

## **Article I. Name.**

The name of the organization is Patient Family Advisory Council of the Quincy Medical Center. It is sometimes referred to as the PFAC. It is also called the Council.

## **Article II. Mission.**

The Patient and Family Advisory Council is dedicated to assuring the delivery of the highest standards of comprehensive and compassionate health care at Quincy Medical Center. This is done by working in active partnership with our health care providers to:

- Strengthen communication and collaboration among patients, families, caregivers and staff
- Promote patient and family advocacy and involvement
- Propose and participate in hospital programs, services and policies
- Ensure that principles of patient and family center care are fully integrated into the organization

## **Article III. Members.**

### Section 1. Membership Eligibility.

Patients, family members and staff from the Quincy Medical Center are eligible to be members of the Council. Members should be committed to building a partnership of advisors and staff working to understand the needs of the constituents they represent and to implement programs and policies to address health care challenges within the Quincy Medical Center.

The Council will be made up of a broad base of patients and/or family members and staff members from Quincy Medical Center. The Council base shall consist of at least two-thirds patients and/or family members.

### Section 3. Participation.

Members are expected to participate in monthly meetings (except for the months of August and December) consisting of approximately 2 hours and to volunteer in various committees or projects that will require a varied number of hours

### Section 4. Membership Term.

A term of Active Membership consists of two years, renewable every two years for a maximum of 3 terms. Individuals will be polled for their preference for continued membership at the end of each term. The Council will endeavor to rotate membership on a regular basis.

### Section 5. Vacancies/Leaves of Absence.

Council members may resign or request a Leave of Absence from the Council at any time during their term. A member may request a Leave of Absence when unusual or unavoidable circumstances require that the member be absent from meetings and activities for from 3 to 6 months. The member will submit his/her request in writing to the Co-Chairs, stating the

reason for the request and the length of time requested. The Co-Chairs will determine if the request will be accepted.

If a member is unable to return at the end of the requested leave, he/she will resign from the Council. At any resignation, the Council may choose to add a replacement at that time or to leave the position open.

#### Section 6. Recruitment.

Council members and the staff of Quincy Medical Center may be utilized to recruit and recommend future members.

#### Section 7. Selection.

Potential members will fill out a Council Volunteer Application Form. The Patient Advocate, who is a Council member, will conduct an initial telephone interview. After successful completion of the interview the candidate will be invited to a Council meeting. The Co-Chairs will interview the potential member prior to the monthly meeting. The Co-Chairs, with consideration of comments from the Council, will determine the candidate's eligibility for membership. The Patient Advocate will notify the potential member of the decision.

#### Section 8. Emeritus Members.

If they request, Council members who have served three terms may become Emeritus Members. They will be welcome at all Council meetings and their input will be valued. They will not have Council voting privileges but they may represent the Council on committees and projects if their volunteer status is current and active.

### **Article IV. Chairpersons.**

#### Section 1. Duties:

There shall be two chairpersons, known as Co-Chairs. The Co-Chairs will be responsible for preparing Council meeting agendas, chairing and conducting meetings, coordinating between Council members and staff, providing leadership for the Council members and serving on hospital committees where the Chairs are specifically requested.

#### Section 2. Nomination Procedure.

Candidates for the Co-Chair positions will be nominated from Council members. A nominating committee may be selected by the Council.

#### Section 3. Election Procedure.

Chairpersons will be elected by the affirmative vote of two-thirds of the members present and voting.

#### Section 4. Term.

The standard term will be two years. The term of office will begin at the close of the meeting at which the Chairperson is elected, unless otherwise specified.

#### Section 5. Vacancies.

A Co-Chair may resign from office with a thirty day notice to the Council. The Council may choose to elect a replacement to complete the term of the officer or to leave the position open until the next scheduled election.

## **Article V. Meetings.**

### Section 1. Regular Meetings.

Regular meetings of the PFAC will be held on the third Wednesday of each month from 5:30 PM to 7:30 PM unless otherwise indicated, presuming the presence of a quorum.

### Section 2. Annual Meeting.

The annual meeting will be held in October or November. At that meeting, new members and new officers may be elected.

### Section 3. Special Meetings.

Special meetings may be called by the Council Co-Chairs as they deem necessary. Council members will be given at least a 48 hour notice of the meeting schedule and agenda.

### Section 4. Quorum.

An official meeting will require the presence of a minimum of half of the members to be called to order.

### Section 5. Voting.

Votes may be conducted electronically and/or telephonically for most items, except where specifically requested to be in person. Electronic or telephonic votes will require a response (*yes, no or abstain*) from a quorum of members.

## **Article VI. Committees.**

### Section 1. Council Standing Committees.

The Council has several Standing Committees on which members serve. Examples include:

- Patient/Family Education Council
- Communications
- Care Improvement
- Facilities

### Section 2. Special Committees or Projects.

From time to time, the Co-Chairpersons may deem it necessary to create a special committee or task force in order to further the work of the Council. The initiation of such a committee may be requested by any Council member.

## **Article VII. Amendment Procedure.**

The bylaws may be amended at any regular meeting of the Council by the affirmative vote of two-thirds of all Council members, provided that the amendment has been submitted 30 days in advance in writing to all the Council members.