**STATE OF ILLINOIS**

Illinois Department of Human Services

Prescription Monitoring Program Advisory Committee

**Policies**

**(Approved by Advisory Group on \_\_\_\_\_\_\_\_\_\_\_)**

**ARTICLE I**

**Membership:**

Section 1-1. The voting members of the Prescription Monitoring Program Advisory Committee (PMPAC) are appointed by the PMP Clinical Director with the concurrence of the DHS Secretary. PA99-0480, 720 ILCS 570/320 (b)

Section 1-2. Members shall serve terms of three (3) years unless a member is appointed to a vacancy in which case the appointment shall be for the remainder of the term vacated. Terms shall be from July 1st to June 30th for each year of the appointment. Membership appointments are limited to two (2) consecutive terms. No member may be reappointed to serve more than two (2) consecutive terms without a break of at least twelve months between the last consecutive term served and the next term.

Section 1-3: Voting members shall be licensed healthcare professionals who are legal residents of the State of Illinois.

Section 1-4: Non-voting technical advisory members of the Prescription Monitoring Program Advisory Committee (PMPAC) may be appointed by the chair of the PMPAC.

Section 1-5: The Advisory Committee shall be made up of no more than twenty-one (21) members. In order to ensure diversity, the voting membership shall represent academic clinicians from various schools of medicine, pharmacy, medical informatics, medical biostatistics, as well as practitioners from the various associations representing either the long term care industry and / or professional associations. The licensed clinicians serving as voting members of the Committee shall consist of 4 physicians licensed to practice medicine in all its branches; 3 registered pharmacists representing hospital, community and academic practices; 1 advance practice nurse; 1 physician’s assistant, 1 optometrist; 1 dentist, and 1 podiatric physician. The Clinical Director of the PMP shall serve as the Chair of the PMP Advisory Committee. PA99-0480, 720 ILCCS 570/320 (b)

Section 1-6: When adding new members, the limit of 21 persons shall not be exceeded and the make-up of the committee members stated in Section 1-5 shall not be altered. New members will be considered and appointed as positions open, taking into consideration the required makeup of the Board.

Section 1-7: Each member shall be required to complete the State of Illinois Ethics Training and sign a Conflict of Interest Statement annually. State of Illinois Open Meetings Act Training shall be one time only.

Section 1-8: Members may be removed from the Advisory Committee by a majority vote for any of the following reasons: conflict of interest, an ethics breach, or any other serious action deemed removable by the Advisory Committee.

Section 1-9: The Clinical Director of the Prescription Monitoring Program shall select 5 of the licensed clinicians of the PMPAC to serve on its peer-review committee. The 5 members shall consist of 3 physicians and 2 pharmacists. This peer-review subcommittee of the Prescription Monitoring Program Advisory Committee shall fulfill the functions established within PA99-480 affecting 720 ILCS 570/320 (f)(1),(2),(3), (4) and (5).

**ARTICLE II**

**Meetings**:

Section 2-1: Regular meetings of the Advisory Committee shall occur at least quarterly (four [4] times per year) at a time and place determined by the Advisory Committee. The Advisory Committee may meet more frequently dependent upon a majority vote, or needed activity of the peer-review subcommittee.

Section 2-2: Members are required to provide diligent service to the Advisory Committee. Service requires attendance at Committee meetings. Three (3) consecutive unexcused absences shall cause automatic removal from the Advisory Committee. Excused absences may be granted at the discretion of the Chairperson, upon notification by PMPAC members within a reasonable period of time, prior to the scheduled meeting.

Section 2-3: A meeting may be rescheduled or a special meeting called by the Chairperson, or his designee. In the event an emergency meeting is called, it should be the consensus of the group to convene that meeting via audio conference call. Public notice shall be given by posting a copy of the notice at the principal office of the body holding the meeting 48 hours prior to the meeting. The proceedings may be audio recorded for accuracy of minutes.

Section 2-4: All meetings shall comply with the *Open Meetings Act* [5 ILCS 120].

Section 2-5: The Chairperson, or his/her designee, shall assist the appointed clerical staff from the Department of Human Services, in the preparation of an agenda prior to each meeting. The approval of Minutes from the previous meeting shall be included on each Agenda.

**ARTICLE III**

**Officers:**

Section 3-1: There shall be a Chairperson of the Advisory Group. The PMPAC Chairperson shall be the Clinical Director for the Department of Human Services, Prescription Monitoring Program.

Section 3-2: The Chairperson may designate a member of the Advisory Group to serve as Parliamentarian.

Section 3-3: The advisory committee may appoint its other officers as it deems appropriate.

**ARTICLE IV**

**Conducting Business:**

Section 4-1: A quorum shall consist of a majority of voting members of the Advisory Group. ( Seven voting members)

Section 4-2: The meetings and proceedings of the PMPAC shall be conducted in the orderly manner and in accordance with the current edition of *Robert’s Rules of Order*, unless otherwise specified in these Bylaws.

Section 4-3: Each PMPAC member, excluding Ad Hoc members, shall have one vote on each motion.

Section 4-4: Any Action, recommendation or decision of the PMPAC shall be proposed by motion. All motions shall be passed by a majority vote of the members present.

Section 4-5: The Illinois Department of Human Services shall provide a clerical person to record and prepare the Minutes of the PMPAC meetings with the cooperation and approval of the Chairperson.

Section 4-6: The Chair shall notify all PMPAC members of all dates, times and locations for all regularly scheduled, rescheduled or special meetings. Meeting agendas will be developed by the Chair. Calendar of scheduled meetings shall be posted at the offices of the PMP in Springfield, Il., and on the official website of the PMP (www.ILPMP.org.).

Section 4-7: The PMPAC may establish standing or ad hoc committees to address particular issues or immediate concerns. Recommendations of these committees shall be reviewed and approved by the full PMPAC members. Members of the AD Hoc committees that are not voting members of the CPMPAC shall not have voting rights on the committees.

Section 4-8: The PMPAC shall form one (1) standing subcommittee: The Peer-review Committee. This Subcommittee shall be limited to health care professionals (as defined in Section 697 of the Illinois Administrative code), and pharmacists, the quorum shall be four (4) voting members.

Section 4-9: Final recommendations of the PMPAC shall be forwarded to the Secretary of the Illinois Department of Human Services for consideration. Quarterly and Annually, the PMPAC will submit reports as required within PA99-0480.

**ARTICLE V**

**Remuneration and Reimbursement:**

Section 5-1: PMPAC members are not eligible for reimbursement or remuneration for participation in PMPAC sponsored activities, including serving on standing or ad hoc committees.

Section 5-2: Non-voting PMPAC members are not eligible for reimbursement or remuneration for participation in PMPAC sponsored activities including serving on standing or ad hoc committees.

**ARTICLE VI**

**Amendments to Bylaws:**

Section 6-1: Amendments shall be proposed at a meeting of the PMPAC and voted upon during the next subsequent meeting. Adoption or amendment of these Bylaws requires a 2/3 majority vote of the PMPAC members present.

Section 6-2: Bylaws for the PMPAC will be reviewed and updated on an annual basis.

Bylaws enacted by Committee Vote:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Randy D. Malan, R.Ph., FASCP

Clinical Director

Illinois Prescription Monitoring Program