



2017 Perinatal Committee Bylaws

Review/Revision Date: 5/1/2017
Committee Membership Approval:

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BVRAC serves the counties of Brazos, Burleson, Grimes, Leon,
Madison, Robertson, and Washington



THE BRAZOS VALLEY REGIONAL ADVISORY COUNCIL
Perinatal Committee
BYLAWS

Article I. Name

Brazos Valley Regional Advisory Council (BVRAC) – Perinatal Committee

Article II. Mission Statement

“It is the mission of the BVRAC Perinatal Committee to improve the quality of healthcare, access to care, and education for pregnant women and newborns in the region utilizing best practices and evidence based medicine, and to develop system improvement initiatives.”

Article III. Committee Membership

Section 1. Eligibility

To serve at any capacity on the Perinatal Committee, a member and the entity that member represents must meet the conditions defined in Appendix A, Article IV, Section 1 of the 2017 Trauma Systems Plan.

Section 2. Conditions of Membership

- A. No person shall be denied membership on the basis of race, sex or religious preference.
- B. A member who resigns in good standing may reapply for membership. Resignations must be submitted in writing to the Perinatal Committee.
- C. A member failing to actively participate in Perinatal Committee activities as defined by the bylaws may be removed from the membership by a majority vote of the Perinatal Committee. A member who does not comply with assigned responsibilities or is charged with an act/or conviction of any felony violation of law may be relieved of duty and membership by simple majority vote of the Perinatal Committee. Said member may appeal this action for reinstatement in writing to the Perinatal Committee.
- D. Prior to removal from the membership by the Perinatal Committee, a Co-Chair presiding over that member’s Group will notify said member that they are not compliant with Perinatal Committee bylaws and participation requirements. If participation does not increase, a notice will be sent to that member’s organization. If the issue continues, the same Co-Chair who sent out the notification will bring said member’s name to the Perinatal Committee for removal.



- E. Facilities must attend 4 out of 6 perinatal meetings to be considered a participating member.

Article IV. Committee Organization

Section 1. The Perinatal Committee shall be categorized into two (2) Groups: the Perinatal Group and the Neonatal Group. Officers and members will be grouped in accordance to the focus of their occupation.

Section 2. The Perinatal Committee shall consist of the following:

Committee Officers

1. Neonatal Co-Chair
2. Perinatal Co-Chair
3. Secretary

Other Members

Non-officer, voting participants in the Perinatal Committee.

Each group shall have 2 Co-Chairs. There will be one (1) Secretary for the whole Perinatal Committee.

Article V. Meetings

Section 1. The Texas Open Meetings Act:

All meetings administered by the Committee are open unless otherwise stated. The Committee will operate according to the Texas Open Meetings Act. Meeting dates, times, and locations will be posted on the BVRAC Website.

Section 2. Quorum:

At least two (2) Perinatal Committee officers and two-thirds (2/3) of Perinatal Committee facility membership must be present to constitute a quorum for the purpose of transacting any business of Perinatal Committee.

Section 3. Meetings:

The Perinatal Committee shall have at least six (6) meetings per year and keep minutes of each meeting. Meeting minutes may be obtained by any RAC member from the BVRAC website or from the Executive Director. The minutes may be provided either in hard copy or electronically.

A Co-Chair may call a special meeting at any time with a one (1) week advance notice to the Perinatal Committee. This notice may be sent by the initiating Chair or the Executive Director electronically. A quorum is required for a special called meeting.

Section 4. Attendance:



Committee Members must attend no less than 4 of the 6 Perinatal Committee meetings per year. A Committee Co-Chair must represent the Perinatal Committee by attending 4 of 6 General Assembly meetings per year.

Section 5. Parliamentary Procedure:

Robert's Rule of Order shall be used as a guide for all meetings administered by the RAC.

Article VI. OFFICERSHIP

Section 1. Resignation/Succession

In the event that the Chairperson resigns or is removed from office prior to the term expiration, a replacement shall be elected at the next scheduled meeting.

A Committee Member who does not comply with assigned responsibilities may be relieved of office by a majority vote of the Committee. Appointment of a replacement shall be made by the remaining Chair of that Group with a majority vote of the Committee Membership at the next scheduled meeting following the appointment.

Any vacancies shall be filled for the balance of the unexpired term by the Group Chair with a majority vote of the Committee Membership at the next scheduled meeting following the appointment. The Committee Member who serves the unexpired term will be eligible for reappointment.

Section 2. Elections:

Nominations shall be held in June of each calendar year for voting in the August General Assembly Meeting. Terms shall begin September 1st of the same calendar year.

No chair will be limited on the number of terms that he or she may serve. In order to provide continuity of representation on the Executive Committee:

- A. The Chair is elected to a 2-year term.
- B. The Secretary will be elected to a 2-year term.

The Secretary will be nominated and approved by majority vote of the committee.

Section 3. Terms

The Committee Members shall serve a 2-year term. In the event that there is no other person available or willing to serve, an additional term(s) may be approved by a simple majority roll-call vote of the Perinatal Committee.

Section 4. Drafting Policy



The Co-Chairs of both Groups shall develop and maintain policy statements that guide the functioning of the Committee. A policy shall receive final approval of the Committee with a majority vote of those members present. Copies of such policy statements shall be provided to the General Assembly upon final approval of the Board of Directors at the following General Assembly meeting.

Article VI – Election of Officers

Section 1. Nomination Requests

At the June meeting of each year, nominations shall be requested from floor of the General Assembly.

Section 2. Nomination Submission

Nominations shall be provided to the General Assembly two (2) weeks prior to the August meeting each year.

Section 3. Co-Chair Eligibility

To qualify for the position of Co-Chair, a member must have actively functioned as a member of the Perinatal Committee for at least one (1) year. In the event that there is no other person available or willing to serve, a Committee member not meeting these criteria may be approved by a simple majority roll-call vote of the Perinatal Committee.

Article VII – Duties of Committee Members

Section 1. Co-Chairs shall:

- A. Organize and conduct meetings as defined in the bylaws.
- B. A Co-Chairs must attend Board of Directors monthly meetings.
- C. A Co-Chairs must attend General Assembly meetings.
- D. Present the meeting minute highlights of all proceedings to the Board and at General Assembly meetings.
- E. Facilitate the development and achievement of goals for their committee.
- F. Assist in preparing any necessary reports or documentation required.

Section 2. The Secretary shall:

- A. Handle all correspondence of the organization in coordination with the Executive Director.
- B. Assist in preparing any necessary reports or documentation required.
- C. Provide written agendas and minutes to committee members.
- D. Maintain accountability of member attendance.

Section 3. Members

- A. Representatives of their respected facilities.
- B. Submit information to achieve committee goals and objectives.



- C. Assist member’s facilities in achieving the highest level of designation.
- D. Meet requirements for categorization as active participate.

Article XIII - Amendments

Section 1 Bylaws

The bylaws may be adopted, amended, or revised by an affirmative vote of two-thirds of the Perinatal Committee present at the meeting. Proposed amendments and revisions must be submitted to an Executive Committee member. All proposed bylaw revisions and/or changes will be submitted to the General Assembly Membership via United States Postal Service and/or electronically (30) days prior to action. The proposed bylaws will also be submitted to all individuals that participate in the BVRAC email list-serve.

A roll-call vote shall be taken for approval of the bylaws. The bylaws shall be reviewed/amended/revised at least once per calendar year.

Article XIV – Signatures

Perinatal Co-Chair

Date

Perinatal Co-Chair

Date

Neonatal Co-Chair

Date

Neonatal Co-Chair

Date

Executive Director

Date