

MONTANA HEALTH INFORMATION MANAGEMENT ASSOCIATION

POSITION: Bylaws Committee

TERM OF OFFICE: Two years, extendible

PURPOSE:

1. To prepare MHIMA bylaws and amendments so they will be consistent and not conflict with the bylaws of the AHIMA. Any component state association which fails to incorporate into the state bylaws provisions made mandatory by action of the AHIMA House of Delegates and fails to have a signed, approved copy of their bylaws filed in the AHIMA executive office by June 30 of the second year following adoption of the mandatory provisions shall not be permitted to seat delegates in the House of Delegates. Editorial assistance will be provided by the AHIMA executive office representative to review MHIMA bylaws and to incorporate into MHIMA bylaws changes resulting from the House of Delegates on AHIMA bylaws.
2. To present MHIMA bylaws amendments to the MHIMA Executive Board and membership with recommendations for actions and reasons for them.

COMPOSITION:

The MHIMA President shall appoint the Committee Chair, with the remaining members selected by the Committee Chair.

GENERAL RESPONSIBILITIES:

1. Correspond with the previous Bylaws Committee Chair in order to receive a copy of the current bylaws and Committee procedure, as well as the correspondence file from the previous year.
2. Provide committee members with copies of the MHIMA bylaws, Bylaws Committee procedure, and other information necessary to serve on the committee.
3. Submit a written and/or oral report of activities and progress as outlined below:
 - To the President-Elect for the *Big Sky Connection* on a quarterly basis
 - To the Board per the report schedule. It is recommended that committee chairs participate in conference calls.
 - To the MHIMA members in person at the Spring and Fall meetings.
4. Purge files of unnecessary material and transfer to successor. Review and revise this Committee Chair description at the end of term and submit changes to the MHIMA President for inclusion in the MHIMA policy/procedure manual.
5. When a bylaws amendment is received from AHIMA, the MHIMA Executive Board or an individual member, proceed in the following manner.
 - A. In the case of amendments suggested by a MHIMA member, review the amendment proposal and compare with current MHIMA bylaws and AHIMA bylaws. If the proposed amendment conflicts with AHIMA bylaws,

- or is currently covered in a MHIMA standing rule or procedure, ask the originator to either change or withdraw the amendment proposal. The Bylaws committee may also suggest technical changes, submit an amendment to the proposed amendment, or submit an alternative amendment proposal. Communicate with the MHIMA President and Board as necessary to prepare a viable proposal.
- B. Work out the details of the proposed amendment, asking advice from the AHIMA executive office representative, if necessary.
 - C. Prepare the proposed amendment in the following manner for presentation to the membership, and AHIMA. AHIMA has a Word document with the approved form.
 - i. The current bylaw should be printed verbatim.
 - ii. The proposed amendment should be compared with the present bylaw wording.
 - iii. An explanation of the change and the reasons proposed should be specifically stated. If available, the recommendation of the MHIMA Board to accept or oppose the amendment should also be included in the explanation.
 - D. Copies of the prepared proposed amendment shall be sent to:
 - i. AHIMA Executive Office representative at least 60 days in advance of the meeting at which the proposal will be discussed, to allow for timely review. AHIMA approval is necessary prior to discussion and vote at a MHIMA meeting. Email documents are acceptable. The current AHIMA contact is "Marilyn.Render@AHIMA.org".
 - ii. The MHIMA newsletter. The bylaws provide that the membership must have 30 days notice of the meeting at which a proposed bylaw amendment will be discussed.
 - E. Present the proposed bylaws amendment to the Executive Board for their information and recommendations prior to the business meeting of the MHIMA membership.
 - F. Present the proposed bylaws amendments to the MHIMA membership at the next business meeting (providing the 30 days notice has been given). A two-third majority of the active members present (providing a quorum has been achieved) is enough to approve an amendment.
 - G. If the amendment proposal is approved by the MHIMA membership, notify AHIMA by emailing a copy of the amended bylaws to Marilyn.Render@AHIMA.org . We will receive an email letter of approval, which shall be attached to the official copy of the MHIMA bylaws and shall be kept on file by the Secretary-Treasurer. Forward an electronic copy of the bylaws to the person responsible for the web site and AHIMA CoP for posting there.
 - H. Protect and keep on file a copy of the MHIMA Bylaws. Do not destroy previous versions of the bylaws.
 - I. When AHIMA bylaws have been amended and do not require action by the MHIMA, notify and educate the MHIMA Executive Board and membership of changes in the AHIMA bylaws.

- J. Purge files of unnecessary material and transfer to successor. Review and revise this Committee Chair description at the end of term and submit changes to the MHIMA President for inclusion in the MHIMA policy/procedure manual.
- K. All Board agendas will be consent agendas. All information to be approved is to be reviewed in advance, and all questions clarified with the board/committee if necessary.

Reviewed 9/05