

North Coast Health Information Association

Rules and Regulations

November 2011

I. Name

- 1.1 The name of this association shall be the North Coast Health Information Association, hereinafter referred to as NCHIA, a Component Local Association of the California Health Information Association, hereinafter referred to as CHIA.

II. Purpose and Geographic Boundaries

- 2.1 The purpose of NCHIA shall be to advance the practice of health information management for the benefit of the membership and the welfare of the public.
- 2.2 The membership of NCHIA shall include those CHIA members who live or work in the counties of Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Mateo, Santa Clara, Santa Cruz, San Francisco, Solano, Sonoma or Trinity; and CHIA members who otherwise select the NCHIA as their Component Local Association.

III. Members

- 3.1 There shall be four (4) classes of membership within NCHIA as defined by CHIA Bylaws: Active, Student, Honorary, and Corporate. Reference: CHIA Bylaws, Article III.
- 3.2 No person may be a member in good standing of NCHIA unless he or she is also a member in good standing of the American Health Information Management Association (AHIMA) and CHIA.
- 3.3 Termination of membership, resignation, reinstatement and transfer of membership shall be in accordance with CHIA Bylaws.

IV. Meetings

- 4.1 There shall be at least four (4) membership meetings per year. The time and location of meetings shall be determined by the Board of Directors.
- 4.2 Special meetings of the membership may be called by the President or by the Board of Directors. The President shall also call special meetings of the membership upon the written request of not less than five percent (5%) of the Active members of NCHIA.
- 4.3 Notices of meetings shall be sent to members at least ten days prior to a meeting and shall state the date, time and place of the meeting and shall include a meeting agenda. Notification may be by personal delivery, first-class mail, telephone, voice messaging, email, facsimile or by other means designed to record and communicate messages.

V. Representation to the CHIA House of Delegates

- 5.1 NCHIA shall be represented in the House of Delegates of CHIA in accordance with the CHIA Bylaws, Article IV.
- 5.2 Only Active and Honorary members in good standing shall be eligible to serve as delegates to the CHIA House of Delegates. The five NCHIA board members shall serve as delegates. The President shall serve as First Delegate.

- 5.3 Nominations for additional delegates shall be made by the Nominating Committee from among the Active and Honorary members in good standing as of December 31. **Delegates must maintain their Active status during their year of service as a Delegate to remain eligible to attend the CHIA House of Delegates.**
- 5.4 Election shall be by mail of the Active and Honorary members in good standing in accordance with Section 7.1.A of these Rules and Regulations.
- 5.5 The number of delegate nominees appearing on the ballot will be determined by the number of delegates NCHIA is qualified to seat at the CHIA House of Delegates. At least (~~delete "two" insert "three"~~) more nominees than will be elected should be listed on the ballot. A plurality of votes cast shall elect. Ties shall be decided by lot by the Nominating Committee at the time of tabulation of the ballots. The candidate receiving the next highest number of votes, but not elected, shall be designated first alternate and shall serve if a delegate is unable to serve for any reason; the candidate receiving the next highest number of votes, but not elected, shall be designated second alternate, and so on.
- 5.6 When any of the elected delegates or alternates is not able to attend the CHIA House of Delegates, the President may appoint any Active or Honorary member of NCHIA as the alternate.
- 5.7 **Members elected as Delegates shall serve a one year term beginning July 1st the year they are elected through June 30th the following year. Delegates shall attend the CHIA House of Delegates meeting in June of the calendar year following their election during their year of service as Delegates.**
- 5.8 The names of elected delegates and alternates shall be submitted to CHIA Executive Office at least sixty (60) days prior to the CHIA House of Delegates.
- 5.9 **Delegates shall serve in an advisory capacity to the NCHIA Board of Directors. Advisory responsibilities may include: providing feedback to the Board on professional issues and proposals; recommending members for local and state offices, committees and awards; helping recruit future delegates; and recommending educational topics, speakers and meeting venues.**

