

CAHIE Administrative Policies and Procedures



Subject: Membership Policy	
Status: Draft Amendment	Policy: APP-2
Effective: 3/25/2015	Version: 1.2

I. Purpose

This Policy defines the requirements for membership in the California Association of Health Information Exchanges (CAHIE).

II. Policy

It is the intent of CAHIE to be a representative organization for member California healthcare entities and organizations that facilitate health information exchange (HIE). CAHIE welcomes other organizations in California which support CAHIE's mission and goals and wish to support HIE in California.

CAHIE is organized and incorporated as a non-membership organization within the meaning of section 5056 of the California Nonprofit Corporation Law. However, the founders of CAHIE intend that the organization shall consist of representatives of organizations from which it draws CAHIE leadership and to which it provides services. The CAHIE Board of Directors retains all decision powers regarding actions and activities of CAHIE.

A. Definitions

Member. An organization which has applied for membership in CAHIE and has been accepted by the Board.

Representative, Alternate. A Representative is an individual who serves as a Member organization's delegate to CAHIE. A Member organization may also appoint one or more Alternates as surrogate delegates from their organization to assure representation at meetings, participation in CAHIE activities, and reliable communications. Hereafter in this document, the term "Representative" shall mean "Representative or Alternate."

B. Granting of Membership

1. Membership in CAHIE shall be open to public and private California organizations, whether nonprofit or for-profit, wishing to promote the purposes of CAHIE. Entities that span states, but have operations in California, shall be eligible for membership, even if

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their corporate headquarters are in a different state. Entities operating exclusively outside of California may be accepted for membership after review by the CAHIE Executive Committee of their purpose for desiring to become members and determination whether their membership would be of benefit to the other Members.

2. Each prospective Member Organization shall file with CAHIE an application form providing information regarding that organization's activities and capabilities related to HIE. This form will be used by CAHIE in considering the applicant for acceptance as a Member and will be maintained on file by CAHIE.
3. CAHIE shall consider organizations for membership in a two-step process.
 - a. The Executive Committee shall review the applicant's application form and may recommend the prospective member for membership; and
 - b. If recommended by the Executive Committee, the CAHIE Board of Directors then seated may approve a prospective member by a majority vote.

C. Suspension of Membership

1. A Member may be suspended for cause after an appropriate hearing. Grounds constituting "cause" may be determined by the Board of Directors in its sole discretion. Such Member shall be given reasonable notice thereof and shall be entitled to a hearing.
2. Members which are suspended from use of the CTEN may be subject to suspension from CAHIE as determined by the Board of Directors.
3. If a Member Organization has been suspended from CAHIE, it may apply for reinstatement once it resolves the issues leading to suspension. Reinstatement will be by approval of a majority of the then seated CAHIE Board of Directors.

D. Member Representatives

1. Each Member shall identify a Representative who is the primary point of contact for CAHIE to the Member organization and who will communicate with CAHIE about activities, decisions, policies, and requests of the Member organization.
2. Each Member may identify one or more Alternates to support the Representative.

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3. The Member may make changes to its Representative or any Alternates at its discretion by contacting CAHIE and identifying the change.

E. Membership Participation Opportunities

The Bylaws of the Corporation may identify special membership classes, and benefits associated with them. The following are the participation opportunities of all Members.

1. Members may receive communications through their Representatives and/or Alternates regarding status of HIE in California and CAHIE activities, in addition to that information made available to the public through the CAHIE website, news releases and other public media.
2. Members may post the CAHIE logo on their website or other media to demonstrate their membership in CAHIE and participation in CAHIE activities.
3. Member Representatives and Alternates may participate on Committees and other working groups that advise and/or make recommendations to the Board of Directors, the California Interoperability Committee, and committees and working groups of these. A Member may have more than one participant in a Committee or working group, but the Member shall have one vote on issues brought to the Committee, regardless of the count of the Representative and Alternates attending for that Member.
4. The Board of Directors or Committees may survey Representatives of Member organizations from time to time on issues of interest to CAHIE. Surveys are for informational purposes only. The Board of Directors may or may not act on information obtained through surveys.
5. The Board of Directors may call meetings of the Members from time to time to consider issues of interest to CAHIE.

III. References

None.

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IV. Related Policies or Procedures

None.

V. Version History

	Date	Author	Comment
1.0	6/25/14	Governance Committee	Initial release.
1.1	2/10/2015	Rim Cothren	Clarified language Section B.1 to allow for non-HIO membership.
1.2	3/27/2015	Rim Cothren	Added the new membership structure approved at the February and March 2015 Board meetings.