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BYLAWS  
OF THE  
REGIONAL ADVISORY COUNCIL  
OF THE  
OHIO REGIONAL MEDICAL PROGRAM

Draft, January 1972

ARTICLE I

Name and Definitions

The name of this organization shall be the Regional Advisory Council of the Ohio Regional Medical Program. The Regional Advisory Council will hereinafter be designated as "RAC" and the Ohio Regional Medical Program as "ORMP."

ARTICLE II

Purposes

The purposes of the Regional Advisory Council shall be:

- (a) To establish goals and objectives for the Ohio Regional Medical Program to follow in carrying out the purposes stated in its Articles of Incorporation, in Public Law 89-239 (42 U.S.C. 299 et. seq.), and all other Federal statutes, rules, regulations and directives stated in relation to the Regional Medical Programs;
- (b) To establish an order of priorities for these goals and objectives;
- (c) To encourage and supervise the development of programs which will fulfill these goals and objectives;
- (d) To establish standards and procedures for evaluation of applications for the Ohio Regional Medical Program's support and to determine which applicants and which activities the Ohio Regional Medical Program shall support;
- (e) To establish standards and procedures for evaluation of, and to evaluate, the Ohio Regional Medical Program and the Ohio Regional Medical Program goals and objectives and to report annually such evaluation to the Regional

Medical Programs Service;

- (f) To provide general consultative assistance when appropriate to participants in the delivery of health care;
- (g) To cooperate with persons engaged in similar activities.

### ARTICLE III

#### Powers

RAC shall have responsibilities and authority for establishing, implementing and evaluating plans, goals, objectives, priorities and performance of programs operating within the Ohio Regional Medical Program in accordance with accepted fiscal and administrative practices of The Ohio State University Research Foundation (hereinafter referred to as "OSURF") serving as "Grantee."

RAC shall be responsible for selecting and recommending to OSURF for appointment of the ORMP Coordinator, the ORMP Administrative Officer and other key personnel of the ORMP Coordinating Unit.

### ARTICLE IV

#### Membership

- (a) Number of Members: The Regional Advisory Group shall consist of:  
(to be completed)

- ORMP Executive Director, ex officio (non-voting)
- ORMP Administrative Officer, ex officio (non-voting)

- (b) Qualifications: Members of RAC shall be  
(to be completed)

- (c) Appointment: Persons shall be appointed to RAC by the Council acting upon nominations submitted by the Membership Committee of RAC.
- (d) Term of Office: A member of RAC, unless filling an unexpired term, shall be appointed for a three (3) year term and may be appointed to a second three (3) year term. The terms of Council members shall be staggered so that one-third of the Council members are appointed each year.
- (e) Alternates: A member selected to represent a specific institution or organization may designate in writing to the Chairman a qualified alternate from that institution or organization to represent that member at a given meeting.
- (f) Non-Attendance: Failure of a member or the designated alternate to attend three (3) consecutive RAC meetings without adequate explanation to the Chairman shall be resigned as a member of the Council and replaced.

ARTICLE V

Officers

- (a) Elected Officers RAC shall have a Chairman, a Vice Chairman and a Secretary-Treasurer who shall be elected at the RAC Annual Meeting in June and shall hold office for the year commencing the following 1 June. Prior to the Annual Meeting the Chairman shall name a Nominating Committee consisting of three (3) members of RAC which shall present nominees for the offices of Chairman, Vice Chairman, Secretary-Treasurer and members of the Executive Committee. At the time of election, additional nominations may be made from the floor.

The duties of the officers shall be as follows:

1. Chairman. The Chairman shall assume the usual duties of a presiding officer and shall preside over meetings of RAC and the

RAC Executive Committee. He may delegate areas of activity and authority. He shall, with the assistance of the Executive Committee, prepare the agenda for the meetings of RAC. He shall appoint, after appropriate consultation with the RAC Executive Committee and RAC members, all standing and ad hoc committees of RAC except for the Executive Committee. In the absence or inability of the Chairman to act, the Vice Chairman shall have the power to perform the duties of the Chairman or to designate from among the Council members a Chairman, *pro temp.*

2. Vice Chairman. The Vice Chairman shall, in the absence of the Chairman, exercise all the duties and powers of the Chairman. In case of death, resignation, or permanent disability of the Chairman, the Vice Chairman shall serve as Chairman until a successor is duly elected and qualified.
3. Secretary-Treasurer. The Secretary-Treasurer shall be responsible for keeping and reporting the minutes of all RAC and RAC Executive Committee meetings. He shall, with assistance from the ORMP Administrative Officer and OSURF, make such fiscal reports to RAC and the RAC Executive Committee as may be considered necessary and appropriate by these bodies.

