the subcommittee will have an appointed sub-group review the applicants, and make a recommendation to the Director on who would be an appropriate appointee to the sub-committee. The evaluation sub-group will make recommendations based on the applicants past and present experience related to stroke care, their current position, past and present participation with the State Stroke Advisory sub-committee, and keeping in line with maintaining geographical diversity for the committee.

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All recommendations will be submitted to the Assistant to the Division Chief, Division of EMS and Highway Safety, Illinois Department of Public Health for processing with their application.

In the event an applicant living outside of Illinois applies for a position, the applicant must prove that they work in Illinois and do so for over 50% of their workday. This candidate must also attest there is no conflict of interest (i.e. similar committee membership in home state, influencing transfer routes along border regions, etc.). The position would be vacated if employment within the state of Illinois is terminated for any reason.

SUBCOMMITTEE DUTIES

The duties of the State Stroke Advisory Subcommittee are established by the EMS Systems Act, and are as follows:

(a) Act in an advisory capacity to the Illinois Department of Public Health to review and comment on all rules proposed by the Department pursuant to this Act concerning stroke care, except for emergency rules adopted pursuant to Section 5-45 of the Illinois Administrative Procedure Act, provided that such plan must be reviewed and comments presented to the Department within 90 days of its submission to the Subcommittee in open meeting and if the Subcommittee takes no action within 90 days the plan shall be considered reviewed.

(b) Review and comment on any proposed revisions to the EMS Plan as prepared by the Department of Health or other EMS participants; provided that the revisions must be reviewed and comments presented to the Department within 90 days of submission to the Subcommittee in open meeting and if the Subcommittee takes no actions within 90 days the plan shall be considered reviewed.

(c) Develop and submit an evidence-based statewide stroke assessment tool to clinically evaluate potential stroke patients to the Department for final approval.

(d) Review the Department-approved stroke assessment tool at least annually to ensure its clinical relevancy and to make changes when clinically warranted.

(e) Review and comment on all proposed revisions to the EMS Systems Act which fall under the purview of the State Stroke Advisory Subcommittee.

SUBCOMMITTEE MEETINGS

All Subcommittee meetings shall be held in accordance with the Illinois Open Meetings Act. Subcommittee meetings shall be conducted under the following provisions:

(1) All meetings shall be governed by the current edition of "Robert's Rules of Order," unless otherwise specified in these Bylaws.

(2) A quorum shall be present in order to convene the Subcommittee and conduct business. A quorum shall consist of a majority of the currently appointed voting members.

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(3) The Subcommittee's annual meeting shall be conducted in person every November, at which time the Subcommittee shall determine the dates and locations for the following year's meetings, and shall elect its officers.

(4) The Subcommittee Chair shall notify the Department of all dates, times and locations for regularly scheduled, rescheduled or special meetings.

(5) All Subcommittee meetings shall be open to the public unless a meeting or portion thereof qualifies for a closed session in accordance with the Open Meetings Act.

(6) The elected Chair of the Subcommittee shall preside at all Subcommittee meetings. In the Chair's absence, the elected Vice-Chair shall preside, in absence of the Chair and Vice-Chair, the secretary shall preside. In the Chair, Vice-Chair, and secretaries' absence, a committee member shall be appointed ahead of time to temporarily preside over the meeting.

(7) The presiding officer shall be responsible for conducting the meeting in accordance with the Bylaws and the agenda. The presiding officer may recognize non-member attendees who wish to comment during the meeting.

(8) Any action, recommendation or decision of the Subcommittee shall be proposed by a Motion. Each member shall have one vote on each Motion except for the Chair, who shall vote only in the event of a tie and for the election of officers. A voting member of the State Stroke Advisory Subcommittee may appoint any other Subcommittee voting member in good standing to vote as proxy, or otherwise act for him or her by signing a proxy appointment form and delivering it to the Subcommittee Chair. This delivery can be accomplished in person, by email, mail or messenger service, or by facsimile transmission.

   a. No proxy shall be valid beyond the date of the specific meeting in which the proxy has effect, unless otherwise provided for by the proxy. Every proxy continues in full force and effect until revoked by the person executing it prior to the vote pursuant thereto. This revocation can be affected by writing delivered to the Subcommittee in person, by mail or messenger service, or by facsimile transmission stating that the proxy is revoked, by a subsequent proxy, or by attendance at the meeting and voting in person.

(9) Participation is required at all meetings. If a member is absent without a proxy at 50% of the meetings within a calendar year, the Chair will issue a letter (or other correspondence) with inquiry as to the desire to continue to participate on the Subcommittee. A proxy may not be used for 2 consecutive meetings.

(10) All motions shall be passed by majority vote (except for amendments to the Bylaws which shall be passed only by a majority vote of the currently appointed Subcommittee members).

(11) The Subcommittee shall record and prepare Minutes of Subcommittee meetings, and shall furnish the Minutes, authenticated by the Chair, to Subcommittee members after each Subcommittee meeting.

(12) Audio conferencing can be used in lieu of in person meetings at the discretion of the committee Chair, as agenda items allow, and through the direction of IDPH and in cases of a public health emergency.

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a. The annual meeting held in November will be conducted in person, unless directed differently per IDPH recommendations.
b. All voting will be conducted in person, unless unable per IDPH recommendations and in cases of a public health emergency, in which voting may occur per Teleconference as allowed

SUBCOMMITTEE CHAIR, VICE-CHAIR AND SECRETARY

(1) The Subcommittee shall elect a Chair, Vice-Chair and Secretary at the annual meeting. For each office, candidates shall be nominated by members and the vote will be a show of hands.
(2) The officers shall have the duties and responsibilities described in these Bylaws.
(3) If the Chair's membership on the Subcommittee is vacated for any reason including resignation, removal or denial of reappointment, the Vice-Chair shall assume the responsibilities of Subcommittee Chair until a new Subcommittee Chair is elected at the next annual meeting.
(4) Working Committee or Task Force members shall be proposed by the Subcommittee Chair and approved by the Subcommittee members. They shall include at least one other Subcommittee member who shall serve as the Working Committee or Task Force Chair or Vice-Chair. The Working Committee or Task Force Chair shall provide the Department with the names and addresses of all Working Committee or Task Force members, and shall promptly notify both the Subcommittee Chair and the Department of any changes in Working Committee or Task Force membership.
(5) Representatives from the Department approved by the EMS Division Chief may serve as ex-officio non-voting members on any Working Committee or Task Force.
(6) The Working Committee or Task Force Chair shall promptly notify all Subcommittee members and the Department of all dates, times, and locations for regularly scheduled, rescheduled or special meetings.
(7) All Working Committee or Task Force meetings shall be open to the public unless a meeting or portion thereof qualifies for a closed session in accordance with the Open Meetings Act.
(8) All business shall be conducted in accordance with the current edition of Robert's Rules of Order, unless otherwise specified in these Bylaws.
(9) Each member shall have one vote on each Motion. All Motions shall be passed by majority vote of the members present.
(10) A quorum shall be present in order to convene a Working Committee or Task Force and conduct business.

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