

BYLAWS

MEDICAL LABORATORY ADVISORY COMMITTEE

Article 1

The name of this committee shall be the Medical Laboratory Advisory Committee (MLAC).

Article 2: Authority

The committee is authorized under NRS 652.160.

Article 3: Purpose and Function

3.1 The purposes of the MLAC are to:

- 3.1.1 Recommend to the Nevada Board of Health (BOH) the establishment of regulations and rules that impact safe delivery of clinical laboratory services.
- 3.1.2 Examine the regulations governing required qualifications of laboratory directors and laboratory personnel and make recommendations to the BOH.
- 3.1.3 Advise the BOH on any other matters regarding clinical laboratory activities in accordance with NRS Chapter 652.160.
- 3.1.4 Examine the required professional qualifications of applicants for various levels of laboratory licenses and certifications as authorized by the chapter and make recommendations to the BOH.
- 3.1.5 Examine the status of continuing education unit (CEU) credits required to maintain licenses and make recommendation to the BOH.
- 3.1.6 Be a resource for current laboratory science and technology to advise BOH regarding possible regulatory changes.

Article 4: Membership and Terms

- 4.1 For any committee vacancy, an open application process must be conducted to accept applications from any interested and potentially qualified candidate.
 - 4.1.2 The open application process shall include, at minimum, a description of the open position(s) and the application process sent to all medical laboratory licensees/certificate holders.
 - 4.1.3 The MLAC shall require applicants to disclose financial or business arrangement with any current MLAC members which pertains to the business of laboratory analysis as a disqualifier from membership per [NRS 652.170](#).

- 4.2 For any committee vacancy, the MLAC shall review applications for potential members (including required member qualifications per [NRS 652.170](#)) and make recommendations for appointment to the BOH.
- 4.3 During the terms of each MLAC's member's appointment, the member must be actively and currently engaged in clinical laboratory activities.
- 4.3 A committee chair shall be elected every other year by the members. Duties of the chair include but are not limited to:
 - 4.3.1 Engage with assigned Division of Public and Behavioral Health (DPBH) or successor agency administrative support staff to create meeting agendas, including development of topics, scheduling and other coordination as needed.
 - 4.3.2 Lead each MLAC meeting according to the published agenda and adhering to the [Nevada Open Meeting Law](#) and other designated rules of conduct.
- 4.4 A committee vice chair shall be elected every other year by the members, in conjunction with selection of an MLAC chair.
 - 4.4.1 The vice chair shall take on the duties of the chair if he or she is unable to perform those duties, or other duties as requested by the chair.

Article 5: Compensation

- 5.1 Per NRS 652.170, the BOH may set a rate of salary and a rate of per diem allowances and travel expenses for members of the MLAC. For MLAC members to seek a salary or reimbursement for per diem allowances or travel expenses, such rates must be set through regulation.
- 5.2 If regulation establishes the rate of salary, per diem allowances or travel expenses, MLAC members who wish to receive their entitled compensation must follow the procedures prescribed by DPBH or successor agency support staff tasked with administering MLAC support functions.

Article 6: Operational Procedures

- 6.1 All MLAC meetings shall be open to the public pursuant to the [Nevada Open Meeting Law \(NRS Chapter 241\)](#).
- 6.2 Quorum: The presence in person or virtually of a majority of the total number of positions filled shall constitute a quorum for the transaction of MLAC business. The members who are present at a duly called or held meeting at which a quorum is present may conduct business until adjournment, notwithstanding the withdraw of enough members to have less than a quorum.
- 6.3 Voting rights: Each member shall be entitled to one vote to be exercised in person or virtually. Neither cumulative nor proxy voting shall be allowed. All

issues submitted for determination shall be decided by a simple majority vote of those who are voting.

- 6.4 Frequency of meetings: The MLAC shall meet at least one (1) time a year.
- 6.5 Preparation for committee meetings
 - 6.5.1 DPBH or its successor agency shall notify MLAC members as soon as practicable by mail or by electronic communication of the location (physical and virtual), the date, and time of each committee meeting.
 - 6.5.2 The MLAC chair or DPBH or its successor agency shall invite each member to submit agenda topics at least twenty (20) days prior to the scheduled meeting, except when an emergency meeting is called and a lesser time may be necessary for setting an agenda.
 - 6.5.3 Presentations: The MLAC or DPBH/successor agency may request outside presenters to bring information for consideration on matters under discussion by the MLAC. The presenters shall respond to questions and participate in discussion relevant to their expert presentation at the discretion of the chair or by a majority vote of the committee. Any presentation to the MLAC by non-member presenters must be approved by the chair before the meeting. The approval may be considered only if such presentation is either relevant to the agenda or otherwise can be accommodated during the meeting.
- 6.6 Subcommittees and ad hoc committees: Any subcommittee and ad hoc committee shall be appointed by the chair on matters that require an extensive time or research activity. The chair may appoint any members of this MLAC to serve in the subcommittee or ad hoc committee. Subcommittees and ad hoc committees are subject to the Nevada Open Meeting Law (NRS Chapter 241) to the same extent and in the same manner as MLAC.