(b) Appointed Officers RAC shall have an <sup>ORMP COORDINATOR</sup> Executive Director and an ORMP Administrative Officer who shall be selected by RAC and recommended to OSURF for appointment to the Coordinating Staff of ORMP. These appointed officers shall serve as ex officio, non-voting members of RAC and the RAC Executive Committee.

COORDINATOR

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ORMP Executive Director: The ORMP ~~Executive Director~~ shall be professionally qualified in the field of medicine. He shall be the principal ~~executive~~ <sup>staff</sup> officer of the Ohio Regional Medical Program, ~~and direct~~ <sup>to OAC</sup> serving at the discretion of OAC. He shall be responsible ~~for~~ <sup>for</sup> ~~coor-~~ <sup>the</sup> ~~di-~~ <sup>administration of</sup> ~~nat-~~ ing the ORMP activities of the various participating institutions, organizations and individuals. He shall direct the overall internal and external affairs of ORMP and maintain liaison between OAC and OSURF, as grantee, on administrative and fiscal requirements. He shall serve as a ex officio, non-voting member of OAC and the OAC Executive Committee.

ORMP Administrative Officer: The ORMP Administrative Officer <sup>Chief</sup> shall <sup>and fiscal of ORMP and a mem of CU</sup> be qualified in the areas of sponsored program administration and fiscal management. He shall serve on the staff of the Coordinating Unit under the direction of the Executive Director, ORMP. He shall be responsible for developing and monitoring administrative and fiscal policies and procedures, consistent with requirements of OSURF, grantee, and the sponsoring agency, to be followed by the various entities, in their participation in ORMP. He shall prepare such reports as may be required by the RAC Secretary-Treasurer, OSURF or the granting agency. He shall be a ex-officio, non-voting member of RAC and the RAC Executive Committee.

ARTICLE VI

Executive Committee

The Executive Committee shall consist of the Chairman, Vice Chairman, Secretary-Treasurer, immediate Past Chairman and three (3) additional RAC Members appointed through Council action. The ORMP Executive Director and the ORMP Administrative

Officer shall be non-voting, ex officio members. Appointments to the Executive Committee shall be for a one (1) year term beginning 1 July each year. The Chairman shall preside over meetings of the Executive Committee. Five voting members shall constitute a quorum at any meeting and any action taken by a majority of these members in attendance at a given meeting shall for all purposes be an act of the Executive Committee.

The Executive Committee shall be charged with the conduct of such business as may be delegated to it by the Council and shall have the authority to act for the Council in the interim between regular meetings of RAC. Interim Actions of the Executive Committee are to be presented to RAC for approval. The Committee shall be responsible for reviewing ORMP programs and priorities and for making recommendations on these to RAC. The Executive Committee shall serve as a committee on committees and shall coordinate and integrate the work of the various committees. The Committee shall be advisory to the ORMP Executive Director and the Coordinating Unit Staff in the interpretation of policies and procedures for the operation of the Ohio Regional Medical Program. The Committee shall assist the Executive Director and his staff in the coordination of the various ORMP activities and in maintaining liaison with OSURF as grantee. The Committee shall also assist the Executive Director with various extracurricular relationships essential to ORMP.

