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ARTICLE 2 MEMBERSHIP

2.1 Members. The CPSF has five categories of Members: Professional, Organizational, Patient/Consumer, Scientists, and Friends of the Forum. Any individual or organization which is described in one of the categories below shall be considered a "Member" of the CPSF. An individual or organization can only join the CPSF in one membership category.

Membership is open to individuals or groups that support the mission, goals and principles of the forum. Members may participate in one or all standing committees or special initiatives and seek representation from their membership category on the steering committee. Members should actively work to build and sustain the forum and its initiatives.

2.1.1 Membership of the CPSF will be organized as follows:

- **Council of Organizations**

Organization Members shall be associations, institutions, facilities, provider groups, State agencies, colleges and universities, consumer organizations, and community groups who are interested in furthering the mission of CPSF.

Organization Members shall designate in writing, the name of the individual who will represent and act on such organization's behalf at a meeting of the Members.

- **Scientific Council**

Representatives from the academic research community committed to promoting patient safety through evidenced-based science to further the adoption of systemic improvements in practice.

- **Professional Members**

Professional Members shall be those individuals working in healthcare fields around issues of patient safety.

- **Patient/Consumer Council**

Patient/Consumer Council Members shall be non-healthcare professional individuals not working in the healthcare sector and consumer organizations representing patient and consumer interests in patient safety.

- **Friends of the Forum**

Friends of the Forum Members are those influential persons willing to assist the CPSF in both building the influence of the CPSF and in raising funds.

1 2.2 Rights of Members. The Professional, Scientific, Patient Consumer and
2 Organizational Members shall have the right to:

- 3 • Vote at meetings of the Members.
- 4 • Participate in the meetings of Membership to be held at least annually.
- 5 • Present agenda items to the Steering Committee for consideration in the
- 6 manner provided by the Steering Committee policies.
- 7 • Serve on any standing committee or initiative/task force.

8
9 2.3 Authority to Act. No Member shall have the power to act for or on behalf of the
10 CPSF, to do any act that would be binding on the CPSF, or to incur any expenditures on behalf
11 of the CPSF, except as authorized by the Steering Committee or the Executive Director.

12
13 2.4 Quorum and Manner of Acting. The presence of 1% (1 percent) of the total
14 number of Members shall constitute a quorum for the transaction of business at the annual
15 meeting of the CPSF.

16
17 2.5 Attendance of Non-Members. While Membership is encouraged, the annual
18 meeting and other events are open to Members and Non-members. Only Members may vote at
19 the annual meeting.

20
21 2.6 Removal of members. The Steering Committee may by a two-thirds vote deny or
22 remove a person or organization from the Membership based on any of the following: The
23 Member 1) misrepresents themselves and/or their organization and purpose for joining; 2)
24 misrepresents the mission, goals and principles of the CPSF, 3) develops a conflict of interest
25 that may harm or reduce the effectiveness and reputation of the CPSF or 4) behaves in a manner
26 that is disruptive of the mission, goals and principles of the CPSF.

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3 **ARTICLE 3**
4 **STEERING COMMITTEE**
5

6 3.1 General Powers and Duties. The CPSF steering committee (includes an executive
7 committee) shall oversee the business and affairs of the CPSF. The steering committee shall have
8 full, exclusive and complete charge, control and management of the policies, property, affairs
9 and funds of the CPSF and shall alone determine compliance with the CPSF's stated purposes,
10 and shall have the power and authority to do and perform all acts or functions not inconsistent
11 with these rules.

12 3.1.1 Provides leadership and strategic planning for the CPSF goals and
13 activities. Serves as the final policy making body of the CPSF.
14 The steering committee will elect from its members an executive
15 committee composed of a chair, chair-elect, treasurer and
16 membership secretary. The steering committee may appoint one or
17 more additional officers as necessary.
18

19 3.1.2 Develops the CPSF action agendas; provide and support
20 coordination for staff, the standing committees and task forces;
21 measure progress on the action agenda's goals; communicate with
22 membership and interested stakeholders, and disseminate
23 information and materials; and identify sources of financial
24 support.
25

26 3.2 Composition: The Steering Committee is comprised of CPSF Professional Members
27 (3), Council of Organization Representatives (5), Chair of the Friends of the Forum (1) (non-
28 voting), Scientific Council (4), and Patient/consumer Members (3). The President and Executive
29 Director of the IOM of Chicago are also members of the CPSF Steering Committee with voting
30 powers. In addition, the special initiatives/task forces will elect their own chairs whom will serve
31 on the Steering Committee in an ex-officio capacity.
32

33 3.3 Policies. The CPSF Steering Committee is hereby authorized to develop and
34 implement policies by which certain internal and external activities of CPSF, including but not
35 limited to, the collection of dues, shall be governed ("Policies"). The Policies shall be
36 subordinate to these Rules. Whenever possible, the terms of the Policies shall be construed as
37 consistent with these Rules, but if an irreconcilable conflict exists, the terms of the Rules shall
38 prevail, and the conflicting terms of the Policies shall be construed as void and without effect.
39

40 3.4 Election of Steering Committee Members. Elections will take place by rules set
41 by the Membership Committee.
42

1 3.5 Terms of Steering Committee

2
3 3.5.1 The terms for all Steering Committee Members shall be two years
4 beginning on January 1 and ending on December 31.

