

STATE OF ILLINOIS
Electronic Health Records Taskforce
BYLAWS

ARTICLE I

Membership:

Section 1-1. The 38 members of the Electronic Health Records Taskforce (the "Taskforce") are appointed by the Director of the Illinois Department of Public Health with the concurrence of the Governor, in accordance with Section 10 (b) of "The Electronic Health Records Taskforce Act." (P.A. 94-646)

Section 1-2. Members shall serve until the submission of the Taskforce's final report to the General Assembly. Vacancies in membership shall be filled by the corresponding Appointing Authority.

Section 1-3. The Director of the Department of Public Health (the "Department") or his or her designee shall chair the Taskforce, and the Director of the Department of Human Services or his or her designee, and the Director of the Department of Healthcare and Family Services or his or her may represent their respective departments as members of the Taskforce, under the Act, and may be joined by representatives any other key state agency that would contribute substantially to the development planning of an Electronic Health Records capability for the State.

Section 1-4. Absent Taskforce members may be represented by surrogates, who may participate in Taskforce meetings but are not entitled to vote.

ARTICLE II

Meetings:

Section 2-1. Regular meetings shall be scheduled by the Taskforce. It shall be the responsibility of the Department to give notices of the location, date and time of said regular meetings to each member of the Taskforce at least ten (10) days prior to each of the said meetings.

Section 2-2. Special meetings may be called by the Chair or by request of 12 members of the Taskforce, in accordance with the Open Meetings Act. It shall be the responsibility of the Department to give notices of the location, date and time of said regular meetings to each member of the Taskforce at least ten (10) days prior to each of the said meetings.

Section 2-3. A meeting may be rescheduled by the Chair.

Section 2-4. All Taskforce meetings shall be open to the public unless a meeting or portion thereof qualifies for a closed session in accordance with the Open Meetings

Act. Minutes of Taskforce meetings shall be kept in accordance with the Open Meetings Act.

Section 2-5. The Chair shall prepare an Agenda of business scheduled for deliberation prior to each meeting. The approval of Minutes from the previous meeting shall be included on each Agenda. The Agenda shall be distributed to the members of the Taskforce at least five days prior to a scheduled meeting.

ARTICLE III

Taskforce Officers:

Section 3-1. The Taskforce shall elect a Vice-Chair from among the Steering Committee members. The Chair and Vice-Chair shall have the duties and responsibilities described in these Bylaws.

Section 3-2. If the Chair's membership on the Taskforce is vacated for any reason, or the Chair resigns from that office, the Vice Chair shall serve in place of the Chair until the designation of a new Chair by the Director of the Department.

ARTICLE IV

Conducting Business:

Section 4-1. A quorum shall be present in order to convene the Taskforce and conduct business. A quorum shall consist of a majority of the appointed members (*i.e.*, 20 members).

Section 4-2. All business shall be conducted in a manner consistent with the intent of Robert's Rules of Order.

Section 4-3. It is the intent of the Taskforce to reach consensus on decisions brought to it for action. In the event that goal cannot be attained, each Taskforce member shall have one vote on a contested motion. A contested motion shall be passed by a majority vote of the members present, except as otherwise provided in these bylaws.

Section 4-4. The Chair shall preside at all Taskforce meetings. In the Chair's absence, the Vice Chair shall preside over that meeting and assume the Chair's duties related to that meeting. In the absence of both the Chair and Vice Chair, the Taskforce shall appoint a presiding officer for that meeting, by majority vote.

Section 4-5. The presiding officer shall be responsible for conducting the meeting in accordance with the Bylaws and the Agenda, and may recognize non-member attendees who wish to comment during the meeting. The duration of public comments shall be at the presiding officer's discretion.

ARTICLE V

Committees:

Section 5-1. A Steering Committee will be established substantially reflecting the diversity of the participants under the Act, and shall consist of 11 members of the Taskforce. The Steering Committee will be appointed by the Chair.

Section 5-2. The Steering Committee shall (i) develop policy or program issues for presentation to the Taskforce, (ii) recommend standing and ad hoc Committees for Taskforce consideration, (iii) work with the Department and other state agencies to provide parameters for the work of the committees and to plan and conduct public hearings if deemed necessary by the Taskforce. The Chair shall be the chair of the Steering Committee.

Section 5-3. In addition to the Steering Committee, the Taskforce may form standing committees or ad hoc committees upon a passing vote of 19 Taskforce members.

Section 5-4. Taskforce members will be asked to express their committee preferences for consideration. The Chair shall appoint the membership of the committees, taking into consideration the expressed preferences. The Chair of each committee shall be appointed by the Chair of the Taskforce. Each committee may elect a Vice-Chair. Persons who are not members of the Taskforce may serve as adjunct, non-voting members of a Committee, appointed by the Committee Chair. The Committee Chair shall be available to participate in Steering Committee meetings to report on committee activities.

Section 5-5. Each committee Chair shall promptly notify, through Taskforce staff, all Taskforce members and the Department of all dates, times and locations for all regularly scheduled, rescheduled or special meetings of the committee.

Section 5-6. All committee meetings shall be open to the public unless a meeting or portion thereof qualifies for a closed session in accordance with the Open Meetings Act. Minutes of committee meetings shall be kept in accordance with the Open Meetings Act.

Section 5-7. A quorum shall be present in order to convene a committee and conduct business. A quorum shall consist of a majority of the Taskforce members of the committee.

Section 5-8. All committee business shall be conducted in a manner consistent with the intent of Robert's Rules of Order.

Section 5-9. Each committee member shall have one vote on a contested motion. Contested motions shall be passed by a majority vote of the members present.

ARTICLE VI

Bylaws:

Section 6-1. Adoption or amendment of these Bylaws requires a two-thirds vote of the Taskforce members present and voting. Amendments shall be proposed at a meeting of the Taskforce and voted upon during the next subsequent meeting.