

State of Illinois

Health Facilities and Services Review Board

Long Term Care Facility Advisory  
Subcommittee Bylaws  
(August 2012)

**Article I.  
Membership**

Section 1-1. Pursuant to section 12 of the Illinois Health Facilities Planning Act (“Act”) (20 ILCS 3960), members of the permanent Long Term Care Facility Advisory Subcommittee (“Subcommittee”) shall be appointed by the Chairman of the Health Facilities and Services Review Board (“Board Chair”).

Section 1-2. The Subcommittee shall consist of 19 members. Members shall serve 3 year terms. Vacancies in membership shall be filled by the Board Chair. Members whose term has expired will continue to serve until a replacement by the Board Chair.

Section 1-3. Absent Subcommittee members may be represented by an authorized proxy, who may participate in Subcommittee meetings and are entitled to vote and to receive reimbursement.

A Subcommittee member who would like an individual to be their proxy must submit a written or oral request to the Subcommittee Chairperson for a proxy appointment prior to the meeting in question. This request should include the proxy candidate’s resume or credentials. The Subcommittee Chairperson with the advice of the Subcommittee will determine if a candidate can be an authorized proxy. This determination will be made on the record.

Section 1-4. All Subcommittee members and authorized proxies are subject to the State Officials and Employees Ethics Act.

Section 1-5. Subcommittee members who are absent from 2 or more meetings during a calendar year without a valid excuse or requesting an authorized proxy will be considered for dismissal from the Subcommittee.

Valid reasons for a Subcommittee member’s absence include the following: death in the family, illness, disability, personal or family emergency, accident, vacation, weather, legitimate employment obligations, or other business of the Subcommittee.

## **Article II. Subcommittee's Mandates**

Section 2-1. The Subcommittee shall develop for and recommend to the Board a separate set of rules and guidelines for long-term care that recognizes that nursing homes are a different business line and service model from other regulated facilities.

Section 2-2. The Subcommittee shall develop an open and transparent process that considers the following: how skilled nursing fits in the continuum of care with other care providers, modernization of nursing homes, establishment of more private rooms, development of alternative services, and current trends in long-term care services.

Section 2-3. The Subcommittee shall also provide continuous review and commentary on policies and procedures relative to long-term care and the review of related projects.

Section 2-4. In consultation with other experts from the health field of long-term care, the Subcommittee shall also study new approaches to the current bed need formula and health service area boundaries to encourage flexibility and innovation in design models reflective of the changing long-term care marketplace and consumer preferences.

Section 2-5. The Subcommittee will be provided with a reasonable and timely opportunity to review and comment on any review, revision, or updating of the criteria, standards, procedures, and rules used to evaluate long term care facility applications under the Act.

Section 2-6. The Subcommittee shall consider and make recommendations to the Board regarding whether the Board's categories of service that are subject to review should be re-evaluated, including provisions related to structural, functional, and operational differences between long-term care facilities and acute care facilities and that allow routine changes of ownership, facility sales, and closure requests to be processed on a more timely basis.

Section 2-7. At a Health Facilities and Services Review Board meeting, the Subcommittee Chair or his designee shall provide a quarterly, status report regarding the progress of the Subcommittee.

## **Article III. Meetings**

Section 3-1. Regular meetings will be scheduled by the Subcommittee. It will be the responsibility of the Board's staff to complete the

arrangements for each meeting and to provide notice to the members and the public. All notices will comply with the Open Meetings act.

Section 3-2. Special meetings may be called whenever deemed necessary by the Subcommittee Chair or any five members of the Subcommittee.

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

Section 3-4. All Subcommittee meetings shall be open meetings unless a meeting, or portion of a meeting, fulfills the requirements for a closed meeting in accordance with the Open Meetings Act.

#### **Article IV. Subcommittee Officers**

Section 4-1. The Board Chair will appoint the Subcommittee Chair and the Subcommittee shall appoint the Vice-Chairperson of the Subcommittee. The Chair shall have the duties and responsibilities described in these Bylaws.

