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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

1 Meetings:

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

7

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

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

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16 Section 2-4. All Taskforce meetings shall be open to the public unless a meeting
17 or portion thereof qualifies for a closed session in accordance with the Open Meetings
18 Act. Minutes of Taskforce meetings shall be kept in accordance with the Open
19 Meetings Act.

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

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ARTICLE III

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29 Taskforce Officers:

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31 Section 3-1. The Taskforce shall elect a Vice-Chair from among its members.
32 The Chair and Vice-Chair shall have the duties and responsibilities described in these

1 Bylaws.

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

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ARTICLE IV

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10 Conducting Business:

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12 Section 4-1. A quorum shall be present in order to convene the Taskforce and
13 conduct business. A quorum shall consist of a majority of the appointed members (*i.e.*,
14 20 members).

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16 Section 4-2. All business shall be conducted in accordance with the Attached
17 Robert’s Rules of Order - Summary Version, unless otherwise specified in these
18 Bylaws.

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20 Section 4-3. Each Taskforce member shall have one vote on each motion. All
21 motions shall be passed by a majority vote of the members present, except as
22 otherwise provided in these bylaws.

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

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

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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. Each committee shall elect a Chair and 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.

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

1 or portion thereof qualifies for a closed session in accordance with the Open Meetings
 2 Act. Minutes of committee meetings shall be kept in accordance with the Open
 3 Meetings Act.

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

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 9 Section 5-8. All committee business shall be conducted in accordance with the
 10 attached Robert’s Rules of Order – Summary Version, unless otherwise specified in
 11 these Bylaws.

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

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 16 **ARTICLE VI**

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 18 Bylaws:

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

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Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order

Robert's Rules of Order - Summary Version

- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

Robert's Rules of Order - Summary Version

- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

Robert's Rules of Order - Summary Version

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority