

**BYLAWS OF THE
DALLAS COUNTY MEDICAL OPERATIONS CENTER (DMOC)**

ARTICLE I

NAME, AUTHORITY, AND PURPOSE

1.1 Name

This collective group, having interests in the quality and delivery of patient care to our community during times of disaster, are herein referred to as the Dallas County Medical Operations Center (DMOC). Hereafter, this group is referred to as “committee” or “DMOC.”

1.2 Authority

This committee derives its authority from a collective group of emergency management and response partner or affiliate members, serving in the best interest(s) of our community. This includes – but is not limited to – medical directors, clinical leaders, local city and county government officials, hospital representatives, and EMS agencies. At the request of a municipality, representatives of DMOC may provide support when austere conditions are presently affecting the pre-hospital-to-hospital delivery of patient care. DMOC member agencies are listed in “Appendix A” of the bylaws.

1.3 Purpose

If and when requested, representatives of DMOC may be activated to serve the needs of local municipalities during emergency response situations or any acute care facility requesting such support. DMOC representatives serve as liaisons when Emergency Support Function – 8 (Health and Medical Services) needs are present. During normal times, DMOC will serve as a forum for improving collaboration, communication, coordination, while also evaluating new and present threats. It is the intention of this committee to coordinate and partner with our surrounding Medical Operations Centers in Collin, Denton, Tarrant counties, as well as our Health Service Region.

ARTICLE II
MEMBERSHIP

2.1 Representation

This committee shall continually strive to engage our community, physician and clinical leaders, and subject matter experts, who bring value to the overall mission of DMOC. Committee members shall include any organization representing the interests of the health and medical community of Dallas County. The “List of Member Agencies” in Appendix A will be updated in perpetuity.

2.2 Election, Term of Office, Attendance, and Compensation

Election: Officers for DMOC will be nominated by their peers, or their representing agency, and voted into a leadership position by the committee. Committee members shall be appointed by their representative agency.

Term for Officer Positions: Officers of the committee will serve a two (2) year term, unless the elected member formally resigns their position or is no longer employed by their member agency. There is no limit to officers serving multiple terms, however, the election process will be followed after a Chairperson’s final term is finished. DMOC officers may resign by submitting a letter of resignation to the committee’s Chairperson.

Attendance: Officers for DMOC will make every effort to attend each month. In situations where an officer is consistently absent, the committee may choose to remove the individual from the elected position. A resignation may be issued if an officer is absent from 50% of the monthly meetings held or three (3) consecutive meetings in a twelve-month period.

The officers serving this committee will pursue any available means of providing committee sessions in a virtual capacity.

Compensation: Neither committee officers, nor its members, will not be financially

2.3 Vacancies

Committee members are encouraged to participate in regular meetings. An officer may be removed from their position through a motion brought before the committee, whenever a quorum is present. In the event of a tie, the Chairperson will serve as the deciding vote. An example of removal would be excessive absences or ethics violations. When a vacancy is filled, the term of the elected position will apply. All elected position vacancies may be assumed only by existing committee members.

2.4 Code of Conduct

The officers and members of DMOC must adhere to the following code of conduct in order to be held in good standing by the committee. Ethical and behavioral standards are understood by all members and interested parties.

Committee members shall not:

1. Appear before this committee or any other regional committee while acting as an advocate for any other person or business entity without explicitly stating such.
2. Knowingly use their position on the committee for their own personal gain or for the financial gain of their business or agency.
3. Accept or solicit any gift or favor that would tend to influence that individual in the discharge of official duties (Stated under Section 2: Compensation).

2.5 Leadership

This committee will nominate and elect members to serve in the three leadership positions of Chairperson, Vice-Chairperson, and Secretary. All positions will serve for a two (2) year term

with a succession from Secretary to Vice-Chairperson to Chairperson. A committee member will not serve in the same leadership position for more than two (2) years and will adhere to the line of succession, as it is described.

1. The following succession path will apply to all elected positions in DMOC:
 - a. Upon completion of the Chairperson's term:
 - i. The individual will return to the committee as a-
 - ii. In certain circumstances, the Vice-Chairperson may request the outgoing Chairperson remain actively involved throughout the leadership transition. This individual will assume the title of Past-Chairperson. The Past-Chairperson will serve only transitional duties, will not succeed to the Chairperson position, will not hold the responsibilities of the Chairperson, and will not exceed six months in this transitional role.
 - b. Vice-Chairperson is promoted to Chairperson, with consent of the Committee and not having been in violation of committee bylaws.
 - c. Secretary is promoted to Vice-Chairperson, with consent of the Committee and not having been in violation of committee bylaws.
 - d. Nominations are accepted from current membership for a new Secretary.
 - e. Vacant positions for Chairperson or Vice-Chairperson will be voted on by the committee and follow the original election term.