## ARTICLE VII

### Functional Committees

All standing and ad hoc committees shall be appointed by the Chairman of RAC, in consultation with the Executive Committee, and shall have a member of RAC as Chairman. Except for the Nominating Committee, all standing and ad hoc committees shall have a member of the Executive Committee as a member to provide liaison, and the ORMP Executive Director shall be an ex officio, non-voting member and the standing committee may include members who are not members of RAC. One-third of the membership

of any committee will constitute a quorum at any meeting and any action taken in attendance at a given meeting shall be an act of that committee. by a majority of the members/ All functional committees shall report to the RAC Executive Committee and may at the request of the Chairman report to the Council at a regular RAC meeting.

a. Standing Committees: The committees of RAC that have a continuing function shall be designated as standing committees and shall be continued on a year to year basis. The term of appointment for standing committee members and chairmen shall be one (1) year. The RAC Chairman shall be responsible for review of committee personnel and appointments.

a. 1. Membership Committee: There shall be a standing committee on membership charged with the responsibility of nominating members to RAC as stipulated under Article IV. This committee shall report to the RAC Chairman thirty (30) days in advance of the RAC Annual Meeting. All voting members of this committee must be members of the Council. A member of the RAC Executive Committee shall serve as a liaison member on this committee and the ORMP Executive Director shall be a non-voting ex officio member.

a. 2. Programs and Priorities Committee: There shall be a standing committee on programs and priorities to receive and develop program plans and establish priorities for these program plans. This committee shall submit recommendations to the RAC Executive Committee and shall counsel the Executive Committee, the Council, the ORMP Executive Director and his coordinating staff in the interpretation of the recommendation and in the preparation of program proposals. The chairman of the committee shall be appointed from the membership of RAC, but not all members of the committee need be members of RAC. A member of the Executive Committee shall be named to serve as a liaison member of the Committee and the ORMP Executive Director shall



be a non-voting ex officio member.

- a. 3. Evaluation Committee: A standing committee shall be appointed to ~~evaluation~~<sup>evaluate</sup> the effectiveness and performance of the various ORMP program activities. The committee shall submit no less than once a year to the Executive Committee an analysis and evaluation of the various ORMP efforts. The Committee shall counsel the Committee on Programs and Priorities, the Executive Committee, the ORMP Executive Director and his staff on matters pertaining to program evaluation.
- b. Ad hoc Committees: The RAC Chairman, in consultation with the Executive Committee, appoint ad hoc committees to which a specific task shall be assigned. The term of appointment of persons to an ad hoc committee shall normally be for the duration of the assigned task unless otherwise specified by the RAC Chairman.
- b. 1. Nominating Committee: The nominating committee shall consist of three (3) members of the Council named by the RAC Chairman and shall include the immediate past Chairman of RAC who shall be designated Chairman. The Nominating Committee shall present thirty (30) days in advance of the RAC Annual Meeting a slate of officers (Chairman, Vice Chairman and Secretary-Treasurer) and Executive Committee appointees to the membership of the RAC for consideration.

## ARTICLE VIII

### Meetings

- a. Time: There shall be at least four (4) meetings of RAC held each year of which one meeting shall be scheduled in June and designated as the Annual Meeting.

- b. Notice: The Executive Director acting on instructions of the Chairman shall send each member of RAC a written notice not less than thirty (30) days in advance of each meeting stating the date, time and place.
- c. Quorum: One-third of the members of RAC shall constitute a quorum at any meeting of the Council and any action taken by a majority of members present shall be an act of RAC.
- d. Procedure: Points of order and procedures not covered by these Bylaws shall be governed and covered in accordance with Robert's Rules of Order Revised.

#### ARTICLE IX

##### Operating Guidelines

The ORMP Executive Director and his Coordinating Unit Staff, in cooperation with the RAC Executive Committee and OSURF, shall be responsible for developing guidelines for consistent administrative policies and procedures essential to effective and efficient operation of ORMP and compatible with the requirements of OSURF, as grantee, and the sponsoring agency. These guidelines shall be reviewed and approved by both the RAC Executive Committee and OSURF and shall be revised from time to time as necessary.

#### ARTICLE X

##### Amendment of Bylaws

Amendments to these Bylaws may be submitted to the Chairman of the Regional Advisory Council in writing by any member at any regular meeting. Upon submission, the Secretary-Treasurer shall notify each member in writing of the proposed amendment by sending a copy of the proposed amendment along with the notice of the next regular meeting. A two-thirds vote of the members present at such meeting will be necessary to pass such amendment.