

WISCONSIN PERINATAL QUALITY COLLABORATIVE

Operating Principles

PRINCIPLE I. NAME OF ORGANIZATION

Wisconsin Perinatal Quality Collaborative (WisPQC)

PRINCIPLE II. PURPOSE

Section 1. Mission Statement

The mission of the Wisconsin Perinatal Quality Collaborative is to improve perinatal health outcomes and equity across the continuum for all women and infants in Wisconsin.

Section 2. Inclusivity

The principle of inclusivity is central to the mission of WisPQC. To this end, WisPQC shall engage the voices of all stakeholders committed to promoting and supporting its mission. WisPQC shall specifically engage consumer-oriented groups and individuals with lived experience in its Steering Committee, Work Groups, and Initiative Learning Collaboratives.

PRINCIPLE III. MEMBERSHIP

Section 1. Eligibility for Membership

Any organization which supports the mission of WisPQC shall be eligible for membership.

Subsection A. Definition of Organization

An organization shall be defined as “a social arrangement for achieving controlled performance in pursuit of collective goals.” (Huczynski AA and Buchanan DA. In *Organizational Behaviour*, 6th Edition. 2007. Boston, MA: Prentice Hall.) WisPQC recognizes that a large organization may have departments or divisions that meet the definition of organization. Individual departments or divisions representing unique perspectives within a larger organization may join WisPQC.

Subsection B. Involvement of Family Advisors

In order to incorporate persons with lived experience and expertise, WisPQC shall engage family advisors with no affiliation to member organizations. “Family advisors” shall be defined by WisPQC and the National Network of Perinatal Quality Collaboratives (NNPQC).

Subsection C. Involvement of Other Individuals

Individuals shall not be members of WisPQC. WisPQC recognizes and acknowledges the contributions individuals can make to its mission and supports and encourages individual participation in its meetings, Work Groups, and initiatives.

Section 2. Rights of Members

Each member organization shall be eligible to appoint one voting representative to cast the member's vote in WisPQC elections.

Section 3. Responsibilities of Members

Organizations shall participate in WisPQC and its initiatives in ways that reflect their own overall objectives. Participation includes communication of WisPQC's mission and initiatives within the member organization and to other stakeholders. Participation may include attending and contributing to Work Group and learning collaborative discussions, submitting data, and otherwise contributing to the spirit of collaboration among membership.

Section 4. Resignation and Termination

Any member organization may resign by filing a written resignation with the Steering Committee.

Any member organization may be terminated if its actions are contrary to the mission of WisPQC. Any member of the Wisconsin Perinatal Quality Collaborative (WisPQC) may be removed, with or without cause, at any time, by vote of three-quarters (3/4) of the member organizations if in their judgment the best interest of the WisPQC would be served thereby. Each member organization of WisPQC must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action.

Section 5. Involvement of Individuals

WisPQC may ask individuals to serve as content experts or consultants to the WisPQC, but the individuals will not be considered members.

Section 6. Membership Dues

There are no dues to belong to WisPQC or to participate in initiatives.

Section 7. Representing WisPQC

Member organizations and individuals shall not formally represent WisPQC without prior approval of the Steering Committee. Formal representation includes, but is not limited to: exhibiting, submitting letters of support, and making statements to the media.

PRINCIPLE IV. MEETINGS OF ORGANIZATIONAL REPRESENTATIVES

Section 1. Regular Meetings

Regular meetings of the members shall be held quarterly, the specific date, time and location of which will be designated by the Steering Committee.

Section 2. Annual Meetings

An annual meeting of the members shall take place in the month of September, the specific date, time and location of which will be designated by the Steering Committee. At the annual meeting the members shall elect Steering Committee members, receive reports on the activities of the quality collaborative, and determine the direction of the quality collaborative for the coming year.

Section 3. Notice of Meetings

Electronic notice of each meeting shall be sent to each organizational representative not less than two weeks prior to the meeting.

Section 4. Quorum

A quorum for a meeting of the members shall consist of at least twenty percent (20%) of the active membership.

Section 5. Voting

All issues to be voted on shall require a quorum and shall be decided by a simple majority of member organizations present at the meeting in which the vote takes place. At face-to-face meetings, voting shall take place by rollcall of member organizations.

For votes occurring outside a face-to-face meeting, voting shall take place electronically with each member organization having one vote.

PRINCIPLE V. STEERING COMMITTEE

Section 1. General Powers

The Steering Committee shall be charged with coordinating initiatives and coordinating sustainability. The coordination of sustainability includes, but is not limited to, strategic planning, infrastructure development, budget, and funding.

Section 2. Number, Tenure, and Requirements

The Steering Committee shall be comprised of fourteen members: four members elected by the member organizations, two members elected from each of the three Work Groups (Data, Maternal, and Neonatal), two members representing consumer-focused/oriented organizations elected by the member organizations, and two members representing family advisors elected by the members of the family advisor cohort. The tenure for each Steering Committee member shall be two-years, with a limit of two consecutive terms. Steering Committee members shall attend the monthly meeting of the Committee and review proposals for initiatives. In addition,

Steering Committee members representing the Work Groups shall attend the meetings of the Work Group represented.

Section 3. Meetings

The Steering Committee shall meet monthly. Monthly meetings may be cancelled for cause. Notice of these meetings shall be sent electronically to all members of the Steering Committee no less than ten (10) days prior to the meeting date.

Section 4. Special Meetings

Special meetings of the Steering Committee may be called by or at the request of the Chair or any two members of the Steering Committee.

Section 5. Quorum

The presence of a majority of current members of the Steering Committee shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. The act of a majority of the members of the Steering Committee present at a meeting at which a quorum is present shall be the act of the Steering Committee, unless the act of a greater number is required by law or by these by-laws.

Section 6. Vacancies

Any vacancy on the Steering Committee shall be filled without undue delay by a majority vote of the membership or Work Group charged with electing the member.

Section 7. Compensation

Family Advisors on the Steering Committee may be compensated for the time dedicated to WisPQC. No other members of the Steering Committee shall receive any compensation from WisPQC for their services.

Section 8. Parliamentary Procedure

All meetings shall be conducted in accordance with Robert's Rules of Order.

Section 9. Removal.

Any member of the Steering Committee may be removed from the Steering Committee, with or without cause, at any time, by vote of three-quarters (3/4) of the members responsible for electing the Steering Committee member if in their judgment the best interest of WisPQC would be served thereby. Each member of electing body must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action.

PRINCIPLE VI. STEERING COMMITTEE OFFICERS

The officers of the Steering Committee shall be the Chair and Co-Chair. All officers must have the status of active members of the Steering Committee.

Section 1. Chair

The Chair shall preside at all meetings of the membership and Steering Committee.

Section 2. Co-Chair

The Co-Chair shall perform all the duties of the Chair during the absence of the latter.

Section 3. Election of Officers

The Chair and Co-Chair shall be elected by the Steering Committee members. The election shall be held at the first meeting of the calendar year. Those officers elected shall serve a term of one (1) year.

Officers shall be eligible to succeed themselves in their respective offices once for a total of two (2) consecutive terms only.

Section 4. Vacancies

Vacancies shall be filled without undue delay by a majority vote of the Steering Committee. The persons so elected shall hold office for the unexpired term in respect of which such vacancy occurred.

Section 5. Removal.

Any officer of the WisPQC Steering Committee may be removed with or without cause, at any time, by vote of three-quarters (3/4) of the members of the Steering Committee if in their judgment the best interest of WisPQC would be served thereby. Each member of the WisPQC Steering Committee must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action.

PRINCIPLE VII. WORK GROUPS

Section 1. Data Work Group

The Data Work Group shall be charged with identifying potential data sources, evaluating initiatives, and evaluating WisPQC. Membership is open to any organizational representative or individual interested in the charge and committed to WisPQC's mission.

Section 2. Maternal Work Group

The Maternal Work Group shall be charged with identifying relevant topics and issues with a maternal emphasis. Membership is open to any organizational representative or individual interested in the charge and committed to WisPQC's mission.

Section 3. Neonatal Work Group

The Neonatal Work Group shall be charged with identifying relevant topics and issues with a neonatal emphasis. Membership is open to any organizational representative or individual interested in the charge and committed to WisPQC's mission.

PRINCIPLE VIII. INITIATIVES

Section 1. Identification

Potential topics for initiatives may be suggested by any representative of a member organization. Topics may be suggested during membership meetings or introduced during Work Group or Steering Committee meetings. Suggested topics shall be referred to the appropriate Work Group(s) for further discussion and to define an aim for the initiative, based on identified need and supported by available data.

Section 2. Selection

Initiatives shall be selected by vote of WisPQC member organizations.

Section 3: Planning

Initiative planning shall be undertaken by an initiative learning collaborative comprised of relevant stakeholders. Relevant stakeholders shall include representatives of WisPQC member organizations, representatives of other community-based organizations, representatives of affected populations, and individuals who provide perspectives and/or capacity required for the initiative.

The planning process shall include, but not be limited to, identification of measures, potential data elements, desired learning outcomes, change package components, and other resources necessary for successful implementation. The learning collaborative shall provide status reports to the Steering Committee during the planning process.

The Data Work Group shall support the work of the learning collaborative by assisting with finalizing data elements, identifying potential data sources, and planning the evaluation for the initiative.

The Steering Committee shall collaborate with the learning collaborative to identify potential sites and coordinate implementation of the initiative.

Section 4: Implementation

WisPQC member organizations shall implement initiatives to the degree they are able. Member organizations that do not participate directly shall promote the initiatives.

The learning collaborative shall meet during the initiative to provide a forum for participants to share with and learn from each other.

Section 5: Evaluation

The Data Work Group will collaborate with the learning collaborative to evaluate processes and outcomes from the initiative annually.

Section 6: Dissemination

Member organizations and individuals are encouraged to disseminate their work and contributions to quality improvement. All such work shall acknowledge WisPQC's involvement in said work.

Section 7: Professional Conduct

Quality collaboratives and quality improvement benefit from the shared experiences of all participants. Participants in the initiative and learning collaborative shall agree they will not use information from their participation or involvement in the initiative or learning collaborative for marketing purposes.

PRINCIPLE IX. ADMINISTRATIVE STAFF

The Wisconsin Association for Perinatal Care shall provide administrative support to WisPQC.

PRINCIPLE X. BOOKS AND RECORDS

The Wisconsin Association for Perinatal Care shall keep complete books and records of account and minutes of the proceedings of the Steering Committee, Work Groups, and membership.

PRINCIPLE XI. AMENDMENTS

The Principles may be amended in any manner at any regular or special meeting of the membership, provided that specific written notice of the proposed amendment of the Principles setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to each organizational representative at least three (3) days in advance of such a meeting. Proposed amendments require 2/3 vote of the membership.

ADOPTION OF OPERATING PRINCIPLES

We, the undersigned, acting on behalf of the membership of the Wisconsin Perinatal Quality Collaborative, consent to, and hereby do, adopt the foregoing Operating Principles, consisting of the 6 preceding pages, as the Operating Principles of the Wisconsin Perinatal Quality Collaborative.

AMENDED and APPROVED by the membership on this 28th day of September, 2020.

Staci Bohling RN, BSN

Staci Bohling, RN, BSN
Co-Chair | Steering Committee of the Wisconsin Perinatal Quality Collaborative

Nina Menda

Nina Menda, MD
Co-Chair | Steering Committee of the Wisconsin Perinatal Quality Collaborative

Eileen Zeiger

Eileen Zeiger, MA
Executive Director | Wisconsin Association for Perinatal Care

Q:\Perinatal Quality Collaborative\Operating.principles\WisPQC Operating Principles 9-30-20.doc