

# Bylaws of the Prescription Monitoring Information eXchange Standards Organization

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<i>Version</i>	<i>Description of Changes</i>	<i>Approval Date</i>
1.0	Original	06/08/2015
2.0	Add Secretary, Standards Compliance Subcommittee and clean up inconsistencies in original document	7-11-18
3.0	Revise Officers of Subcommittees language subsection 6.01d	Pending

## *Definitions*

### **Advisory Members**

Subject matter experts and other supportive individuals that may include, but, are not limited to:

- Third party intermediary or PDMP vendor representatives
- Representatives of organizations that provide assistance to PDMPs.
- Representatives of other organizations with which PDMPs may share data
- Representatives of the Bureau of Justice Assistance, the Substance Abuse and Mental Health Services Administration, or other federal agency
- Representatives of the organization which the Bureau of Justice Assistance has awarded funds to provide technical assistance to PDMPs

### **Third Party Intermediary**

A service that facilitates the exchange of information between PDMPs and/or between PDMPs and their stakeholders by routing transactions to and from their software systems. This includes, but is not limited to hubs such as PMP Interconnect and RxCheck.

### **Third Party Intermediary vendor**

An organization or corporation that provides the intermediary service.

### **PMIX Standards Organization**

The governance organization for the PMIX National Architecture and its related standards and guidelines.

### **PMIX National Architecture**

The Prescription Monitoring Information Exchange (PMIX) National Architecture is an information exchange standard and related guidelines that enables interoperability between systems PDMPs use for interstate exchange of PDMP data. The architecture is comprised of a formal set of technical requirements that apply to state PDMP systems, data sharing 'hubs', and other exchange partners or intermediaries.

### **PDMP**

A Prescription Drug Monitoring Program is an electronic database which collects and distributes designated data on prescription drugs dispensed in a state, commonwealth, district, territory or political subdivision thereof.

### **PDMP Organization**

A PDMP Organization is an agency of a specific state, commonwealth, district, territory or, political subdivision thereof that houses the PDMP System and is authorized to distribute information from the PDMP system to individuals who are authorized by law to receive the information.

**PDMP Representative**

A PDMP Representative is a state employee or contractor serving in a staff role and designated by a PDMP organization to serve on the PMIX Standards Organization's Executive committee or subcommittee.

**PDMP System**

A PDMP system is the technology system that enables the administration of the PDMP including receiving, storing, distributing and analyzing information for a PDMP Organization.

**PDMP Information**

Controlled substance and drugs of concern dispensing information submitted by pharmacies and other dispensers in a state to a PDMP.

## Article I. Introduction

The name of this organization is the Prescription Monitoring Information eXchange (PMIX) Standards Organization. The PMIX National Architecture is a nationwide framework designed to enable standards-based sharing of information between Prescription Drug Monitoring Program (PDMP) organizations and their stakeholders.

## Article II. Purpose

The purpose of the PMIX Standards Organization is to support the sharing of PDMP Data among PDMP organizations and their stakeholders by establishing and maintaining the PMIX National Architecture and related guidelines, policies and standards to minimize the cost and complexity of sharing PDMP data across organizational, vendor, geographic and operational boundaries; enable secure, trusted exchanges of PDMP data and promote consistency among PDMPs.

## Article III. Membership

There shall be two types of members of the PMIX Standards Organization, PDMP Representatives and advisory members.

PDMP Representatives are individuals who represent PDMP Organizations. PDMP Representatives may serve on the Executive Committee and/or the Technical Architecture, Operations, Standards Compliance and Ad Hoc Subcommittees.

Advisory members may serve on the Technical Architecture, Operations, Standards Compliance and Ad Hoc Subcommittees. Advisory members' voting authority is limited to their respective subcommittees.

## Article IV. Executive Committee

### Section 4.01 Membership of the Executive Committee

Membership of the Executive Committee is limited to PDMP Representatives.