5
6 3.5.2 The elected Steering Committee Members above shall hold their seat for
7 the length of their term or until their successors shall have been elected
8 and qualified. Any former elected Member shall be eligible for re-election
9 to the Steering Committee.

10
11 3.5.3 Half of the Steering Committee will stand for election each year. Elections
12 shall be conducted in accordance with rules set by the Membership
13 Committee.

14
15 3.6 Resignations. A Steering Committee Member may resign at any time by giving
16 written notice to the Chair. The resignation shall become effective upon the date specified
17 therein, or, if no date is specified therein, upon the receipt of such resignation by the Chair.

18
19 3.7 Removal. The Steering Committee may initiate disciplinary action concerning any
20 Member of the Steering Committee as the Steering Committee may determine appropriate. Any
21 Steering Committee Member may be removed from the Steering Committee, with or without
22 cause, by the affirmative vote of three-fourths (3/4th) of the Members of the Steering Committee.
23 Such action may be taken at any regular meeting or any special meeting at which the notice of
24 the proposed removal shall have been duly given to the Steering Committee Members and any
25 Member to be removed together with or as a part of the notice of the meeting. The Member
26 involved shall have the opportunity to be present and to be heard at the meeting at which his or
27 her removal is considered.

28
29 3.8 Annual Review. The Steering Committee shall conduct a self-evaluation annually
30 prior to December 31 of each year. The Chair shall determine the method and timing of the
31 CPSF Steering Committee's self-evaluation.

32
33 3.9 Vacancies. A Member appointed by the Chair and Membership Committee and
34 approved by the Steering Committee shall fill any vacancy occurring among the elected officers.
35 Each Member appointed to fill a vacancy shall hold office for the unexpired term of his or her
36 predecessor in office.

37
38 3.10 Regular Meetings. The Steering Committee shall meet once a month during the
39 calendar year at a date, time and place established by the Steering Committee. Attendance may
40 be by:

41
42 3.10.1 Telephone. The Steering Committee or the Members of any committee
43 may participate in a meeting by means of a conference call or similar
44 communications equipment which allows all participants in the meeting to
45 hear each other at the same time. Participation by such means shall
46 constitute presence in person at a meeting.

47
48 3.10.2 E-Mail. The Steering Committee has the right to conduct such business as
49 decided by the Steering Committee via email.

1
2 3.10.3 Special Meetings. Special meetings of the Steering Committee may be
3 held at any time on the call of the Chair or at the request in writing of any
4 two (2) or more Steering Committee Members. The Chair or the Steering
5 Committee may call special meetings of the Members following notice to
6 all Members delivered not less than five (5) days before the special
7 meeting. Members may participate by phone.
8

9 3.11 Quorum and Action. The presence of a majority of the sitting Steering
10 Committee Members shall constitute a quorum for the transaction of business of the Steering
11 Committee. The act of a majority of the Steering Committee present and voting at a meeting at
12 which a quorum is present shall be the act of the Steering Committee, except for matters related
13 to budget and rule revisions. Budget and rule revisions are subject to a vote, constituting support
14 of at least two-thirds of the Steering Committee members, present.
15

16 3.12 Conflict of Interest. Members, who believe they have a conflict of interest, shall
17 declare the conflict and recuse themselves from the vote but will be counted towards determining a
18 quorum. Annually, all Members must file a conflict of interest statement.
19

20 3.13 Rights of the Steering Committee Members:

- 21 • Vote on amendments to these Rules.
- 22 • To take action with respect to such other matters as may be presented from
23 time to time by the Members to the Steering Committee or from the staff
24 or from the Executive Committee.
25

26 3.14 Executive Committee. The Executive Committee shall consist of four elected
27 officers the Chair, Chair-Elect, Membership Secretary and Treasurer, so long as each remains a
28 Member, The Executive Committee shall meet at the call of the Chair. The Executive
29 Committee shall have the power to transact all regular business of the CPSF between Steering
30 Committee meetings as necessary to expedite the mission and vision of CPSF. The Chair, when
31 present, shall preside at all meetings of the Steering Committee and at Membership and will
32 serve as spokesperson for the CPSF.
33

34 3.14.1 Officers will serve a two year term January thru December, and until his
35 or her successor is elected.
36

37 3.14.2 The CPSF Steering Committee shall set a date for election of the officers,
38

39 3.14.3 Any person desiring to be an Officer shall inform the Nominating
40 Committee at least thirty (30) days prior to an election. Applicants must be
41 Members of CPSF and in good standing.
42

43 3.14.4 Each Officer shall be elected by the affirmative vote of a majority of the
44 Steering Committee.
45

46 3.14.5 The act of a majority for the Executive Committee present at a meeting at
47 which a quorum is present shall be the act of the Executive Committee.
48

1 3.14.6 All Executive Committee decisions will be reported to the Steering
2 Committee.

