



# Missouri Kidney Program

*University of Missouri Health*

## Advisory Council By-laws

2018

**The Missouri Kidney Program:**

The Missouri Kidney Program is a state funded program administered by the University of Missouri, School of Medicine, which provides financial assistance for eligible Missourians who have kidney failure and are on dialysis, or have received a kidney transplant. The program supports education and research, partners with dialysis centers and transplant centers statewide, and has expertise in health insurance for kidney disease, including Medicaid and Medicare.

**History of the Missouri Kidney Program:**

In March 1968 the Missouri Legislature appropriated \$100,000 to the University of Missouri Board Of Curators for a state kidney program to support Missourians with Stage 5 Chronic Kidney Disease to access life sustaining dialysis. The Missouri Regional Medical Program (MoRMP), a federally funded program administered through the University of Missouri, was selected as the state renal disease program because of its commitment to pioneering medical projects.

In 1973, Congress passed Public Law No. 92-603, which expanded Medicare to all end stage renal disease patients. In 1976 the Regional Medical Programs were phased out, requiring a new organization to administer the financial assistance for Missourians with kidney disease. Thus, The Missouri Kidney Program (MoKP) was established. The MoKP Advisory Council was formed to advise the program as the MoRMP Regional Advisory Group had done in the past.

Currently, there are 172 contracted dialysis and 9 transplant facilities, serving approximately 1,215 recipients.

**Goals:**

- Maintaining low administrative costs
- Expanding service to Missourians in greatest need
- Supporting educational experiences for CKD patients and providers
- Working with organizations committed to the prevention and treatment of kidney disease
- Striving for health literate communications.

## **Missouri Kidney Program Advisory Council By-Laws:**

### ARTICLE I: The Missouri Kidney Program Advisory Council

The name of this group is the Missouri Kidney Program Advisory Council (also known as MoKP Advisory Council or Council).

### ARTICLE II: PURPOSE

The purpose of this Council is to provide expert direction and advice to the Director and staff of the Missouri Kidney Program. The Council will further advocate for and champion the promotion and continued support of the program on behalf of all eligible Missourians.

### ARTICLE III: FUNCTIONS

#### Section 1. General Program Direction

The Advisory Council will provide program direction including the development of program policies, priorities and initiatives, program design and execution. This direction is intended to maximize the efficiency and effectiveness of the program in alignment with strategic goals. The Dean of the University of Missouri, School of Medicine retains final authority for the program.

#### Section 2. Administrative

The Advisory Council assists the Dean of the School of Medicine or his/her designee with program evaluation and administrative effectiveness, including recruitment, interviewing and evaluation of the Program Director.

#### Section 3. Program Support

The Advisory Council assists the Missouri Kidney Program Director with public and legislative advocacy efforts and to develop the annual program state budget request, at the direction of the University of Missouri, School of Medicine.

## ARTICLE IV: MEMBERS

### Section 1. General membership

The Advisory Council will consist of no less than 10 and no more than 15 voting members. Membership will include a minimum of two physicians, two facility (dialysis or transplant) administrators, two social workers, one dietitian, and two consumer representatives (patients and caregivers). Membership will include individuals with knowledge and experience from agencies/organizations and health care disciplines, with a direct interest in serving people with kidney disease. To the greatest extent possible, membership will represent diversity of geographic region, race and age.

### Section 2. Legislative member

There will be one member-at-large from the Missouri General Assembly. This member will be selected and appointed by the University of Missouri School of Medicine to serve as liaison between the program and the Legislature and will be eligible to serve as long as the member-at-large remains in the Missouri General Assembly.

### Section 3. Ad Hoc members

Ad hoc members will include the Dean or designee from the University of Missouri, School of Medicine, a representative from the Heartland Regional Kidney Network, the National Kidney Foundation, and the MoKP contracted pharmacy.

## ARTICLE V: TERMS

### Section 1. Duration

The membership term for Council members will be three years and may be staggered so one-third of the members may be appointed each year. No member will serve more than two consecutive 3 year terms plus a portion of the term during which they were appointed when filling an unexpired term, except in the event a member is elected to the office of Vice-Chairperson during their regular term. In that event, the member may serve their one or two-year term in office plus two or three additional years. Individuals are eligible for reappointment to the Council following a three-year hiatus.

### Section 2. Resignation

In the event a regular Council member should resign from membership or otherwise be unable to complete his/her term, a new member will be appointed by the Executive Committee to complete the former member's term. The new member is then eligible to serve additional terms as outlined in ARTICLE V, Section 1.

In the event the Council Chairperson should resign from office or otherwise be unable to complete his/her term, the Council's vice-Chairperson will assume the office of Chairperson. They will complete the former Chairperson's term and are then eligible to serve additional terms as outlined in ARTICLE V, Section 1. In the event of the vice-Chairperson's resignation, nominations will be open to the Council membership and will be elected by a majority of same.

