I. Name

The name of this organization shall be the Housestaff Leadership Council (HLC) of St. Joseph’s Hospital & Medical Center (SJHMC). This is a leadership council within the Department of Academic Affairs to serve as the representative body for the Residents & Fellows (Housestaff) of SJHMC.

II. Purpose

The purpose of the HLC shall be to provide Housestaff participation and leadership opportunities in the activities of SJHMC through adherence to the HLC mission and charter.

III. Membership

A. The committee shall be composed of representatives of all Residency & Fellowship programs present at SJHMC and will be selected in two manners.

   1. Chief Residents: the Chief Resident(s) of all Residency & Fellowship programs represented within SJHMC will be automatic members of the HLC;

   2. Appointed members: each Residency or Fellowship program will have the option of appointing members to the HLC in the manner in which they see fit. These selections will be communicated to the Department of Academic Affairs by September of each new academic year.

   3. There will be no distinction made within the committee between the two types of members.

B. Qualifications. All members of the HLC must be Housestaff in the employ of SJHMC or one of its partner institutions and be in good academic standing. Any member of the Housestaff is eligible for a position on the HLC, except as prohibited by these IOPs, the Graduate Medical Education Committee (GMEC) or by the Department of Academic Affairs.

IV. Officers

A. Designations. The officers of the HLC shall be the two Co-chairs. The Immediate Past Chairs shall be considered members ex officio of the HLC.
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B. Authority. During the interval between meetings of the HLC, the Co-chairs shall act on behalf of the HLC in formulating decisions related to the development, administration, and implementation of activities, programs, goals, and objectives. The HLC shall be notified at least monthly of actions taken by the Co-Chairs on its behalf.

C. Philosophy and duties. The HLC shall direct the programs and activities of the Housestaff, subject to the approval of such programs and activities by the Department of Academic Affairs or other appropriate source of oversight and within the confines of the HLC Mission & Charter statement.

1. The philosophy of the Co-chairs shall be:

   a) Fairly and strategically represent the opinions and needs of all the Housestaff.

   b) Take a balanced and mature approach to the leadership challenges in a vibrant medical center.

   c) Serve as a communicators and leaders who are respected by both peers and hospital administrators.

   d) Facilitate the best possible outcome for difficult situations and to represent the greater good when not all stakeholders will be satisfied.

   e) Remain in good academic standing.

   f) Perform their duties with the assent of their Program Director(s).

   g) Be exemplars of professionalism and leadership.

2. The duties of the Co-Chairs shall be:

   a) Prepare an agenda for each HLC meeting after consultation with the members of the HLC and forward that agenda to the members as outlined in X.E.1.

   b) Attend and oversee the monthly meeting of the HLC.
c) Prepare or designate another HLC member to prepare the minutes for each HLC meeting as outlined in X.E.2.

d) Attend meetings of the GMEC as voting members and designate the members of the HLC delegation to GMEC.

e) Attend meetings of the Medical Executive Committee as invited guests.

f) Participate in ad hoc SJHMC administrative meetings upon request.

g) Designate an official representative if he or she is unable to perform any of the above duties at a given time.

V. Committee & Council Representatives

A. The Co-Chairs may, at their discretion, designate HLC members to represent the Housestaff at the hospital Committee/Council meetings.

1. The number of representatives is at the discretion of the Co-Chairs.

2. The presence or absence of alternates is at the discretion of the Co-Chairs.

3. Upon designation, notification will be made by the Co-Chairs to the Director of Academic Affairs, GMEC and the appropriate Committee/Council Chair or designated staff person.

B. Term Length

1. To ensure continuity of representation, term length shall be the duration of the HLC member’s remaining term on the HLC following his/her appointment as a representative.

2. Reassignment of the representative shall be at the discretion of the Co-Chairs.
C. Duties

1. Represent the interests of the Housestaff at the Council meeting in concert with the Co-Chairs and in service of the missions and values of the HLC.

2. Notify the Co-Chairs if they are unable to make a Council meeting

3. Report back at the next regular HLC meeting with topics of interest to the HLC.

VI. HLC Terms.

A. The Co-chairs of the HLC shall serve a one-year term with an option for re-election not to exceed a total of two years of service in the role of Co-chair. They will begin their term at the HLC meeting immediately following that in which they are elected and continue their service through the immediately following June HLC meeting. Upon completion of their service as Co-chair, they will serve as Immediate Past Chair until the conclusion of the following June HLC meeting.

B. Chief Resident members will serve on the HLC from the date of their assumption of the role of Chief Resident until their successors take office.

C. Appointed members will serve for a length of time at the discretion of their respective Residency or Fellowship Program.