3
4 3.15 Standing Sub-Committees of the Steering Committee

5 The Chairs of each standing committee will be appointed or elected from
6 the Steering Committee. The Following shall be the standing committees:

7
8 3.15.1 Annual Meeting Committee to develop the focus/agenda of the annual
9 scientific meeting of CPSF.

10
11 3.15.2 Communications Committee to develop/oversee a communications
12 campaign including brochures, web site, press releases and media
13 advocacy.

14
15 3.15.3 Funding Development Committee to provide oversight to CPSF's budget
16 as well as to assist the staff in developing and implementing a strategic
17 fund development effort including grants, contracts, sponsorships and
18 other donations.

19
20 3.15.4 Membership Committee
21 • Set the rules for the election to the Steering Committee and the
22 election of the Steering Committee officers.
23 • Elections of CPSF Steering Committee Executive Committee.
24 • Elections of representatives from the Membership to the Steering
25 Committee.
26 • Provide nominations to the Steering Committee as positions are
27 vacated.
28 • To work with the Communications Committee to develop a
29 membership campaign.

30
31 3.15.5 Rules/Structure Committee – current committee whose responsibilities
32 will be assigned to the Executive Committee or to be re-convened as
33 necessary by the Steering Committee or a vote of the Members. To
34 develop/review the governing rules and structure of CPSF.

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ARTICLE 4
COMMITTEES AND INITIATIVES/TASK FORCES

4.1 Other Committees and Initiatives/Task Forces. The Steering Committee, by resolution duly adopted, may designate other committees and/or task forces to aid and assist the Steering Committee in the management of the affairs and implementation of the plans and initiatives of the CPSF. The special initiatives will elect their own Chairs whom will serve on the Steering Committee in an ex-officio capacity.

4.1.1 Special initiative/task forces

- Membership committees formed as needed to focus on specific and time-limited CPSF projects and initiatives. The Chair or Program Director of each initiative or task force will be an ex-officio Member of the Steering Committee. For the duration of the project every task force must have either a Chair or Project Director.
- Current initiatives:
 - Medical/Legal Task Force
 - Chicago Pediatric Patient Safety Consortium
 - Medication Reconciliation Collaborative – Acute Care Hospitals
 - Medication Safety Initiatives – Community Pharmacy
 - Infection Prevention Initiatives – Acute Care Hospitals

4.2 These initiatives/task forces can operate without a quorum.

4.3 Advisory Nature of Committee and Initiatives/Task Force Action. All actions taken and recommendations made by committees and/or initiatives/task forces, shall be advisory and shall have no effect as actions of the CPSF unless they are formally approved and adopted by the Steering Committee.

4.4 Telephone. The Members of any committee may participate in a meeting by means of a conference call or similar communications equipment which allows all participants in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

4.5 Email. Any committee has the right to conduct such business as decided by that committee via email.

1 **ARTICLE 5**
2 **PUBLIC POLICY POSITIONS AND ACTIVITIES**

3
4 5.1 The Steering Committee will develop CPSF public policy positions and activities
5 and will inform the Members of the position taken. When Steering Committee Members vote on
6 such policy positions and activities they may choose to support, oppose, or abstain. CPSF
7 Steering Committee votes on public policy positions and activities will have the following
8 meanings:
9

10 5.1.1 Consensus shall mean that some Steering Committee Members may not be
11 in total favor of a position or endorsing an activity but do not wish to oppose it. If votes
12 are support with some abstentions, this will be consensus support and the CPSF may
13 announce support.
14

15 5.1.2 Unanimous means every Steering Committee Member agrees. If all votes
16 are support, there is unanimous support and the CPSF may publicly announce support.
17

18 5.1.3 Unanimous opposition means if all Steering Committee Members vote to
19 oppose, there will be unanimous opposition.
20

21 5.1.4 No position means the CPSF neither supports nor opposes.
22

23 5.2 Policy statements will be passed by at least a two-thirds vote, of the full Steering
24 Committee, if no consensus can be developed.
25

26 **ARTICLE 6**
27 **MISCELLANEOUS PROVISIONS**

28
29 6.1 Criteria for acceptance of contributions/ donations. The CPSF may accept
30 financial contributions from any entity that promotes the mission of the CPSF and does not
31 expect gain, favor or influence in return. The Steering Committee will vote on whether to accept
32 a contribution from an entity if any member questions the entity's motivation for making said
33 contribution or if there is a question regarding whether the entities values, mission, or vision
34 conflict in anyway with those of the CPSF. See Appendix B for Corporate Funding Relationship
35 policy.
36

37 **ARTICLE 7**
38 **AMENDMENTS**

39
40 7.1 These rules of the CPSF may be amended at any regular meeting of the CPSF
41 Steering Committee, for which thirty (30) days' written notice of the purpose shall be given, by a
42 2/3rds majority of those Members in attendance. Any proposed to have amendments should be
43 included in the written notice to allow ample time to review.
44