## ARTICLE VI: OFFICERS

### Section 1. Election and Term

Officers will be a Chairperson, a Vice Chairperson, and an immediate past Chairperson. Officers will be elected by majority vote of the Council membership at the first meeting prior to the June budget meeting. At the end of the Chairperson's term, the vice-Chairperson will assume the office of Chairperson. If elected to office in the second year of his/her regular member term, the officer's term may be extended as specified in ARTICLE V, Section 1.

### Section 2. Chairperson Responsibilities

The Council Chair will lead the Council's Executive Committee. The Chair will preside at Council meetings, appoint ad hoc committees and call special Council meetings when necessary. The Chair will provide guidance to Council members.

### Section 3. Vice-Chairperson Responsibilities

The Vice-Chairperson will preside at Council meetings in the absence of the Chairperson. The Vice-Chairperson will serve on the Council's Executive Committee. They will also serve as Chairperson of the Council, as outlined under ARTICLE VI, Section 1.

### Section 4. Criteria for serving

Either the Chair or Vice-Chairperson will be a care provider. See Article IV Section 1.

## ARTICLE VII: COMMITTEES

### Section 1. Executive

The executive committee will consist of the Chairperson, Vice-Chairperson and immediate past Chairperson of the Council. The executive committee will assist the MoKP staff with planning Council meetings to ensure that they serve to enrich, inform and engage Council members in the work of the Program, identify what Council members need to do on behalf of the program's success, and what the staff need from the Council. The executive committee may handle routine business between Council members unless the Chairperson determines a meeting of the full Council is required. The committee may serve as a forum for the Director for advising on non-critical issues.

### Section 2. Nominations

The nominations committee will consist of the Missouri Kidney Program Director, one MoKP staff member and up to two regular Council members, serving voluntarily. The nominations committee has the responsibility of seeking nominations for regular Council members and a Vice-Chairperson for approval by a majority of the Council membership. Nominations may be submitted to the committee from Council members. In the event that the Vice-Chairperson leaves before they have served at least one term, the nominations committee may recommend re-election of the current Chairperson for a second one-year term, although two consecutive one-year terms shall be the maximum. In the event the current Chairperson is re-elected for a second term, the immediate past Chairperson shall also serve additional one-year terms of office.

### Section 3 Budget Review Committee

This committee will consist of the Vice-Chairperson and at least two regular members identified by the Program's Fiscal Officer and approved by the Vice-Chairperson. The function of this committee is to review the proposed budget for the Missouri Kidney Program for the upcoming budget year. Because the program's budget year follows the state fiscal year, this committee will complete their work prior to the June Advisory Council meeting each year. The meeting of this committee will be by conference call unless an in-person meeting is determined necessary by the Vice-Chairperson. After review by this committee, the budget will be presented to the full Council for approval at the June meeting.

### Section 4. Ad Hoc Committees

Other ad hoc committees will be appointed by the Council Chairperson, when needed, to recommend action to or advise the Council on specific matters.

## ARTICLE VIII: MEETINGS

### Section 1. Regular

No less than three regular meetings will be held each year- during the first quarter of the calendar year, the annual budget review and approval meeting in June and a meeting in the fall.

### Section 2. Special

Special meetings will be called by the Chairperson when necessary. Whenever possible, special meetings will be called at least three weeks in advance.

### Section 3. Quorum and Voting

A quorum will consist of a simple majority of voting members at the time of the meeting. Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.

### Section 4. Minutes

Meeting minutes will be recorded for each meeting by MoKP staff for approval at the next meeting of the Council. Minutes will be distributed for review to all voting members prior to the next meeting.

### Section 5. Conflict of Interest

All members agree to disclose any interest they have in a matter being considered by the Council where that interest could reasonably be viewed as affecting the individual's objectivity or independence, or may be viewed as a conflict of interest or bias for or against a particular policy or action under consideration by the Council. When the Council is to decide on an issue about which a member has an unavoidable conflict of interest, that member will physically remove themselves from the discussion and vote unless requested by the Chairperson or Council members to provide factual information that may assist the Council in making the best decision. Disclosure and abstention will be recorded in the minutes of the meeting.

### Section 6. Attendance

If a Council member is unable to attend three consecutive regular Council meetings, their membership may be terminated at the discretion of the Executive Committee. This section does not apply to the legislative liaison member.

### ARTICLE IX: REIMBURSEMENT

Council members will be reimbursed for actual and necessary expenses incurred by attending regular meetings, and other special meetings. Reimbursement will be at the prevailing rates established by the University of Missouri.

### ARTICLE X: BY-LAW AMENDMENTS/REVIEW

The Council by-laws shall be reviewed annually. The by-laws may be amended following such review and approval by a majority of the Council members at the next meeting. By-laws may also be amended by a Council member provided that the proposed amendment has been submitted in writing and transmitted to members 10 days in advance of the next meeting.

## **Missouri Kidney Program Staff**

Laurie Hines, Director

Tammy Turner, Assistant Director

Lionelle Miller, System Administrator – Specialist

Cynthia Murray, Health Program Specialist

Valerie Hardesty, Health Program Specialist

Rhonda Victor, Administrative Support