

Title:	Policy on Committees		
Department:	Medical Staff Services		
Approver(s):	Medical Executive Committee		
Policy Number:	Medical Staff Policy MS 1		
Origination Date:	01/29/98		
Last Review/Revision Date:	02/26/2021	Due for Review:	2021

SECTION 1. MEDICAL EXECUTIVE COMMITTEE

1.1 Designation

The composition, duties, and meetings of the Medical Executive Committee (MEC) are described in the Articles of the Bylaws. All Members of the Active Medical Staff of any discipline or specialty are eligible for membership on the MEC if they meet the requirements specified for Medical Staff Officers, Department representatives, or Credentials Chair.

The following standing committees are responsible directly to the MEC: Bylaws; Credentials; Operating Room (OR); Performance Improvement (PI); and Performance Review (PR). Unless otherwise noted, the Chief of Staff appoints committee chairs and members to all standing, special, and multidisciplinary Medical Staff committees with the consent of the MEC. Duration of committee assignments will be for a term of two (2) years beginning January 1 and ending December 31.

The Operating Room Committee is a function of the Department of Surgery and reports to the MEC through the Department of Surgery Chair and through minutes of OR Committee meetings.

Unless otherwise indicated, the memberships of all committees will be appointed by the Chief of Staff and approved by the MEC. Only persons so appointed will be authorized to vote on matters before committees. All appointed chairs and members of committees may be removed and vacancies filled at the discretion of the Chief of Staff.

1.2 Creation of Standing Committees and Task Forces

The MEC may, without amendment of this policy, establish additional committees and task forces to perform one or more Medical Staff functions. In the same manner, the MEC may, by resolution, dissolve or rearrange task forces, committee structure, duties or composition as needed to better accomplish Medical Staff functions. Any function required to be performed in the Medical Staff Bylaws which is not assigned to a standing or special committee will be performed by the MEC. Revisions or amendments to the policies pertaining to Medical Staff committees are approved by the MEC and are effective upon such approval.

1.3 Confidentiality of Information

Records and proceedings of all committees of the Medical Staff will be confidential pursuant the applicable laws of the State of Texas.

Where necessary to carry out the duties of performance improvement, the Committee initiating the review may engage the services of external reviewers on an as needed basis, who will serve as designated agents for the purposes of the review and recommendations made to the Committee.

The CEO, legal counsel to the Hospital, proctors, Medical Staff services personnel and Performance Improvement Department personnel will be considered agents of all Medical Staff committees the Medical Staff as applicable when performing their respective functions and responsibilities. The Chief of Staff, President and/or designee(s), Chief Nursing officer and/or designee, General Counsel, and CMO/VPMA may attend Medical Staff meetings as non-voting members unless otherwise specified in this policy.

1.4 Other Duties of the MEC

- 1.4.1 The MEC approves privilege forms and credentialing criteria recommended by the Credentials Committee. The privilege forms and credentialing criteria are effective upon approval by the MEC.
- 1.4.2 The MEC approves protocols recommended by the PI Committee and the P&T Committee.
- 1.4.3 The MEC receives reports from the Chief of Staff or designee on Code of Conduct meetings and acts accordingly.

SECTION 2. GENERAL MEDICAL STAFF MEETINGS

2.1 General Medical Staff Annual Meeting

The Medical Staff will have two (2) regular meetings each year. The order of business at a meeting of the Medical Staff will be determined by the Chief of Staff. The agenda will include the following, if feasible: (a) administrative reports from the Chief of Staff and Administration; (b) voting on proposed changes to the Bylaws when required; (c) reports by responsible officers, committees and departments on the overall results of patient care audits and other quality reviews, evaluations, and monitoring activities of the Medical Staff; (d) the fulfillment of other required staff functions; and (e) new business.

- 2.1.1 The annual staff meeting will be held during the month of May and will include the following:
 - A. Election of officers in odd numbered years;

- B. Presentation of a program relating to the specific needs of Medical Staff activity; and
- C. Consideration and action upon any administrative responsibility relating to the business of the Medical Staff.

2.2 General Medical Staff Mid-Year Meeting.

2.2.1 The mid-year staff meeting will be held in November and will perform the following:

- A. Election of, or announcements of elections of, elected Department representatives;
- B. Presentation of a program relating to the specific needs of Medical Staff activity; and
- C. Consideration and action upon any administrative responsibility relating to the business of the Medical Staff.

2.3 General Medical Staff Special Meetings

Special meetings of the Medical Staff may be called at any time by the Chief of Staff, the Board of Trustees, the MEC, or within thirty (30) days after receipt of a written request or from at least ten percent (10%) of the Active Staff Members of the Medical Staff. The MEC will designate the time and place of any special meeting.

At any special meeting, no business will be transacted except that stated in the notice calling the meeting. Sufficient notice of any meeting will be given to Medical Staff Members at least seven (7) days before the time set for the meeting by posted, written, printed, or electronic means.

Except as otherwise specified, the action of a majority of the total of those Active Medical Staff Members who vote at any regular or special meeting will constitute the action of the group. A majority will be defined as one Member over half of the total of those Active Medical Staff members who are present and voting.