VI. Board of Directors

- 6.1 The Board of Directors of NCHIA shall consist of President, President-Elect, Past-President Director, and two Directors-at-Large. A President-Elect shall be elected annually and shall serve terms of one (1) year each as President-Elect, President, and Past President Director. The Directors-at-Large shall be elected and shall serve terms of two (2) years. The Directors-at-Large shall begin their respective terms on alternating years.
- 6.2 The Board of Directors of NCHIA shall be responsible for conducting the business of the Association and for fulfilling requirements of CHIA for Component Local Associations.
- 6.3 The Board of Directors shall meet at least four times per year. Meetings may be in person or via teleconference. In accordance with California non-profit law, the Board shall not vote by email.
- 6.4 Members of the Board of Directors shall receive notice of special meetings. The notice shall be sent to members at least ten days prior to a meeting and shall state the date, time and place of the meeting and shall include a meeting agenda. Notification may be by personal delivery, first-class mail, telephone, voice messaging, email, facsimile or by other accepted means designed to record and communicate messages.
- 6.5 A majority of the board of directors (three directors) shall constitute a quorum. The act or vote of a majority of Board members present at a meeting at which a quorum is present shall be the act or vote of the Board of Directors, unless the act or vote of a greater number is required by these Rules and Regulations, CHIA Bylaws, parliamentary authority, or by law. In accordance with California non-profit law, the Board shall not vote by email.
- 6.6 The NCHIA Past President shall serve on the CHIA Nominating Committee. In the event that the immediate Past President is not able to serve, the NCHIA Board of Directors shall appoint one (1) NCHIA Active or Honorary member to serve on the CHIA Nominating Committee.

- 6.7 The NCHIA Board of Directors shall notify the CHIA Executive Office no later than February 28 of its elected officers, delegates and representative to the CHIA Nominating Committee.

VII. Officers

- 7.1 Only Active and Honorary members in good standing shall be eligible to serve as a member of the NCHIA Board of Directors
- 7.2 Election of the NCHIA Board of Directors shall be by ballot. Officers shall be elected by the plurality of votes cast by Active and Honorary members in good standing. Ballots with instructions for their use shall be mailed to all Active and Honorary members in good standing at least forty-five (45) days prior to the due date for the announcement of election results. Ballots must be returned to the Nominating Committee at least fifteen (15) days prior to the due date for announcement of elections results in order to be counted. Ballots may be returned by mail, fax, or other electronic means that can assure the integrity of the voting process and as outlined by NCHIA procedure. Ties shall be decided by lot at the time the ballots are tabulated by the Nominating Committee. The date by which the election results are announced shall be established by the CHIA. Officers shall assume office on the first day of July (July 1st) annually.
- 7.3 Resignations, vacancies, or removal from the Board of Director shall be as follows:
- 7.3.A Resignations should be in writing and addressed to the NCHIA Board of Directors. The President, in consultation with the Board, shall determine if a replacement is required based on the duties remaining to be performed and the time remaining on the vacancy. If it is determined that a replacement is not essential, the President may choose not to fill the vacancy. If it is determined that a replacement is required, the NCHIA Board of Directors shall appoint an Active or Honorary member to fill the unexpired term.
- 7.3.B In the event of death, resignation or disqualification of the President, the President-Elect then in office will assume the title and duties of President.
- 7.3.C In the event of death, resignation, or disqualification of the President-Elect, the position shall be filled by a general election. Reference: CHIA Bylaws, Article VI.
- 7.4 Any Director may be removed from Office with or without cause by four-fifths (4/5) vote of the Active members present at a regular or special membership meeting. Notice of the meeting shall be sent to members at least ten days prior to a meeting and shall state the date, time and place of the meeting and shall include a meeting agenda. Notification may be by personal delivery, first-class mail, telephone, voice messaging, email, facsimile or by other accepted means designed to record and communicate messages.
- 7.5 The Board of Directors may declare vacant the Office of a Director who has been convicted of a felony, declared of unsound mind by a final order of a court, or found by a final order of judgment to have breached his or her duty as specified in Article 3, Section 5230 of the California Corporation Code. In the event any Director is removed, a new Director may be elected at the same meeting to fill the unexpired term of the Director so removed.
- 7.6 The duties of the officers of the Association shall in general be in accordance with CHIA Bylaws.
- 7.6.A **President.** The President shall preside at NCHIA membership meetings and at NCHIA Board of Directors meetings. The President shall conduct the official correspondence of NCHIA. The President shall transmit the names of the elected delegates and alternate(s) to the CHIA Executive Office at least sixty (60) days prior to the CHIA State Convention and shall also serve as the First Delegate of the NCHIA delegation to the CHIA House of Delegates. The President shall perform such other duties as may be set forth in NCHIA policies and procedures.
- 7.6.B **President-elect.** The President-elect shall serve as a member of the NCHIA Board of Directors. The President-elect shall also serve as an aide to the President and shall become familiar with the duties and functions of the President. The President-elect shall assume the duties of the President in the event of his or her absence, disability, or inability to act. The President-elect shall automatically succeed to the office of President after serving one (1) year as President-elect. The President-elect shall serve as the Second

Delegate of the NCHIA delegation to the CHIA House of Delegates. The President-elect shall perform such other duties as required under the direction of the President, as assigned by the Board of Directors, or as set forth in NCHIA policies and procedures.

