

**THE BYLAWS
OF THE
OTTILIE W. LUNDGREN MOBILE FIELD HOSPITAL
ADVISORY BOARD OF DIRECTORS**

**ARTICLE I
NAME & PURPOSE**

1.1.Name and purpose. The name of this committee of the Otilie W. Lundgren Mobile Field Hospital shall be the Advisory Board of Directors. Its primary purpose is to make recommendations to the Commissioner of the Department of Public Health with regard to the following: Matters, including, but not limited to; operating policies and procedures; facility deployment and operation; appropriate utilization of the facility; clinical programs and delivery of patient health care services; hospital staffing patterns and staff -to patient ratios; human resources policies; standards and accreditation guidelines; credentialing of clinical support staff; patient admission, transfer and discharge policies and procedures; quality assurance and performance improvement; patient rates and billing and reimbursement mechanisms; staff education and training requirements and alternative facility uses.

**ARTICLE II
MEMBERS**

For purposes of this Article, the term member, unless otherwise specified, refers to voting members.

2.1 Number, Election and Qualification. The Board shall consist of members identified in Sec.57 of Public Act 2005-280.

Voting Members. Voting members shall consist of the following members: The Commissioners of Public Health, Emergency Management and Homeland Security, Public Safety and Social Services, the Secretary of the Office of the Office of Policy and Management, the Adjutant General, one representative of a hospital in the State with more than five hundred licensed beds and one representative of a hospital in the State with less than 500 licensed beds, both appointed by the Commissioner of Public Health. The Commissioner of Public Health shall be the chairperson of the Board. In voting on any issue, the individual must identify himself/herself and the agency, which he or she represents. Voting members may not vote on issues involving their personal financial interests, or the financial interests of any of their immediate family members, as defined in Conn. Gen. Stat. §1-79.

2.2 Tenure. In general, each member shall hold membership from the date of acceptance until resignation or removal.

2.3 Power and Rights. In addition to such powers and rights as are vested in them by law, or these bylaws, the members shall have such other powers and rights as the Commissioner of the Department of Public Health (DPH) may determine.

2.4 Suspension and Removal. A representative may be suspended or removed by the Commissioner of Department of Public Health after consultation with the agency represented. Failure to attend 50% of meetings held in a calendar year shall be a specific cause for removal from the membership.

2.5 Resignation. A member may resign by delivering a written resignation, identifying a designee from His or Her agency to fill the position, to the Commissioner of DPH, the Chair of the Board or a meeting of the members.

2.6 Regular Meetings. The regular meetings of the Board shall be held at the Department of Public Health or via a videoconferencing platform such as MS Teams, semiannually on the second Friday of the corresponding month. Each year, the Board will file a notice of its schedule of regular meetings with the Secretary of the State's Office.

The Board will provide a notice of its meetings, where practicable, at least 1 week prior to the meeting date, to any person who has made a written request.

The Board will make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers. New business not on the agenda may be considered and acted on only on a 2/3 vote of the members of the Board.

2.7 Special Meetings. Special meetings of the Board may be called up to 24 hours (excluding weekends, holidays, and days on which the Office of the Secretary of the State is closed) before the time set for the meeting. A special meeting is called by filing with the Secretary of the State a notice stating the time, place and business to be transacted. No other business may be considered by the Board at a special meeting.

2.8 Emergency Meetings. An emergency meeting of the Board may be held without complying with the notice requirements in sections 2.6 and 2.7, provided that the Board files its minutes of the meeting, including the reason for the emergency, within 72 hours (excluding weekends and holidays) of the meeting with the Secretary of the State. The holding of any emergency meeting must be pre-approved by the Commissioner of DPH.

2.9 Call and Notice.

- A. Reasonable notice of the time and place of special meetings of the members shall be given to each member.
- B. Except as otherwise expressly provided, it shall be reasonable and sufficient notice to a member to send notice by mail at least seven days (7) or by e-mail or facsimile at least seven days (7) before the meeting, addressed to such member at his or her usual or last known business address, or, to give notice to such member in person or by telephone at least seven days (7) before the meeting.

2.10 Quorum. At any meeting of the members, the Chair or one co-Chair and a minimum of five (5) other voting members shall constitute a quorum.

2.11 Action by Vote. Each voting member shall have one vote. When a quorum is present at any meeting, a majority of the votes properly cast by voting members present shall decide any question, including election to any office, unless otherwise provided by law or these bylaws.

ARTICLE III OFFICERS AND AGENTS

- 3.1 Number and qualification.** The officers of the Board shall consist of a Chair (DPH Commissioner), up to two Co-Chairs selected by the Commissioner of DPH, and such other officers, if any, as the Commissioner of DPH may determine. All officers must be members of the Board.
- 3.2 Tenure.** Each officer shall each hold office until his or her successor if any, is chosen or in each case until s/he resigns, is removed or becomes disqualified.
- 3.3 Chair or Co-Chairs.** The Chair, or Co-Chairs as the case may be, shall be the chief executive officers of the Board and shall have general charge and supervision of the operation of the Board. The Chair, Co-Chairs, or one Co-chair if only one is present, shall preside at all meetings of the Board.
- 3.4 Suspension or Removal.** An officer may be removed by the Commissioner of DPH, or recommended for removal by the Commissioner of DPH with cause, by vote of a majority of the voting members.
- 3.8 Resignation.** An officer may resign by delivering his or her written resignation to the Commissioner of DPH and shall be effective upon receipt (unless specified to be effective at some other time). Acceptance of the resignation shall not be necessary to make it effective unless it so states.
- 3.9 Vacancies.** If any office of the Board becomes vacant, the Commissioner of DPH shall appoint a new officer within fourteen days of the vacancy.

ARTICLE IV WORKING GROUPS

4.1 Working Groups; Ex-Officio Working Group Membership. The Board may from time to time convene working groups, whose members shall be appointed by the Chair or Co-Chairs, subject to the approval of the Commissioner of DPH. The Chair, or Co-Chairs as the case may be, shall be Ex Officio members of all working groups. The purpose of a working group will be solely to advise and make recommendations to the Board. The Chair or Co-Chairs will assign topics to a working group at a meeting of the Board; the working group will research and discuss the topics and report back to the Board the results of its research. All active working groups will report the status and nature of their activities to the Board at each meeting of the Board.

ARTICLE V AMENDMENTS

These bylaws may be altered, amended or repealed in whole or in part by the Commissioner of DPH, in consultation with the Board.

ARTICLE VI
RULES OF PROCEDURES

The conduct of Board meetings including without limitation, debate and voting, shall be governed by the most current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED.