

Your Practice PFAC and Bylaws

Use this document in conjunction with [Creating Patient and Family Advisory Councils](#) (Institute for Patient- and Family-Centered Care) to select some sample bylaws to amend for your practice.

Operating guidelines/bylaws need to be developed by the council. Bylaws are important because they provide the framework for perceived goals and objectives. Bylaws also legitimize the group and help promote a feeling of an established, well-organized group. Developing bylaws can be time consuming, however, reviewing bylaws from existing advisory boards can save you time. They can be adapted and amended to suit your group's specific needs.

Select a small core group to develop the bylaws. Among the issues that should be addressed in the bylaws are:

- Purpose of the group
- Goals and responsibilities
- Structure of the group
- Size of the group
- Membership qualifications
- Nominations and elections of members and officers
- Duties of members and officers
- Committees and task forces
- Voting procedures
- Quorum
- Meetings
- Agendas
- Reporting mechanisms
- Guidelines of authority
- Confidentiality
- Amendment procedures

After developing your group's bylaws, present them to the administration for approval. The total membership should review, discuss and amend if necessary and give final approval.

Here are some sample bylaws:

- [Massachusetts General Hospital](#)
- [Franciscan Hospital](#)