- 7.6.C **Secretary.** The NCHIA Board of Directors shall appoint a member of the Board or an Active or Honorary member, who is not a member of the Board, to perform the duties of Secretary. The Secretary shall keep a permanent record of NCHIA membership meetings and NCHIA Board of Directors meetings and shall submit minutes of meetings for approval at the next meeting of the respective group. The Secretary shall perform other duties as required under the direction of the President or as assigned by the Board of Directors.
- 7.6.D **Treasurer.** The NCHIA Board of Directors shall appoint a member of the Board or an Active or Honorary member, who is not a member of the Board, to perform the duties of Treasurer. The Treasurer is the custodian of the Association's funds and, as such, shall maintain an accurate record of all moneys received and dispersed in accordance with the methodology approved by the NCHIA Board of Directors. The Treasurer shall prepare and forward monthly financial reports to the NCHIA President. The Treasurer shall perform other duties as required under the direction of the President or as assigned by the Board of Directors. See also Article X: Finances
- 7.6.E **Past President.** The immediate Past President shall serve as member of the Board of Directors and shall advise the President as necessary. The Past President shall also serve as the NCHIA representative on the CHIA Nominating Committee. The Past President shall perform such others duties as assigned by the NCHIA Board of Directors or as set forth by NCHIA policies and procedures.

VIII. Records Retention

- 8.1 The Secretary shall keep records of the NCHIA Board of Directors meetings for two (2) years. The Secretary shall electronically submit minutes of each NCHIA Board of Directors meeting to the CHIA Executive Office. Records of the NCHIA Board of Directors meetings shall be retained by the CHIA for ten (10) years
- 8.2 The Treasurer shall keep financial records of the Association for two (2) years. The CHIA keeps the financial records of NCHIA for ten (10) years.
- 8.3 The chair of each standing committee shall keep records of their standing committee's actives for the current year and the previous year. Reports of standing committee activities shall be made part of Board of Directors meeting minutes.

IX. Standing Committee Functions

- 9.1 NCHIA shall have the following Standing Committees: Rules and Regulations, Program, Nominating and Finance. The Association may establish such other Special Committees as may be deemed desirable.
- 9.2 A majority of members of any Committee shall constitute a quorum. The act or vote of a majority of the Committee members present at a meeting at which a quorum is present shall constitute the act or vote of the Committee.
- 9.3 **Rules and Regulations Committee.** The Rules and Regulations Committee shall consist of at least two (2) members. The Past President shall server as Chair. The Chair shall serve a one (1) year term. The Committee shall receive all proposed changes and shall incorporate them into a proposed Rules and Regulations revision and shall submit them to the NCHIA Board of Directors, the CHIA Bylaws Committee, and the CHIA Board of Directors for approval prior to implementation. Note: The NCHIA Board of Directors, acting as a Committee-of-the-Whole, may carry out the functions of this Committee. Also see Article XII below.
- 9.4 **Program Committee.** The Program Committee shall consist of a least two (2) members who shall serve as Co-Chairpersons of the Committee. The Co-Chairpersons shall be appointed by the President and shall serve for one (1) year. The Co-Chairpersons may, at their discretion and with the approval of the President; select additional members to serve on the Committee. The President-Elect is an *ex-officio* member of the Committee. The Committee shall plan and organize educational programs designed to provide continuing education opportunities for members and others employed in the health information management field. The

Committee may perform other such tasks as the President or the NCHIA Board of Directors may direct or as may be set forth in NCHIA policies and procedures.

- 9.5 **Nominating Committee.** The Nominating Committee shall consist of a Chair and at least two (2) other members appointed annually by the President. The immediate NCHIA Past President shall serve as the Committee Chair. The duties of the Committee shall include recruitment of candidates for NCHIA elective office and NCHIA delegates to the CHIA House of Delegates. The Committee shall perform other duties as may be set forth by NCHIA policies and procedures.
- 9.6 **Finance Committee.** The Finance Committee shall be a sub-committee of the Board of Directors and shall consist of the President-elect, Past-President, and the Treasurer. The President-Elect shall serve as the Chair. The duties of the Committee shall include long and short range financial planning and preparation of the annual budget for the Association.
- 9.7 Active and honorary members in good standing shall be eligible to be appointed as Committee Chair. Student and Corporate designee members in good standings may be appointed as members of committees.