VII. Vacancies.

A. Co-chairs. Any vacancy in the position of Co-chair will be filled at the next scheduled HLC meeting. Should both Co-chair positions be vacant, the Director of the Department of Academic Affairs shall call an emergency meeting of the remaining HLC members to fill the vacancy.

B. Residency & Fellowship Programs. It is the job of the individual programs to ensure their representation on the HLC, though every effort should be made by members of the HLC to recruit potential members from unrepresented programs.

C. Limitation on Total Years of Service will be at the discretion of the HLC, the Director of the Department of Academic Affairs and the GMEC.
VIII. Elections

A. Time of Election. The Co-chairs of the HLC shall be elected at the June meeting of the HLC or as vacancies demand.

B. Eligibility. All members of the HLC are eligible to be elected as Co-chair, except those who have already served two one-year terms as Co-Chair. Efforts should be made to ensure that the Co-chairs each represent a different Residency or Fellowship Program.

C. Nominations. Nominations for Co-chairs shall be entertained from HLC members, the Director of the Department of Academic Affairs, the Program Director’s Council and the GMEC prior to and including the June election meeting.

IX. *ad hoc* Committees. The Co-chairs of the HLC or the HLC as a whole may generate committees as they see fit to deliberate on issues that may be inappropriate for deliberation within the HLC as a whole. The lifespan of these committees shall be solely at the discretion of the Co-chairs and shall be reevaluated following each June meeting.

X. HLC Meeting

A. Date and Location. Date and time will be at the discretion of the Director of Academic Affairs and fluctuant depending upon the meeting schedules of other councils and committees but are not to be less than monthly. Every effort shall be made to ensure stability of the date and time. Location of the meeting shall be the Academic Affairs Conference Room unless otherwise stated by the Co-chairs.

B. Call to the Meeting. One week prior to the meeting, electronic reminders shall be sent by the Co-chairs. On the day of the meeting, it is the duty of the Department of Academic Affairs to send reminder pages to the HLC members.

C. Purposes of the Meeting. The purposes of the meeting shall be:

1. Share knowledge between the Housestaff of the various programs.

2. Develop strategies to represent the Housestaff at all the leadership levels of SJHMC.
3. Share and deliberate upon items of business presented at the GMEC, Medical Executive Committee or any other meeting attended by HLC members.

4. Reach consensus on items of business brought before the HLC by the Co-chairs or members, which will then be forwarded to the appropriate body.

5. Plan activities and events to build a sense of Housestaff community and provide opportunities for Housestaff involvement in community service.

6. Mediate disagreements between Housestaff and other Housestaff, Programs or Departments.

D. Participation. All voting and ex officio members of the HLC shall be entitled to equal time in which to share their opinions.

E. Procedure.

1. Agenda. At least 1 day prior to the HLC meeting, the agenda shall be sent to HLC members. The order of business will be set by the Co-chairs prior to the meeting. The HLC at any time may change the order of business by a majority vote.

2. Minutes. The minutes of the HLC meeting shall be prepared by the Co-chairs or their designate and shall be sent to the HLC no later than one week following the meeting. Minutes will be voted on at the following meeting and will be approved by a simple majority vote. Approved minutes shall be forwarded to the GMEC for informational purposes.

3. Rules of Order. The parliamentary authority used by the Medical Executive Committee shall govern the HLC in all matters not outlined within this document, SJHMC/CHW rules and regulations or the law.

4. Quorum. Twenty-five percent of the HLC membership shall constitute a quorum. A sign-in sheet will be collected at each meeting and recorded within the official minutes to demonstrate quorum for the record.
5. Voting. All HLC members in good standing are eligible to vote save for *ex officio* members. The need for a formal vote is solely at the discretion of the Co-chairs.

XI. Appointments to additional committees within SJHMC shall be made at the discretion of the Co-chairs and HLC in consultation with the Director of the Department of Academic Affairs. Term length of these appointments shall be as outlined in IV.E.1.

XII. Miscellaneous

A. Financial Responsibility. The funding of the HLC is appropriated by the Department of Academic Affairs.

B. Dispute Resolution. All disputes of these Internal Operating Procedures shall be resolved by the Graduate Medical Education Committee (GMEC) with provision for input from other parties as deemed necessary by the GMEC.

XIII. Amendments

A. These Internal Operating Procedures may be amended by the approval of two-thirds of the members of the HLC present and voting. Amendments to these Internal Operating Procedures must be submitted one week in advance of the next HLC meeting so that the Co-chairs and HLC members can study the implications of the proposed changes.

B. Final approval of amendments will be made by the GMEC with provision for input from other parties as deemed necessary by that body.