#### (a) Voting Members of the Executive Committee

- Two voting PDMP Representatives will be elected from each of the four PDMP Regions:
  - East: CT, DE, DC, ME, MD, MA, NH, NJ, NY, PA, RI, VT
  - North: IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, WI
  - South: AL, AR, FL, GA, KY, LA, MS, NC, OK, PR, SC, TN, TX, VA, WV
  
  - West: AL, AZ, CA, CO, GU, HI, ID, MT, NV, NM, OR, UT, WA, WY

#### (b) Alternate Members of the Executive Committee

- Each region shall also identify an alternate representative.
- An alternate member may only vote in the absence of a voting member from their region.

## Section 4.02 Election and Term of Office

### (a) Elections

Ongoing elections of the Executive Committee shall satisfy the following requirements.

- By the last Friday in October, each region's state PDMP Organizations shall elect its PDMP representatives and provide the names to the Chairperson of the Executive Committee. Each region shall also identify one alternate representative.
- The election of the nominees shall be overseen by the Executive Committee in accordance with guidelines established by the Executive Committee.

### (b) Vacancies

If there is a vacancy of a voting member position on the Executive Committee, the alternate from the region shall automatically replace the voting member of the Executive Committee for the remainder of the term. If there is no alternate from the region to appoint, the Chairperson shall appoint a PDMP representative from within the region as a voting member. If there is a vacancy of an alternate position, the Chairperson may appoint a PDMP representative from the region as an alternate member for the remainder of the term.

### (c) Term of Office

- Members of the Executive Committee shall be elected to two year terms.
- There shall not be a limit to the number of terms an Executive Committee Member may serve.

### (d) Removal

Any member may be removed from the Executive Committee, if the member fails to fulfill any of his or her duties as set forth in this document, by the affirmative vote of a majority of the Executive Committee. The Chair shall notify the PDMP organizations for that member's region in writing that his or her seat has been declared vacant and request that the region's PDMP organizations immediately proceed to fill the vacancy.

## Section 4.03 Authority

The Executive Committee shall be the sole decision making body of the PMIX Standards Organization regarding:

- Changes to the PMIX Architecture
- Development of related standards, guidelines and policies.
- Modification to the By-Laws

## Section 4.04 Duties of the Executive Committee

The Executive Committee shall do all of the following:

- Define the goals and direction of the PMIX Standards Organization and provide for the development and maintenance of the PMIX,
- Establish goals and objectives for the architecture roadmap in order to keep it current with changes in technology, relevant to the needs for information exchange between PDMPs and

their partner organizations and aligned with the business goals and objectives and statutory requirements of the Prescription Drug Monitoring programs,

- Evaluate the PMIX Standards Organization effectiveness and functions,
- Oversee the appointment and operations of all subcommittees,
- Attend Executive Committee meetings and ensure the Executive Committee and Subcommittees are accomplishing their goals,
- Facilitate the process via which all PDMP Organizations may review and provide feedback on the proposed changes to the PMIX National Architecture,
- Review the operational cost effectiveness of changes to the PMIX National Architecture,
- Address new opportunities for information exchange,
- Identify and define any procedures needed to facilitate the business of the PMIX Standards Organization,
- Determine the methods by and the media through which meetings pursuant to section 4.06 are conducted, and
- Establish criteria and measurements of conformance to the PMIX architecture.

## **Section 4.06 Meetings**

### **(a) Quorum**

A majority of Executive Committee members shall constitute a quorum for meetings of the Executive committee. In the event that a voting member is absent, the alternate representative from that region shall become a voting member for the remainder of that meeting.

For meetings of a subcommittee, a majority of PDMP Organizations and Advisory Member organizations shall constitute a quorum. If a Subcommittee includes multiple members who represent the same PDMP Organization or the same Advisory Member organization, quorum shall be established if a majority of the PDMP Organizations and Advisory Member organizations are present.

### **(b) Meetings of the Executive Committee**

The meetings of the Executive Committee shall be conducted by the Chairperson, Vice Chairperson or Secretary.

