

DANA-FARBER/BRIGHAM AND WOMEN'S



Dana-Farber/Brigham and Women's Cancer Center Adult Patient and Family Advisory Council Bylaws

Article I. Name.

The name of the organization is Adult Patient Family Advisory Council of the Dana-Farber/Brigham and Women's Cancer Center. It is sometimes referred to as the APFAC. It is also called the Council.

Article II. Mission.

The Adult Patient Family Advisory Council is dedicated to assuring the delivery of the highest standards of comprehensive and compassionate health care by Dana-Farber/Brigham and Women's Cancer Center. We do this 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 oncology programs, services, and policies.

Article III. Members.

Section 1. Membership Eligibility. Patients, family members and staff from the Dana-Farber/Brigham and Women's Cancer 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 participating institutions.

Section 2. Council Makeup. The Council will be made up of a broad base of 15-17 patients and/or family members and 4 staff members from the participating institutions. The Council base shall consist of at least two-thirds patients.

Section 3. Participation. Members are expected to participate in monthly meetings consisting of 2-3 hours and in various committees or projects that will require a varied number of hours.

Article III. Members. (Continued)

Section 4. Membership Term. A term of Active Membership consists of one year, renewable each year for a maximum of 3 terms. For two years following the initial creation of the Council, one third of the members will rotate out of the group and be replaced by new members. Each year thereafter approximately one third will rotate and new members added. Individuals will be polled for their preference for continued membership at the end of each year.

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 cannot 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 until the next rotation of members.

Section 6. Recruitment. Council members and the Institutions' staff will be utilized to recruit and recommend future members.

Section 7. Selection. Potential member will fill out a Volunteer Application Form. The Council's program manager will consult with the director of Volunteer Services and then will conduct a phone interview. After successful completion of the interview the candidate will be invited to a Council meeting. One or two of the co-chairs will interview the potential member for one half hour prior to the monthly meeting. The co-chairs, with consideration of comments from the Council and staff, will determine the candidate's eligibility for membership. The program manager 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.

Section 9. Associate Members. Approved candidates for membership will become Associate Members if there is not an open position on the Council at the time of approval. Associate members will be welcome at Council meetings. 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. They will remain Associate Members until a patient or family member position on the Council becomes available.

Section 10. Alumni/ae. Those Council members who would be eligible for Emeritus membership and who wish to remain connected to the Council but can no longer attend meetings and participate on committees or projects (can no longer fulfill the role of Emeritus member) will be named Alumni/ae. They will be invited to attend the annual PFACs dinner and will have the option to remain on the Council's e-mail distribution list. Alumni/ae will not have Council voting privileges, nor will they attend Council meetings or participate on committees or projects. They will not be required to maintain volunteer compliance. Those Emeritus members who transition to Alumni/ae status will be recognized as "Emeritus Alumni/ae."

Article IV. Officers.

Section 1. Officers and Duties: There shall be two chairpersons, known as Co-chairs. The Co-chairs will be responsible for setting Council meeting agendas, chairing and conducting meetings, coordinating between Council members and staff, providing leadership for the Council members and serving on Institutions' committees where the Chairs are specifically requested.

Section 2. Nomination Procedure. Candidates for the co-chair position will be nominated from Council members having at least one year of experience as a Council member. A nominating committee may be selected by the Council. Nominations will also be accepted from the floor prior to election.

Section 3. Election Procedure. Officers 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; even if this means the co-chair will serve 4 one-year Active Membership terms. The term of office will begin at the close of the meeting at which the officer is elected, unless otherwise specified. The first term will be named junior co-chair and the second term will be named senior co-chair.

Section 5. Vacancies. A Co-Chair may resign from office at any time. 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 Adult Patient Family Advisory Council will be held on the second Tuesday of each month from 5:30 PM to 8:00 PM unless otherwise ordered, 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 will 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 24 hours notice of the meeting schedule and agenda.

Section 4. Quorum. An official meeting will require the presence of a minimum of one-half of the members to be called to order.

Section 5. Voting. Votes may be conducted electronically for most items, except where specifically requested to be in person. Electronic 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:

- Communications
- Membership/Recruitment/Mentoring
- Patients as Educators
- Rounding – Inpatient
- Rounding – Outpatient

Section 2. Dana-Farber/Brigham and Women's Cancer Center Committees. The institutions have several Committees on which Council members hold a position. Examples include:

- Art and Environment
- Care Improvement
- Committee for Minority Recruitment
- Facilities
- Outpatient Care Improvement
- Patient/Family Education Council

Section 3. Special Committees or Projects. From time to time, the Chairs 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.

These bylaws may be amended at any regular meeting of the Council by the affirmative vote of two-thirds of the members present and voting, provided that the amendment has been submitted in writing at the previous regular meeting.