

State Heart Attack Advisory Council (SHAAC) Bylaws

January 2025



ARTICLE 1

NAME, VISION, MISSION, DUTIES

Name. The name of this Council shall be the State Heart Attack Advisory Council (SHAAC).

Vision. The primary purpose of the SHAAC is to coordinate statewide efforts to reduce the burden of heart attack on Arkansas and optimize a system of care involving the community, Emergency Medical Services (EMS), and hospitals.

Mission. The SHAAC exists to assure that all heart attack patients receive standardized, timely treatment to reduce morbidity and mortality.

Duties. The SHAAC shall develop standards and policy recommendations consider, but not limited to, the following:

- Methods for raising public awareness of the prevalence and treatment considerations for heart attack
- The professional development of EMS and hospitals personnel to identify and treat heart attack patients
- Methods for encouraging the use of evidence-based treatment for heart attack patients when appropriate
- Methods for developing and maintaining a heart attack registry for Arkansas
- Methods for developing heart attack treatment centers
- Methods for developing regional systems of heart attack care including collaboration among EMS and hospital personnel

ARTICLE II

MEMBERSHIP AND OFFICERS

Appointment. The SHAAC is composed of representatives from the following organizations. Each organization shall have one-representative to be named by the leader of the organization through written notification. If the official representative is not able to attend a meeting, the organization shall appoint a replacement representative:

1. American Heart Association
2. Arkansas Ambulance Association
3. Arkansas Chapter of the American College of Cardiology

4. Arkansas Chapter of the Cardiovascular & Pulmonary Rehabilitation Association
5. Arkansas Chapter of the National Association of EMS Physicians
6. Arkansas Department of Health
7. Arkansas Emergency Nurses Association
8. Arkansas Foundation for Medical Care
9. Arkansas Hospital Association
10. Arkansas Medical Society
11. Arkansas Minority Health Commission
12. Patient Advocate
13. Medical Insurance Agency
14. Non-PCI Emergency Physician

In addition, a maximum of three (3) individuals representing each of the following regions shall be named. One individual is to represent EMS in the region, one individual is to represent Percutaneous Coronary Intervention (PCI)-capable hospitals in the region, and one individual is to represent Non-Percutaneous Coronary Intervention (NPCI)-capable hospitals in the region:

1. Arkansas Valley
2. Central
3. North Central
4. Northeast
5. Northwest
6. Southeast
7. Southwest

Term. All voting members of the council shall serve three (3) year terms. A member may continue to serve on the SHAAC for additional terms, pending written notification from the representative organization leader.

Officers. A Chair and Co-Chair position shall be elected by the majority of the members to each serve for one (1) year. The Chair and Co-Chair may serve continuous terms as voted by the SHAAC membership. The Chair is responsible for leading each meeting of the SHAAC. In the event the Chair is not present, the Co-Chair shall lead the SHAAC meeting. The Co-Chair shall become the next Chair of the SHAAC following the expiration of the 1-year term of the Chair. A Secretary may either be (a) elected by the majority of members or (b) named by the SHAAC Chair. The Secretary position does not need to necessarily be a member of the SHAAC. The position will serve a 1-year term and may serve continuous terms. The Secretary shall be responsible for recording meeting minutes, distributing the minutes to members, providing information on meeting dates/times to the group and ensuring the meeting set-up is complete.

Vacancy. If a vacancy occurs in an appointed position for any reason, including resignation, removal, or other reason beyond the control of the member, the vacancy shall be filled by the appointment of an individual in writing by leadership of the representative organization. The new appointee shall serve for the remainder of the unexpired term. If an officer resigns, an election shall be held during the following SHAAC meeting to name a replacement officer to fulfill the remainder of the unexpired term.

Removal. A member may be removed due to situations including the following: resignation, death, the vote of a majority of SHAAC members, or a written notification of revocation from organization leadership the member represents.

Subcommittees. The Chair, with the consent/council of SHAAC members, may appoint ad-hoc-sub-committees as needed to address needs of the SHAAC.

ARTICLE III MEETINGS, QUORUM, VOTING

Schedule. The SHAAC shall meet at least four (4) times a year but may meet more frequently upon the call of the Chair or at the request, state in writing, of majority of the members of the SHAAC.

Notice. Notice of regular meetings, to include the meeting's agenda, shall be given to all interested parties, to include members of the SHAAC, at least two (2) weeks in advance of the meeting date.

Location. All regular meetings shall be held in one of two formats: (a) in person (b) online depending on the availability of SHAAC members. The Secretary will inform the SHAAC about all upcoming meeting dates, times, and locations.

Cancellations. If the Chair does not believe there is sufficient business to hold a quarterly meeting, it may be canceled.

Agenda. The Chair is responsible for developing the agenda unless re-appointed to the Co-Chair or Secretary as deemed necessary for each meeting.

Quorum. A majority of the members of the SHAAC shall constitute a quorum for all actions. A quorum must be present for any official act of the SHAAC. Members are strongly encouraged to participate in person. However, members may attend via telephone or online, as applicable and will count as part of the quorum.

Voting/Proxies. Each member of the SHAAC has one (1) vote on any matter of business before the SHAAC and may vote by proxy. A member (may include regional Chair and Vice-Chair) may send a representative if he or she is unable to attend a meeting and such representative may vote and may be counted for the purpose of determining whether a quorum is in attendance. Voting on issues before the SHAAC may occur via e-mail. NOTE: Each region consisting of up to three (3) regional representative has one (1) vote.

ARTICLE IV AMENDMENTS

These bylaws may be amended by a majority vote of the membership present and eligible to vote at any regularly scheduled quarterly meeting or meeting called for that purpose.

**ARTICLE V
ADMINISTRATIVE YEAR**

The administrative year of the SHAAC shall be the calendar year.

**ARTICLE VI
PROCEDURAL RULES**

All meetings and procedural matters of the SHAAC shall be conducted in accordance with Robert's Rules of Order except when in conflict with the bylaws.

**ARTICLE VII
CONFLICT OF INTEREST**

A conflict of interest may exist when the interests or concerns of any member may be seen as competing with the interests or concerns of this board. A conflict of interest arises when any "responsible person" or any "party related to a responsible person" has an "interest adverse to the board." A "responsible person" is any individual in a position to exercise substantial influence over the affairs of the department.

Any possible conflict of interest shall be disclosed to the Board by the person concerned. When any conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested person shall call it to the attention of the Board of Directors or its appropriate committee and such person shall not vote on the matter; provided however, any director disclosing a possible conflict of interest may be counted in determining the presence of a quorum at a meeting of the Board or a committee thereof.

The person having the conflict shall retire from the room in which the board or its committee is meeting and shall not participate in the final deliberation or decision regarding the matter under consideration. However, that person shall provide the board or committee with any and all relevant information.

The minutes of the meeting of the board or committee shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote. When there is uncertainty as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Board or its committee, excluding the person concerning whose situation has arisen.

Certification

These by-laws were approved via email of the State Heart Attack Advisory Council by a two-thirds majority vote on January 25, 2025.