2.6 Duties of Officers

The Chairperson will preside over the committee meetings and in his/her absence the Vice-Chairperson will preside. In the absence of both the Chairperson and Vice-Chairperson, the Chairperson and Vice-Chairperson will create the agenda and topics with the Secretary – who will present – or choose to postpone/reschedule the meeting.

The Vice-Chairperson shall have all the powers and duties of the Chairperson during their absence or in the event of his or her inability to act. The Chairperson and/or Vice-Chairperson will appoint sub-committees when necessary, act as the official spokesperson for the committee,

and ensure that the work of DMOC follows the bylaws listed in Article 1, Section 1.3 under “Purpose.”

The Secretary will keep minutes of the monthly meeting and will distribute them to the committee as described in Section 3.3 below.

ARTICLE III

MEETINGS

3.1 Regular Meetings

The Committee will meet monthly on a date to be announced. The Chairperson may change the date, time, and location of any meeting, when a conflict of significance has occurred that necessitates the change. The last option is to reschedule committee to a new date.

3.2 Special Meetings

The Chairperson may call a special meeting when necessary. A five-(5) calendar day notice will be provided whenever possible, understanding that extraneous situations do occur.

3.3 Minutes and Agendas

Committee meeting minutes will be kept by the Secretary and distributed by email five (5) business days after regular meetings, when possible. Meeting minutes shall be approved by a simple majority of quorum. Agendas shall be prepared by the Chairperson and Vice-Chairperson, distributed at least three (3) business days in advance of any regularly scheduled meeting, when possible.

3.4 Public Access

All meetings shall comply with the Open Records Act, with the exception of a special session during which time the Chairperson may call a closed-door session to order. A closed-door session will include all committee members and may not include formal committee minutes. Time will be given for open comments at each meeting. Committee members may invite non-

member participants through a request to the Chairperson, when considered germane to the conversation. Non-member participants will not have voting privileges on the committee.

3.5 Quorum and Voting Procedures

Quorum: A quorum is defined as one officer and a majority of the current committee membership. For voting purposes, a majority of /quorum is required to approve any proposed action item(s).

Voting Members: Each agency will have one vote. When voting on any issue, the member must identify himself/herself and the agency he or she represents. Members may record their abstention on any vote. Abstentions shall be reflected in the minutes.

Other Representatives: Other persons interested in furthering the goals of the DMOC may attend the meetings, but are ineligible to cast a vote.

ARTICLE IV

SUB-COMMITTEES

4.2 Sub-Committees

A subcommittee will consist of the number of members that the Chairperson deems necessary to complete the assigned task. The Chairperson will ask for volunteers for the subcommittee, appoint the subcommittee Chair from the volunteers, and work together to define an end-goal or project deliverables. A subcommittee may be developed for a specific task or as a standing subcommittee, if deemed necessary, to explore issues that are pertinent and of importance to the committee

ARTICLE V

BYLAWS ADOPTION AND AMENDMENTS

5.1 Bylaws Adoption

These bylaws must be approved by a majority of the entire current committee membership.

5.2 Amendments

These bylaws may be amended at any regular meeting by a 2/3 vote of the quorum. Proposed bylaw amendments must be distributed to the entire committee ten (10) day prior to voting

ARTICLE VI

CONFLICT OF INTEREST

Any member or organization that has a conflict of interest concerning any matter before the committee shall inform the committee before participating in a discussion. A conflict of interest shall be defined as any issue in which there is a conflict between members or an organization's public obligation and private interests, such as financial or other interest.

ARTICLE VII

SEVERENCE CLAUSE

Should any portion of these bylaws be declared unconstitutional or otherwise contrary to law, such decision shall not affect the validity of the remaining portion of these bylaws.

Adopted: _____

Chairperson: _____ Date: _____

Vice-Chairperson: _____ Date: _____

APPENDIX A

LIST OF MEMBER AGENCIES/REPRESENTATIVE

Organization Name	Representative Name
Baylor Medical Center at Garland	
Baylor Medical Center at Irving	
Baylor University Medical Center	
Crescent Medical Center Lancaster	
Children's Medical Center of Dallas	
City Hospital at White Rock	
City of Dallas Office of Emergency Management	
City of Garland Office of Emergency Management	
City of Irving Office of Emergency Management	
Dallas County Health and Human Services	
Dallas County Medical Examiner	
Dallas County Medical Society	
Dallas County Office of Homeland Security and Emergency Management	
Dallas Regional Medical Center	
Lake Pointe Medical Center	
Lifecare Hospital of Dallas	
Medical Center at Lancaster	
Medical City Dallas Hospital	
Medical City Las Colinas	
Methodist Dallas Medical Center	
Parkland Memorial Hospital	
Richardson Regional Medical Center	
Texas Health Presbyterian Hospital of Dallas	
Texas Scottish Rite Hospital for Children	
Trinity Medical Center	
UT Southwestern Medical Center	
Vista Hospital of Dallas	