#### **(i) Annual Meeting**

There shall be an annual meeting of the PMIX Standards Organization.

#### **(ii) Regular Meetings**

The Executive Committee shall hold monthly meetings unless deemed unnecessary by the Officers of the Executive Committee. Other meetings may be held at the call of the Chairperson, or upon petition of a majority of the Executive Committee.

### **(c) Meetings of the Subcommittees**

The Subcommittees shall hold regular meetings as deemed necessary by the Chairperson in consultation with the Executive Committee.

## **Section 4.07 Subcommittees**

The PMIX Standards Organization shall have three standing subcommittees, the Operations Subcommittee, the Technical Architecture Subcommittee and the Standards Compliance Subcommittee. To the extent permitted by law, the Executive Committee may appoint its members to additional Subcommittees and designate the duties, powers and authorities of such committees.

### **(a) Subcommittee Membership**

The Subcommittees are comprised of PDMP Representatives and may include Advisory members.

### **(b) Operations Subcommittee**

The Operations Subcommittee shall address business issues impacting the exchange of information between Prescription Drug Monitoring Programs and the development and maintenance of the operations of the PMIX Architecture. In addition, the Operations Subcommittee will address operational behaviors, policies and standards necessary to promote consistency across state PDMPs by proposing such artifacts to the Executive Committee for adoption.

### **(c) Technical Architecture Subcommittee**

The Technical Architecture Subcommittee shall be responsible for the development and maintenance of the technical aspects of the PMIX Architecture as well as technical behaviors, policies and standards necessary to promote consistency across state PDMPs by proposing such artifacts to the Executive Committee for adoption.

### **(d) Standards Compliance Subcommittee**

The Standards Compliance Subcommittee shall be responsible for conducting reviews of compliance to the standards of the Prescription Monitoring Information eXchange and making recommendations to the Executive Committee on compliance. This subcommittee may also make recommendations on waivers, plans of actions and modifications on standards.

### **(e) Subcommittee Nominations**

Membership of the subcommittees must be approved by the Executive Committee. Nominations for the Technical Architecture, Operations, Standards Compliance and Ad Hoc Subcommittee shall be accepted at any time. Nominations may be made by any current Prescription Drug Monitoring Program or stakeholder group. Nominations shall be made to the Chairperson of the respective committee or the Executive Committee.

## **Article V. Process to Change the PMIX National Architecture**

Changes to the PMIX National Architecture may be proposed to the Executive Committee by any PDMP Representative, Advisory member, Subcommittee, or interested person. All proposed changes to the PMIX National Architecture shall undergo the following process prior to being implemented:

- a) The Executive Committee shall review the proposal, and, if the proposal is determined to be reasonable, the Executive Committee shall assign it to a Subcommittee for consideration for a specified amount of time.

- b) The Subcommittee, to which the proposal was assigned, shall review and amend the proposal, in consultation with other Subcommittees, if appropriate, and vote to either recommend or not recommend the proposal to the Executive Committee for further consideration within the amount of time specified by the Executive Committee.
- c) If the Subcommittee votes to recommend the proposal for further consideration by the Executive Committee, the Executive Committee shall review the proposal, including any amendments made by the Subcommittee. The Executive Committee shall vote to post the proposal for comments or deny the proposal within two calendar months of receipt by the Executive Committee.
- d) If the Executive Committee votes to post the proposal for comments, the Executive Committee shall, to the best of its ability, post the proposal in a manner viewable by PDMP Organizations for a period of time between 15 and 30 days and provide written notice to interested parties, including all PDMP Organizations. In the notice, the Executive Committee shall include the following information:
  - Description of the Change ○ Reason(s) for the change ○ Instructions on how PDMP Organizations may review and comment on the proposal.
    - The Executive Committee may request PDMP Organizations that disagree with the proposal to describe in writing their reasons.
  - Anticipated Date of Implementation of the Proposal if approved by the Executive Committee.
- e) The Executive Committee shall provide written responses to all comments in a reasonable amount of time and in a manner viewable by all PDMP Organizations.
- f) Following responding to all comments, the Executive Committee shall vote to take one of the following actions with the proposal:
  - Approve the proposal
  - Amend and approve the proposal
  - Deny the proposal
- g) If the Executive Committee approves the proposal, the proposal shall be implemented on the anticipated implementation date or thereafter.
- h) If the Executive Committee denies the proposal, the proposal may be returned to the Subcommittee for reconsideration.

