I. Name: Palmetto Health Children’s Hospital Family Advisory Council

II. Purpose:

The Palmetto Health Children's Hospital Family Advisory Council is a group of dedicated parents and family members of patients who are committed to working with Children’s Hospital staff and administration to provide family-centered care to all patients.

III. Responsibilities:

The responsibilities of the Council are:

A. To promote better understanding of the services and policies of Children’s Hospital among parent groups, and parents or guardians of patients;

B. To assist in promoting good relationships between Children’s Hospital and members of the community;

C. To review recommendations and concerns referred to Council by parents, parent associations, or other individuals and refer them to Children’s Hospital administration;

D. To provide input regarding program development as requested by Children’s Hospital administration;

E. To assist in the planning of new facilities and services as requested by the Administrative Medical Committee Administration

IV. Structure:

A. The Council membership shall consist of the following:
1. All of the members of the Council shall be parents or guardians of children who are or have been patients of Palmetto Health Children’s Hospital.
   
   a. In order to achieve representation of the population served, there shall be parent/guardian representatives from as large a variety of specialty areas as possible.
   
   b. Such other parent or community representative as the Board may deem appropriate.

2. Children’s Hospital team members shall be advisory members of the Council but shall not be entitled to vote. The following representatives, or their designees, shall be encouraged to attend all meetings:
   
   a. Patient Family Centered Care Coordinator and Physician Champion
   
   b. Representative(s) from Child Life

3. Total Parent/Guardian membership shall not exceed 20 members, nor fall below 8.

B. Members

1. Term
   
   a. Members shall be elected for one two-year term.
   
   b. Elections shall be staggered so that Parent/Guardian membership will rotate each year.

   c. If total Parent/Guardian membership falls below eight, unexpired terms will be filled by nomination and Council vote.

2. Nominations
   
   a. A planning committee shall be appointed by the Chairman.
   
   b. The nominating/membership committee shall request qualified persons to become candidates to serve as members of the Council as required by these bylaws.

   c. Appropriate notice shall be published of vacancies to be filled when deemed necessary by the Council.
d. The Council members also shall nominate members to serve as officers of the Council.

3. Duties
   a. Each member shall attend all Council meetings and meetings of any committees or task forces on which they serve. Each member shall receive Minutes of all Council meetings and such documents and other information as is available. Each member also shall have the right to review all Council correspondence and documents upon reasonable request.
   b. Members shall notify the Secretary within 48 hours prior to a Council meeting if they are unable to attend.

C. Officers
   1. Term
      a. Election of officers shall take place every other year.
      b. Officers will serve two-year terms.
      c. Outgoing officer members shall have the option of remaining on the Council.
      d. Nominations shall be made by the planning committee as provided in B.2 above.
      e. Only parent/guardian members shall be eligible to serve as an officer.
   2. Chairman – Duties shall be those assigned by the Council, including:
      a. Call and preside over all Council meetings
      b. Be an ex-officio member of all committees
      c. Provide overall direction of all Council activities in the community
      d. Be the official spokesman for the Council
      e. Keep members abreast of pertinent information affecting the Council

3. Vice-Chairman
Duties shall be those assigned by the Council or the Chairman, including performance of all duties of the Chairman in the latter’s absence or inability to act.

4. Secretary/Treasurer

   Shall record Minutes of all meetings and maintain correspondence.

D. Elections

1. Election of members and officers shall occur each year (in alternating cycles for two year roles).

2. All members and officers shall be elected by a majority vote of members present.

E. Committees

The Chairman of the Council may, at any time, with the approval of the Council, designate such standing and special committees as deemed advisable.

V. Procedures:

i. Voting

   1. Each parent/guardian member shall have one vote.

   2. All decisions shall be made by majority vote of the members present.

   3. Any non-officer may send a representative in her/his absence but that representative may not vote.

   4. Chairman shall vote only in tie.

ii. Quorum

   A quorum will consist of two-thirds of membership who are present or available via vote in email discussion.

iii. Meetings

   The Council shall meet on the second Monday of every month, 6-7:30 p.m., in the Warren Derrick Classroom.
Regular meetings will be scheduled on a monthly basis. All Council members and Palmetto Health Children’s Hospital Administrative representatives shall be notified either by email or telephone of any meeting other than the regularly scheduled monthly meetings.

iv. Agenda

Agenda for Council meetings shall be developed by the Chairman with the assistance of Council members and other Palmetto Health Children’s Hospital representatives. Other agencies, groups, organizations or individuals desiring to place items on the agenda should present them and statements of purpose to the Chairman within one week prior to an upcoming meeting.

v. These bylaws may be amended at any time, by a majority vote of all members present, by presenting the amendment at one meeting and voting on that amendment at the following regular meeting.

VI. Planning, Reporting, and Evaluation:

A. The Council sub-committee shall develop an annual plan to include goals and objectives for approval by full Council.

B. The Chairman, with the assistance of Council members and Palmetto Health Children’s Hospital Administration representatives, shall prepare quarterly progress reports describing the activities of the Council and identifying matters which require Council action. An annual evaluation and report of effectiveness of Council activities shall also be prepared and distributed by the Chairman.

C. Minutes will be kept of all Council and Committee meetings and will be distributed to appropriate Administrative personnel (Director of Administration) for review and consideration.

VII. Guidelines of Authority:

The Family Advisory Council has authority given to it by the Administration of Children’s Hospital. It cannot enter into agreements or bind Children’s Hospital in any other fashion. Events organized by the Family Advisory Council and statements issued by the Council on behalf of Children’s Hospital are done so with prior approval of Palmetto Health Children’s Hospital Administration.

VIII. Confidentiality:
To maintain appropriate and confidential handling of personal information, no Palmetto Health Children’s Hospital patient and/or family member shall be discussed by name in Council meetings, unless present and do so themselves with the exception of the nomination process.

In the event Council members have input regarding a particular patient or incident that information shall be channeled to Palmetto Health Children’s Hospital Administration for follow-up.

These bylaws will be annually reviewed by members as new officers’ first order of business.