2.4 Regular Meetings of Committees and Departments

Committees may, by resolution, provide the time for holding other meetings without notice other than such resolution. Departments will hold meetings as needed to carry out Department business.

Except as otherwise specified in these Rules and Regulations, the chairs of committees, Chiefs of Service or the CMO may establish the times for the holding of regular meetings. The chairs will make every reasonable effort to ensure the meeting dates are disseminated to the Members with adequate notice.

2.5 Quorum

- 2.5.1 MEC, Credentials Committee, PI Committee, and PR Committee: fifty percent (50%) of the voting members.
- 2.5.2 Other Committee meetings: a majority of the committee members who are entitled to vote and who are present at a committee meeting but no less than three (3) voting members of the committee.
- 2.5.3 Department meetings: a majority of the Active Staff members of a Department who are present at a department meeting but no less than five (5) Active Staff members of the Department.
- 2.5.4 General Staff meetings: one member over half of the total of those Active Staff members who are present and voting.

2.6 Manner of Action

Except as otherwise specified, the action of a majority of the Members present and voting at all department and committee meetings at which a quorum is present will be the action of the group. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Members, if any action taken is approved by at least a majority of the required quorum for such meeting, or such greater number as may be specifically required by these Rules and Regulations. Committee action may be conducted by telephone or electronic conference, which will be deemed to constitute a meeting for the matters discussed in such conference. Valid action may be taken without a meeting by a committee when urgent or necessary if such action is acknowledged in writing setting forth the action so taken which is signed by at least a majority of the Members entitled to vote. Notwithstanding the foregoing, absent extraordinary circumstances, the MEC and PR Committees shall hold live or electronic conference meetings allowing full discussion for members of such committees.

2.7 Rights of Ex-Officio Members

Except as otherwise provided in these Bylaws, Rules and Regulations, persons serving as ex-officio members of a committee will have the rights and privileges of regular members thereof, except they will not vote or be counted in determining the existence of a quorum.

2.8 Minutes

Except in extraordinary circumstances, no minutes or reports will be required reflecting the activities of Sections. Only when Sections are making formal recommendations to a Department will a report be required from the Department Chair documenting the Section-specific position.

Minutes of Department and committee meetings will be prepared and retained. They will include, at a minimum, a record of the attendance of Members and actions taken on significant matters. A confidential copy of the minutes will be signed by the presiding officer of the meeting. Summaries

of the minutes of standing Medical Staff committees will be forwarded to the MEC for review and action warranted.

The activities, proceedings, documents, reports, information, records and any communications made to a medical peer review committee or medical committee, and any excerpts or portions of the foregoing, are privileged and confidential to the fullest extent permitted by law as provided by Chapter 160 of the Texas Occupations Code, Section 161.031 *et seq.* of the Texas Health & Safety Code, and all applicable statutes and case law.

2.9 Attendance Requirements

Members of the MEC, Credentials, PI, and PR Committees are expected to attend at least fifty percent (50%) of the meetings held. Members of the Medical Staff are encouraged to attend meetings of the Medical Staff. Meeting attendance will not be used in evaluating Members of the Medical Staff at the time of reappointment.

2.9.1 Absence from Meetings

Unless excused for good cause by the presiding officer of the department or committee for Medical Staff regular meetings, failure to meet the attendance requirements may be grounds for removal from such committee.

2.9.2 Special Attendance

At the discretion of the chair or presiding officer, individuals other than Members and non-voting Members may be asked to attend meetings of the Medical Staff, departments, sections, or committees. When a Member's practice or conduct is scheduled for discussion at a department, section, or committee meeting, the Member may be requested to attend or the Member may be requested to excuse themselves from the meeting.

2.10 Conduct of Meetings

Unless otherwise specified, meetings will be generally conducted according to the Sturgis Standard Code of Parliamentary Procedure; however, technical or non-substantive departures from such rules will not invalidate actions taken at such a meeting.

2.11 Conflict of Interest

2.11.1

In any instance where an officer, or Chief of Service or committee chairperson, or Member of any Medical Staff committee has or reasonably could be perceived to have a conflict of interest or to be biased in any matter involving another Medical Staff appointee that comes before such individual or committee, or in any instance where any such individual or committee Member brought the complaint against that appointee, such individual or Member will not participate in the discussion or voting on the matter, and will be excused

from any meeting during that time, although that individual or committee Member may be asked, and may answer, any questions concerning the matter before leaving. As a matter of procedure, the chairperson of that committee designated to make such a review may inquire, prior to any discussion of the matter, whether any Member has any conflict of interest or bias. The existence of a potential conflict of interest or bias on the part of any committee Member may be called to the attention of the chairperson by any committee Member with knowledge of the matter.

2.11.2

A Department Chair will have a duty to delegate review of applications for appointment, reappointment, or clinical privileges, or questions that may arise to the Department Vice Chair or Department Member At Large, if the Chair has a conflict of interest with the individual under review, or could be reasonably perceived to be biased.

2.12 Removal of Committee Members

Any committee member, including members of the MEC, may be removed by the individual or entity which elected or appointed the committee member.