X. Finances

- 10.1 The fiscal year of this Association shall begin the first day of July (July 1st) annually and shall end on the thirtieth day of June (June 30th) the following year.
- 10.2 The financial records of the Association shall be kept in accordance with the methodology approved by the CHIA Board of Directors.
- 10.3 **CHIA financial guidelines.**
- 10.3.A The Executive Director of CHIA shall sign all NCHIA financial accounts annually and shall have access to account funds.
- 10.3.B The Executive Director of CHIA shall prepare and finalize the bank confirmation forms of the NCHIA annually.
- 10.3.C NCHIA shall not permit telephone transfer of funds to any bank account.
- 10.3.D A monthly financial report shall be prepared and forwarded to the President of NCHIA.
- 10.3.E NCHIA shall require two (2) approvals for checks in excess of one thousand dollars (\$1,000).
- 10.3.F NCHIA shall require two (2) approvals for the transfer of funds in excess of one thousand dollars (\$1,000).
- 10.4 **Income and expenditure of funds.** Reference: CHIA Bylaws, Section 10.3.
- 10.4.A **Control.** No officer, committee member, delegate or member of NCHIA shall expend or contract for the expenditure of monies of the Association except as authorized by the NCHIA Board of Directors. Documentation in the minutes of the NCHIA Board of Directors shall include the purpose of the expense and details of the intended use of the funds.
- 10.4.B **Income and Expenses.** Income and expenses shall be documented in accordance with the CHIA Chart of Accounts. Registration fees for NCHIA sponsored events shall be waived for members of the NCHIA Board of Directors. Other expenses of the Board of Directors and committee members may be reimbursed in accordance with policy and NCHIA Board of Directors approval.
- Registration fees for NCHIA sponsored programs shall be waived for the Program Committee Chairs and for committee members helping organize the program. Healthcare facilities hosting a NCHIA sponsored program may be offered up to two complimentary registrations.
- 10.4.C **Earnings.** No part of the net earnings of NCHIA shall be distributed to any officer or member of the NCHIA, or to the benefit of any other individual.

- 10.4.D **Reimbursement.** Reimbursement of approved expenses shall be mailed within two weeks (10 business days) of receipt of the expense statement
- 10.4.E **Financial Goal.** The financial goal of NCHIA shall be to have cash assets equal to one (1) times the annual operational expenses of the Association.

XI. Parliamentary Authority

- 11.1 Except as otherwise provided in these Rules and Regulations or CHIA Bylaws; all Board of Directors, committee and membership meetings of this Association shall be governed by the latest edition of Robert's Rules of Order. Reference: CHIA Bylaws, Article XIII.

XII. Amendments

- 12.1 The Rules and Regulations of the Association shall be submitted to the CHIA Board of Directors for approval prior to implementation. Changes or revisions shall be submitted to the Chair of the CHIA Bylaws Committee and the CHIA Board of Directors for approval.
- 12.2 Amendments to NCHIA Rules and Regulations may be proposed by any Active member of the Association, the Rules and Regulations Committee, or the Board of Directors. Proposed changes shall be approved by the NCHIA Board of Directors.
- 12.3 Proposed revisions shall be posted on the NCHIA webpage on the CHIA website for a minimum of twenty (20) days. The NCHIA Board of Directors shall provide notice to NCHIA members that the revisions have been posted. The notice may be sent to members by blast e-mail, mail, telephone, voice messaging, facsimile or by other accepted means designed to record and communicate messages.
- 12.4 The notice shall advise members that members may submit approval of or objections to proposed revisions by e-mail to the President or to the Chair of the Rules and Regulations Committee.
- 12.5 Revisions shall be considered ratified 30 days following the end of the 20 day posting period unless substantial objections are raised by the membership.
- 12.6 The NCHIA Board of Directors shall review the responses and consider changes as appropriate.
- 12.7 The NCHIA Board of Directors shall publish the final Rules and Regulations of the Association on the NCHIA webpage of the CHIA website.
- 12.8 These Rules and Regulations shall conform with the provisions governing Component Local Associations as provided for in the CHIA Bylaws and in the CHIA Policy and Procedure Manual.

*Approved by NCHIA Board of Directors September 2011
Reviewed by CHIA November 2011
Submitted to the NCHIA membership for comment December 2011*