WhidbeyHealth System
Patient and Family Advisory Council
By-Laws - August 2019

Article I: Name
The name of the group is WhidbeyHealth Patient and Family Advisory Council (WHPFAC)

Article II: Purpose

Mission: Our mission is to serve as an advisory resource for the WhidbeyHealth System on providing excellence in patient and family centered health care.

Vision: WhidbeyHealth Patient and Family Advisory Council is dedicated to improving the patient experience by advancing comprehensive and compassionate patient and family centered health care.

Purpose: We will have an active role in improving patient and family care experience by identifying opportunities for gathering and providing feedback and perspective on WhidbeyHealth System plans, activities, and programs related to patient and family centered health care.

Article III: Members

Section 1. Community Membership Eligibility: Age 21 and over who reside in the service area for WhidbeyHealth.

Section 2. WHPFAC Makeup: WHPFAC shall be comprised of no more than 11 community members and no more than three WhidbeyHealth staff members. Additionally, WHPFAC shall be assisted by Quality and Transformation personnel in the roles of liaison and administrative support.

Section 3 Membership Term: Community member terms shall be two years and may be renewed two times. WhidbeyHealth staff member terms shall be one year and may be renewed one time.

Article IV. Roles

Section 1. Members at Large
1. Attend monthly meetings (at least 9 meetings annually)
2. Participate in at least one other hospital/clinic activity per month
3. May represent WHPFAC at WhidbeyHealth Commissioners’ meetings
4. Attend webinars or presentations of interest

Section 2. Chair
1. Chair the monthly meeting. Designate an alternate to chair meeting if absent.
2. Communicate with the WHPFAC Q&T liaison about upcoming meetings, creating agenda, distribution of minutes and any other matters necessary between meetings
3. Check the WHPFAC email and either reply or delegate messages as needed
4. Represent the WHPFAC at appropriate public event
5. The Chair will be elected by a simple majority affirmative vote of the voting members present. Elections are held in December for term beginning in January, or in the event of vacancy

Article V. Meetings

Section 1. Business Meetings. Business meetings will be held monthly on the second Wednesday from 5:00 pm to 7:30 pm, or as required. Business meetings will be closed to the public due to confidentiality concerns and HIPAA regulations.

Section 2. Quorum: An official meeting will require the presence of a minimum of one-half of the members, present in person or by teleconference.

Section 3. Rules of Order: Meetings will be conducted in accordance with the 9th Edition of Democratic Rules of Order.

Article VI. Amendment Procedures

These bylaws may be amended at any regular meeting of the WHPFAC with an affirmative vote of two-thirds of the members present. The proposed changes shall be presented to the members in writing prior to the meeting.