Section 4-2. If the Chair's membership on the Subcommittee is vacated for any reason, or the Chairperson resigns from that position, the Vice-Chair shall assume the Chair responsibilities until the Board Chair appoints a new Subcommittee Chair.

#### **Article V. Conducting Business**

Section 5-1. A written agenda shall be developed and publicized for all Subcommittee meetings in accordance with the Open Meetings Act.

Section 5-2. A quorum shall be present in order to convene the Subcommittee and conduct business. A quorum of the Subcommittee shall consist of forty percent (40%) of the Subcommittee membership (*i.e.*, 8 members). Members do not need to be physical present at the same location of the open meeting for the Subcommittee to conduct business. A member is present to conduct Subcommittee business if that member attends a meeting in person, by audio, or by video conference.

Section 5-3. Written minutes of open and closed meetings must be kept. A verbatim record is also required for any closed meeting in the form of an audio or video recording.

Section 5-4. All Subcommittee business shall be conducted in accordance with the latest edition of Robert's Rules of Order, unless otherwise specified in the bylaws.

Section 5-5. The Chair of the Subcommittee shall preside over all Subcommittee meetings. In the absence of the Chair, the Vice-Chair shall preside over the meeting and assume the Chair's duties related to that meeting. In the absence of both the Chair and Vice-Chair, the Subcommittee shall appoint a presiding officer for that Subcommittee meeting, by forty percent (40%) of the Subcommittee membership (*i.e.*, 8 votes).

Section 5-6. The presiding officer shall be responsible for conducting the meeting in accordance with the Bylaws and the Agenda. It is within the presiding officer's discretion to recognize non-member attendees who may wish to comment during a meeting. The duration of any public comments shall be at the presiding officer's discretion.

Section 5-7. Each Subcommittee member or authorized proxy shall have one vote on each motion. All motions shall be passed by a majority vote of the Subcommittee membership and authorized proxies present at the meeting at the time when a vote is taken (*i.e.*, if 6 present then 4 votes needed, if 8 present then 5 votes needed, if 10 present then 6 votes needed, if 15 present then 8 votes needed).

## **Article VI. Ad hoc Committees and Task Forces**

Section 6-1. The Subcommittee may form ad hoc committees or task forces to take charge of subjects specifically referred to them with a forty percent (40%) vote of the Subcommittee membership (*i.e.*, 8 votes).

Section 6-2. The Chair of any ad hoc committee or task force shall be a Subcommittee member appointed with a forty (40%) vote of the Subcommittee membership (*i.e.*, 8 votes). This Chair shall be responsible for selecting ad hoc committee members with the advice of the Subcommittee. Non-Subcommittee members may be invited to serve on an ad hoc committees or task force.

Section 6-3. The ad hoc or task force Chair shall comply with all the applicable requirements described in Article V. of these Bylaws.

Section 6-4. An ad hoc committee or task force shall cease to exist after accomplishing its assignment and when discharged by the Subcommittee.

**Article VII.**  
**Remuneration and Reimbursement**

Section 7-1. Each Subcommittee member or an authorized proxy, while attending Subcommittee, ad hoc, or task force meetings, shall receive actual and necessary travel and subsistence expenses while serving away from their principal place of residence.

Section 7-2. Subcommittee members or an authorized proxy shall be subject to the Travel Regulations promulgated by the Illinois Travel Regulation Council.

Section 7-3. Subcommittee members or an authorized proxy shall not be entitled to compensation for participation in the activities of the Subcommittee.

**Article VIII.**  
**Bylaws**

Section 8-1. Adoption or amendment of these Bylaws requires a 3/5 majority vote of the Subcommittee (*i.e.*, 12 votes). Amendments shall be proposed at a Subcommittee meeting and voted upon during the next subsequent Subcommittee meeting.

(8-28-12)Revised