

**DEPARTMENT OF NEUROLOGY  
HARTFORD HOSPITAL**

**RULES AND REGULATIONS**

**ARTICLE I**

Name

Section I

Par. 1. The Name of this organization shall be “The Department of Neurology of the Hartford Hospital”.

**ARTICLE II**

Membership

Section I

Par. 1. Membership in the Department of Neurology of the Hartford Hospital will be granted and maintained in accordance with the By-Laws of the Medical Staff Office or Hartford Hospital.

Par. 2. Membership will be restricted to those who have been certified by the American Board of Psychiatry and Neurology in Neurology or who are eligible to take the American Board of Psychiatry and Neurology Inc. examinations in Neurology.

Par. 3. Board eligible staff members must successfully complete their Board examinations in Neurology within three years of becoming eligible to remain in the Department, in the absence of extenuating circumstances such as illness.

Par. 4. (i) Courtesy of staff members shall be granted general neurology privileges as set down in delineation of privileges.

(ii) The numbers of admissions per year shall not be specified.

(iii) Courtesy members shall not be required to attend departmental meetings.

Par. 5. **Quality, contemporary care shall be provided to all patients treated by members of the Department of Neurology. One standard of care shall apply to all patients.**

## ARTICLE III

### Organization

#### Section I

Par. 1. The Director of the Department of Neurology may make nominations for appointment to the Hartford Hospital Active, Courtesy, Honorary and University of Connecticut Affiliated, Consulting, Teaching Affiliate and Courtesy Staffs in the Department of Neurology.

Par. 2. The Director of the Department of Neurology shall keep a roster of members of the Hartford Hospital Active, Courtesy, Honorary, and University of Connecticut Affiliated, Consulting, Teaching Affiliate and Courtesy Staff and make periodic reviews of their qualifications.

Par. 3. **Promotion within the Department of Neurology shall be by recommendation of the Director of the Department. Promotion shall be considered yearly and will be based on utilization, attendance, teaching contributions, service to the clinic, scholarly papers and presentations, research activities and committee work.**

## ARTICLE IV

### Officers

#### Section I

Par. 1. The Director of the Department of Neurology will be appointed as described in ARTICLE VI, Section 1a, Par. 1. of the Hartford Hospital Medical Staff By-Laws.

Par. 2. The Associate Director of the Department of Neurology shall be appointed in accordance with ARTICLE VI, Section 1b, of the Medical Staff By-Laws.

Par. 3. The duties of the Director of the Department will be according to the Staff By-Laws as enumerated under ARTICLE VI. The duties of the Associate Director shall be outlined by the Director of the Department. The duties of the Secretary-Treasurer shall be to keep accurate and complete minutes of all meetings of the Department of Neurology. He shall also act as Treasurer and account for all departmental funds including dues and their collection and submit an annual report of the treasury to the members of the Department of Neurology at its annual meeting.

## ARTICLE V

### Committees

#### Section I

Par. 1. The Director of the Department of Neurology shall appoint members of committees as the need arises.

Par. 2. Members of such committees shall make reports to the Director and the membership of all action and from whom they shall obtain approval of all policy.

Par. 3. Copies of the minutes of all such committee meetings shall be filed in the office of the Director of the Department of Neurology.

**ARTICLE VI**  
Meetings  
Section I  
Monthly Meetings

Par. 1. A minimum of 10 meetings will be held each year. The date, time and place of such meetings will be specified by the Director of the Department of Neurology. Some of the meetings will coincide with the weekly "Neurology Grand Rounds" at which time attendance will be taken.

Section 2  
Special Meetings

Par. 1. A special meeting may be called at any time by the Director of the Department of Neurology or on written request of any one member of the Department, such meeting to take place within ten to thirty days after receipt of the request in the office of the Director of the Department of Neurology.

Section 3  
Conduct of Business

Par. 1. At least sixty percent of the voting members of the Department of Neurology shall constitute a quorum for discussing and voting on business of the Department.

Par. 2. A simple majority vote, a quorum being present, shall be required to take final action on any matters referable to the Department.

Section 4  
Attendance

Par. 1. Each voting member of the Department of Neurology must attend at least ten meetings per year at which clinical reviews and discussions of patients treated in the Department of Neurology are presented.

**ARTICLE VII**  
Amendments

Section 1

Par. 1. These Rules and Regulations may be amended at any meeting of the Staff of the Department of Neurology. Proposals for such amendments may be initiated at a regular meeting of the Department and shall be sent to each member at least two weeks before the meeting at which it is to be presented. A two-thirds vote shall be required, a quorum being present. Any amendment so voted must have final approval of the Executive Committee of the Medical Staff Council of the Hartford Hospital.

**ARTICLE VIII**  
Parliamentary Procedures

Section 1

Par. In all matters of parliamentary procedure, the Staff of the Department of Neurology shall be governed by Robert's Rules of Order (Revised), unless contrary to the Rules and Regulations herein stated. The Director of the Department of Neurology shall appoint a parliamentarian.