## Article VI. Officers

### Section 6.01 Number of Officers

The Officers shall be a Chairperson, a Vice Chairperson, Secretary and the Standing Committee Chairpersons. A person may hold more than one Officer Position, except the Chairperson may not concurrently serve as the Vice Chairperson.

#### **(a) Chairperson**

The Chairperson shall be the chief executive and shall conduct all meetings of the Executive Committee.

#### **(b) Vice Chairperson**

The Vice Chairperson shall assist the Chairperson and shall conduct meetings of the Executive Committee in the absence of the Chairperson.

#### **(c) Secretary**

The secretary shall ensure the recording, accuracy, and safety of all PMIX Standards Organization records, including but not limited to the minutes of the Executive Committee and subcommittees. In the absence of the Secretary, the Chairperson or Subcommittee Chairperson shall designate a replacement for that meeting.

#### **(d) Standing Subcommittee Chairpersons**

The Standing Committee Chairpersons shall be members of the Executive Committee who have been appointed to be the Chairperson of any subcommittee established by the Executive Committee. Standing Subcommittee Vice Chairpersons shall be a PDMP Representative. The Subcommittee Vice Chairperson shall assist the Subcommittee Chairperson and shall conduct meetings of the subcommittee in the absence of the Subcommittee Chairperson.

#### **(e) Election of Officers**

During the first meeting each calendar year, the Executive Committee shall elect a Chairperson, a Vice Chairperson and a Secretary and appoint committee chairpersons. In the event of a vacancy prior to the first meeting of the calendar year, the Executive Committee shall elect or appoint an Executive Committee member to fill the position.

#### **(f) Duties of the Chairperson and Vice Chairperson**

The duties of the Chairperson and Vice Chairperson include:

- Ensure the Executive Committee membership satisfies the requirements of the bylaws,
- Create the agenda for and facilitate all meetings of the Executive Committee,
- Support the development of a roadmap for the PMIX National Architecture,
- Ensure minutes are taken at all Executive Committee and Subcommittee meetings,
- Ensure committees have appropriate representation and are fulfilling their responsibilities,
- Determine committee membership appointments to the Technical, Operations, Standards Compliance and ad hoc committees, and
- Ensure communication and cooperation between Subcommittees.

#### **(g) Duties of Standing Subcommittee Chairpersons**

- Facilitate all meetings of the Subcommittee,
- Ensure minutes are taken at all Subcommittee meetings,
- Evaluate the Subcommittee's effectiveness and functions,
- Ensure communication and cooperation between Subcommittees, and
- Update the Executive Committee of the Subcommittee's progress.

## **Article VII. Amendment to Bylaws**

The bylaws may be amended, altered or repealed by the Executive Committee by a two-thirds (2/3) majority vote at any regular or special meeting. The text of the proposed change must be distributed to all Executive Committee members at least ten days before the meeting.

## **Article VIII. Conformity with Law**

The members, Officers, and the Executive Committee shall not act on, consider or discuss any matters prohibited by law. If any of the provisions of these bylaws are in conflict with state laws or those of the United States of America, such provisions shall be deemed to be modified or deleted in the extent necessary to bring these Bylaws into conformity with said laws.

## **Article IX. Dissolution**

The organization may be dissolved only with the authorization of its Executive Committee given at a special meeting called for that purpose, and with the subsequent approval by no less than two-thirds (2/3) vote of its members.