

# ADVISORY COMMITTEE ON MINORITY HEALTH *AND EQUITY* BYLAWS

## ARTICLE 1: NAME

The name of this group shall be the Advisory Committee on Minority Health *and Equity*, hereinafter referred to as the Committee. (NRS 232.482)

## ARTICLE 2: AUTHORITY

- 2.1 The Committee is authorized under NRS 232.482
- 2.2 The Committee is considered advisory in nature and makes recommendations to the Manager of the Office of Minority Health *and Equity* of the Department of Health and Human Services, hereinafter referred to as the Manager.

## ARTICLE 3: PURPOSE AND FUNCTION

- 3.1 As set forth in NRS 232.484, the Committee shall perform the following duties:
  - 3.1.1. Advise the Manager on all matters concerning the manner in which the purposes Of the Office of Minority Health *and Equity* are being carried out;
  - 3.1.2. Review the manner in which the Office uses any gifts, grants, donations or appropriations to carry out the purposes of the Office and make recommendations.

## ARTICLE 4: MEMBERSHIP

- 4.1 The Committee, according to NRS 232.482, shall consist of nine (9) members appointed by the Board of Health *and/or the Director of the Department of Health and Human Services* with consideration being given to whether the appointed members reflect the ethnic and geographical diversity of the State of Nevada.
- 4.2 Under NRS 232.482, the term of each member of the Committee is two years. A member may be reappointed for an additional term of two years. A vacancy will be filled by appointment by the Board of Health *and/or the Director of the Department of Health and Human Services*.
- 4.3 When an opening occurs, a *Nominations* Subcommittee shall be established to review interested applicants on file for those who match the open seat's corresponding geographic region.
- 4.4 Outreach will be made to the Community for interested applicants. The *Advisory Committee Manager* will notify interested applicants of the process to apply.

- 4.5 A majority vote by the Committee shall recommend new Committee members. The Board of Health *and/or the Director of the Department of Health and Human Services* has final appointing authority of nominated members.
- 4.6 Selected candidates for the Committee will be presented to the Board of Health *and/or the Director of the Department of Health and Human Services* for appointment.
- 4.7 The Committee shall not discriminate in any regard with respect to age, race, creed, color, sex, sexual orientation, marital status, religion, national origin, ancestry, pregnancy, parenthood, custody of a minor child, physical disability, or mental disability.
- 4.8 Advisory Committee members shall, to the extent practicable, inform OMHE staff at least twenty-four (24) hours in advance of an anticipated absence. The Committee member's pre-selected proxy will be notified to attend. The board member is responsible to locate a suitable proxy whenever possible. Failure to provide a meeting excuse and a proxy for missing two meetings in a year, may result in removal of the member from the Committee.

#### **ARTICLE 5: VOTING**

- 5.1 A majority of the members of the Committee (5) constitutes a quorum to transact all business, and a majority of those present, physically or via telecommunications, must concur in any decision.
- 5.2 Each appointed Committee member shall have one vote.
- 5.3 If a member is unable to attend a meeting, the member may designate a representative in writing to serve in the member's stead who shall have all the rights and privileges of the member while acting on the member's behalf.

#### **ARTICLE 6: OFFICERS/NOMINATIONS/ELECTIONS/RESIGNATIONS**

- 6.1 At the first meeting and annually thereafter, the Committee shall elect a chairperson from among the members as provided in NRS 232.482. The chairperson may serve any number of consecutive terms.
- 6.2 The vice-chairperson shall be elected at the ~~second~~ *first* meeting of the Committee and then annually thereafter. The vice-chairperson may serve any number of consecutive terms.
- 6.3 In accordance with the Nevada Open Meeting Law all nominations and votes shall be provided orally.
- 6.4 When a vacancy occurs in the office of chairperson or vice-chairperson, a new chairperson or vice-chairperson is elected to fill out the unexpired term.
- 6.4.1 This shall not constitute a full term for the purposes of 6.1 or 6.2.

- 6.4.2 An acting vice-chairperson may be appointed by the chairperson if needed.
- 6.5 Committee members may resign by written resignation submitted to the staff, Chair and Co-Vice-Chairs of the Office of Minority Health.
- 6.6 Duties
- 6.6.1 The chairperson shall preside at all meetings of the Committee.
- 6.6.2 The vice-chairperson shall act for and in behalf of the chairperson in all cases of his/her absence.
- ~~6.7 The Committee may elect two members to serve in a dual capacity of co-chairpersons or Co-vice chairpersons.~~

#### **ARTICLE 7: COMPENSATION (NRS 232.483)**

- 7.1 If funding is available, any member of the Committee, who is not a state employee, is entitled to receive a stipend of not more than \$80 per day, as fixed by the Manager in consultation with the Committee for each portion of the day spent on Committee business. Each member is entitled to receive the per diem allowance and travel expenses provided for state employees generally upon claim made to the Manager.

#### **ARTICLE 8: STAFFING**

- 8.1 The Office of Minority Health *and Equity* shall, within the limits of available money, provide the necessary professional staff and a secretary for the Committee.

#### **ARTICLE 9: MEETINGS**

- 9.1 The Committee shall, within the limits of available money, meet at the call of the Manager, the Chairperson or a majority of the members of the Committee quarterly or as is necessary.
- 9.2 Agenda items may be submitted in writing before the meeting.
- 9.3 Meetings will generally follow parliamentary procedure as contained in the newly revised Robert's Rules of Order insofar as they do not conflict with the Nevada Revised Statutes and these bylaws.
- 9.4 Meetings shall be conducted in accordance with NRS 241, known as Nevada's "Open Meeting Law."

#### **ARTICLE 10: AMENDMENTS**

~~10.1 Proposed amendments to the bylaws shall be submitted in writing in a regular meeting for discussion only.~~

~~10.2 After any proposed amendment is presented at a meeting, the Committee shall vote on the approval of any amendment at the next meeting of the Committee.~~

10.1 The bylaws may be amended as approved by at least six (6) members or 2/3 majority of the Committee.

## ARTICLE 11: SUBCOMMITTEES

11.1 The Chairperson may appoint a subcommittee of the Committee to study and make recommendations regarding a specific issue as requested by the Committee. The composition of the subcommittee must be approved by a majority vote of the Committee.

11.2 Terms of subcommittee appointment;

a. The terms of the members of each subcommittee shall be determined by the Committee Chair, not to exceed twelve months. Any member of a subcommittee may be reappointed. A subcommittee shall remain active until terminated by a majority vote of the Committee.

11.3 Membership

a. At least one (1) Committee member shall serve on each subcommittee. Additional members shall be recommended by the Committee and/or Board of Health *and/or the Director of the Department of Health and Human Services and/or the Manager* and need not be members of the Committee.

b. Subcommittees shall be chaired by a member of the Committee.

c. Subcommittee members who are not Committee members shall be familiar with the Committee's purpose.

d. The Committee shall be informed of subcommittee activities by periodic reports.

11.3.1 Agenda items may be submitted in writing, no later than ~~twenty-five (25)~~ *fourteen (14)* days before the subcommittee meeting, by the Committee members and/or Board of Health and/or *and/or the Director of the Department of Health and Human Services and/or the Manager*.

11.4 Subcommittee meetings shall be conducted in accordance with NRS chapter 241, known as "Nevada's Open Meeting Law."