

Approved by the Board of Trustees
November 13, 2014

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Board Meeting
November 13, 2014

AMEND THE UNIVERSITY OF ILLINOIS HOSPITAL MEDICAL STAFF BYLAWS

Action: Amend the University of Illinois Hospital Medical Staff Bylaws

Funding: No New Funding Required

The Interim Vice President for Health Affairs and the Medical Staff of the University of Illinois Hospital recommend revisions to the Medical Staff Bylaws. Under the Bylaws, the Medical Staff must review both its Bylaws and the Rules and Regulations to determine whether any changes or amendments need to be made in order to maintain compliance with accreditation standards, federal and State laws and current medical staff policy and practices. The Medical Staff Committee on Medical Staff Bylaws is also responsible for reviewing any other proposals for amendments of the Bylaws.

The amendments described below and included in the attached documents were recommended by the Bylaws Committee to the Medical Staff Executive Committee and to the members of the Medical Staff. In accordance with the Bylaws, the amendments were submitted to and voted on by the Medical Staff members at the Annual Meeting of the Medical Staff on October 23, 2014. The amendments were approved by the Medical Staff and forwarded to the Office of the Vice President for Health Affairs for presentation to The Board of Trustees. Amendments made become effective only when approved by The Board of Trustees.

Both the edited version of the Bylaws as well as the final document are submitted for consideration. The substantive changes are summarized below, including the specific Articles and Sections to be amended and the reasons for the proposed changes.

- **General Qualifications--Article IV, Section 1(A) (Page 6)**. This Section has been amended to:
 - Require, effective as of January 1, 2016, certification in Basic Life Support (BLS) in order to qualify for and remain as a member of the Medical Staff.
- **Standing and Special Committee Voting--Article VII, Section 2 (Page 39)**. This Section has been amended to:
 - Expressly permit standing and special committee meetings to be held either in person or electronically, at the discretion of the committee chair, and committee members to vote by e-mail or other electronic means.
- **Officers of the Medical Staff and Duties--Article XI, Sections 2 and 3 (Page 43)**. These Sections have been amended to:
 - Add as an Officer of the Medical Staff the position of Immediate Past President, who shall be a member of the Medical Staff Executive Committee; serve as an advisor to the President; and perform those functions delegated by the Medical Staff Executive Committee.
- **Election of Officers--Article XI, Section 4 (Pages 43-44)**. This Section has been amended to:
 - Change the requirement that a candidate for office receive a majority of the votes cast in order to be elected. Instead, the candidate receiving the highest number of votes for office shall be elected.
- **Vacancies of Officers--Article XI, Section 6 (Page 44)**. This Section has been amended to:
 - Establish a process to fill a vacancy in an office if a position becomes vacant prior to the expiration of the officer's term and prior to the next scheduled annual meeting election.

- If there is a vacancy in the office of the President, the Vice President shall fill the vacancy. If there is a vacancy in the office of the Vice President, then the Secretary/Treasurer shall fill the vacancy.
- If there is a vacancy in the office of the Secretary/Treasurer, then an election shall be conducted to fill the vacancy. The election may be held at a meeting or by e-mail or electronic means. The Medical Staff Executive Committee may, at its discretion, appoint an individual to fill the office until such an election can be held.
- Election shall be by the affirmative vote of either: (i) voting Medical Staff members present at a meeting or (ii) the Medical Staff eligible to vote who submit votes by e-mail or electronically, in the manner designated in the notice or electronic ballot, provided that a quorum of at least 10 percent of the Medical Staff members eligible to vote submit votes. The candidate receiving the highest number of votes for the office shall be elected.
- **Compensation of Officers--Article XI, Section 7 (Page 45).** This Section has been amended to:
 - Provide for compensation of Medical Staff Officers and the Immediate Past President for their time spent in discharge of duties of office.
 - The compensation amounts will be determined by the Medical Staff Executive Committee on a biannual basis and submitted to the Medical Staff at its next regularly scheduled meeting.
- **Executive Committee of the Medical Staff Duties--Article VII, Section 1(A)(5) (Page 35); Amendments to Rules and Regulations - Article XII, Section B, C (Pages 45-46).** These provisions have been amended to:
 - Clarify, consistent with Joint Commission standards, that the Medical Staff Executive Committee may provisionally adopt an urgent amendment to the Medical Staff Rules and Regulations without prior notification to the Medical Staff, in cases of a documented need for an urgent amendment necessary to comply with law or regulation. The Medical Staff must be given the opportunity to review and comment on the provisional amendment, subject to the conflict management process in the Bylaws.

- **Amendments to Bylaws--Article XIII (Page 46)**. This Article has been amended to:
 - Change the quorum for purposes of voting by e-mail or other electronic means on amendments to the Bylaws to 10 percent (from 25 percent) of the Medical Staff eligible to vote. This percentage is consistent with the percentage of votes received at meetings and during a previous electronic vote.
 - Approval of amendments by electronic vote would still require the vote of 2/3 of the eligible Medical Staff who submit electronic votes, provided that 10 percent of the voting Medical Staff submit votes electronically.
 - Add the requirement that proposed amendments and a report from the Committee on Medical Staff Bylaws be submitted to the Medical Staff Executive Committee. This requirement is already in the Rules and Regulations.
 - Add a requirement that the Medical Staff first notify the Committee on Medical Staff Bylaws (in addition to the Medical Staff Executive Committee, which is currently required) of proposed amendments before proposing such amendments directly to The Board of Trustees.

The Board action recommended in this item complies in all material respects with applicable State and federal laws, University of Illinois *Statutes*, *The General Rules Concerning University Organization and Procedure*, and Board of Trustees policies and directives.

The President of the University concurs.