

Bylaws of the Medical Staff of
Memorial Hospital West
Amendment 10

Bolding indicates addition

~~Strikethrough~~ indicates deletion

ARTICLE 10: OFFICERS

Sect. 10.1 Officers of the Medical Staff

The officers of the medical staff shall be the Chief of Staff, Vice Chief of Staff, and the Secretary-Treasurer.

Sect. 10.2 Qualification of Officers

Officers must be active medical staff members for greater than four years at the time of their nomination and election, and must remain members in good standing during their term of office. Failure to maintain such status shall create an immediate vacancy in that particular office.

The nominees for officers of the medical staff shall have demonstrated an interest in the hospital and a commitment to its mission **and they shall have served as a member of an Executive Committee in the Memorial Healthcare System.**

The nominees for officers of the medical staff shall be free of any and all conflicts of interest in relation to the Memorial Healthcare System. This shall include:

- a. They shall not concurrently serve on the Executive Committee of any other hospital, including without limitation, Memorial Hospital West, Memorial Hospital Pembroke, and Memorial Hospital Miramar;
- b. They shall not serve on the Board of Directors or Board of Trustees or occupy an administrative position at any other competing hospital or medical facility in Broward **or Dade Counties**;
- c. They shall not have any conflicts of interest as defined by the Governing Board's Conflict of Interest Policy;
- d. A physician whose practice is owned by a competing medical facility does not qualify to serve as an officer of the medical staff; and
- e. While serving as an officer, if any of the above provisions are violated, it will be considered grounds for removal from office.

Sect. 10.3 Election of Officers

A. Prior to, or at the January Executive Committee meeting, the Chief of Staff will appoint a nominating committee, which shall consist of two past chiefs and three active staff members;

They shall propose a slate of nominees for the office of Chief of Staff, Vice Chief, and secretary-treasurer. These will be presented to the Executive Committee for approval at its February meeting.

B. This slate will then be presented to the Medical Staff in March via mail. Nominations from the medical staff will be accepted within the ensuing 30 days when submitted by at least 15% of the active staff membership. Thereafter, nominations will be closed.

C. Should there be an election, it will be held in April either by written ballot or at a general staff meeting at the discretion of the outgoing chief of staff.

D. The winners of each office shall be those members who receive a majority of the votes cast for that position. If no majority is received, a run-off election will be held between the two candidates receiving the highest number of votes for that position.

Sect. 10.4 Term of Office

Officers shall take office on the first day of the medical staff year, May 1st, and shall serve a two-year term. Officers may serve additional terms if so elected.

Sect. 10.5 Vacancies in Office

In the event that an officer position is vacated and not filled by automatic succession as specified in these bylaws, then a person selected by a nominating committee appointed by the chief of staff will fill such position. Said selection must be ratified by a majority vote of the Executive Committee.

Sect. 10.6 Duties of Officers

A. The Chief of Staff shall serve as the chief administrative officer of the medical staff to:

- (1) Work with the Administrator in coordination and cooperation of all matters of mutual concern to the hospital;
 - (2) Call, preside at, and be responsible for the agenda of all general and special meetings of the medical staff;
 - (3) Serve as chairman of the Executive Committee;
 - (4) Call, preside at, and be responsible for the agenda of all general and special meetings of the Executive Committee;
 - (5) Be a member of the district medical advisory committee;
 - (6) Serve as an ex-officio member, with vote, on all other medical staff committees;
 - (7) Be responsible for the enforcement of the medical staff bylaws, rules and regulations; for implementation of sanctions where these are indicated; and for the medical staff's compliance with procedural safeguards in all instances where corrective action has been requested against a practitioner;
 - (8) Appoint chairman and members to all standing and special medical staff committees - except the Executive Committee and the mediation committee;
 - (9) Represent the views, policies, needs, and grievances of the medical staff to the Administrator, Director of Medical Affairs, and the Board of Commissioners;
 - (10) Receive and interpret for the Medical Staff, the Board's policies; report to the Board on the performance and maintenance of quality for the medical staff's delegated responsibility to provide medical care;
 - (11) Be responsible for the educational activities of the medical staff; and
 - (12) Be the spokesman for the medical staff in its external professional and public relations.
- B. The vice chief of staff shall, in the absence of the chief of staff assume the duties and have the same authority of the chief of staff. The vice chief of staff of the Medical Staff of Memorial Hospital West shall be a member of the Executive Committee of the medical

staff and chairman of the quality care and patient safety council. The vice chief of staff shall automatically succeed the president if the latter fails to serve for any reason.

- C. The secretary-treasurer shall be a member of the Executive Committee of the medical staff, and shall serve as a co-chairman of the Healthcare System Credentials Committee. As treasurer, he shall collect and disburse all medical staff funds and shall be accountable for them. He shall submit a quarterly summary report on the medical staff's funds. He shall automatically succeed the vice chief of staff, if the latter fails to serve for any reason.

Sect. 10.7 Removal of Staff Officers

Officers of the medical staff may be removed from office upon the recommendation of a 2/3's vote of the Executive Committee after the Executive Committee has received a petition from 1/3 of the active medical staff and following receipt of the report of a special ad hoc committee appointed by the Executive Committee to investigate the reasons for the petition. Reasons for removal of an officer of the Medical Staff, may include, but are not limited to, the following: (a) conflict of interest as defined by the Board policy regarding conflicts or as defined in these Bylaws; (b) disciplinary action by the medical staff and/or any other healthcare entity or regulatory body; (c) loss of medical staff membership or change in staff status (i.e., leave of absence); or (d) inability to perform the duties of office.

APPROVAL:

Chief of Staff
Memorial Hospital West

Date

Chairman, Governing Board

Date