

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
ADVISORY BOARD ON MATERNAL AND CHILD HEALTH  
BYLAWS**

**ARTICLE I – CREATION**

The name of this group shall be the Advisory Board on Maternal and Child Health, hereinafter referred to as the MCH Advisory Board, which is created under Nevada Revised Statute (NRS) 442.133 through 442.150.

**ARTICLE II – PURPOSE AND OBJECTIVES**

As set forth in NRS 442.137, the purpose of the MCH Advisory Board is to advise the Administrator of the Division concerning perinatal care to enhance the survivability and health of infants and ~~mothers~~persons who are pregnant, are giving birth and have given birth, and concerning programs to improve the health of preschool children, to achieve the following objectives:

1. Ensuring the availability and accessibility of primary care health services;
2. Reducing the rate of infant mortality;
3. Reducing the incidence of preventable diseases and handicapping conditions among children;
4. Identifying the most effective methods of preventing fetal alcohol syndrome and collecting information relating to the incidence of fetal alcohol syndrome in this state;
5. Preventing the consumption of alcohol by women during pregnancy;
6. Reducing the need for inpatient and long-term care services;
7. Increasing the number of children who are appropriately immunized against disease;
8. Increasing the number of children from low-income families who are receiving assessments of their health;
9. Ensuring that services to follow up the assessment are available, accessible and affordable to children identified as in need of those services;
10. Assisting the Division in developing a program of public education that it is required to develop pursuant to NRS 442.385, including, without limitation, preparing and obtaining information related to fetal alcohol syndrome;
11. Assisting the University of Nevada School of Medicine in reviewing, amending and distributing the guidelines it is required to develop pursuant to NRS 442.390; and
12. Promoting the health of infants and ~~mothers~~persons who are pregnant, are giving birth or have given birth by ensuring the availability and accessibility of affordable perinatal services

The MCH Advisory Board shall not have policy-making or regulatory authority. The MCH Advisory Board shall advise the Division Administrator, including recommendations, in order to:

1. Assist the Division of Public and Behavioral Health personnel in determining the needs of local communities and in setting priorities for the promotion of maternal and child health; and
2. Assist in the development of performance indicators, accountability measures, reporting requirements and program policies

### **ARTICLE III – BOARD REQUIREMENTS**

#### **A. Membership:**

As specified in NRS 442.133, the MCH Advisory Board consists of:

1. Nine voting members to be appointed by the Nevada State Board of Health from a list of persons provided by the Administrator of the Division of Public and Behavioral Health;
2. A nonvoting member who is a member of the Senate appointed by the Legislative Commission; and
3. A nonvoting member who is a member of the Assembly appointed by the Legislative Commission

Voting members are appointed to serve two-year terms. Non-voting legislative representatives serve terms that begin on the third Monday in January of odd-numbered years and end the third Monday in January of the next odd-numbered year. Each voting member shall sign a conflict of interest form provided by the Department of Health and Human Services and updated as needed.

Each member is expected to actively participate in a majority of the meetings and participate in assigned tasks. The MCH Advisory Board may, after discussion, request a member to resign due to two absences without cause.

#### **B. Terms:**

Any member of the MCH Advisory Board may be reappointed. One term renewal may occur automatically. For all subsequent renewals, MCH Advisory Board members will review the contributions of the member prior to the next renewal period. Their recommendations will be sent forward to the Division of Public and Behavioral Health for justification to the State Board of Health office for renewing or terminating the membership.

#### **C. Officers:**

The members of the MCH Advisory Board shall elect a chairperson and a vice chairperson from among their membership at the second meeting of the biennium. Election shall be by a majority of all voting members. Ballots shall be written unless there is only one nominee for the office. If a majority vote is not received on the first ballot, balloting shall continue until one member receives a majority.

The terms of office for the chairperson and vice chairperson, in accordance with all other members, shall be for two (2) years with eligibility for re-election. When a vacancy occurs in the office of chairperson, the vice chairperson shall assume the office and duties of the chairperson.

The chairperson shall preside at all meetings and generally supervise the affairs of the MCH Advisory Board, or designate a representative to do so if the vice chairperson is unavailable. The vice chairperson shall act for, and in behalf of, the chairperson in all cases of his/her absence.

#### D. Voting:

According to Open Meeting Law a majority of all members required to take action by vote represents a quorum of that body. As there are nine (9) voting members, a total of five (5) members shall constitute a quorum.

Each appointed member shall have one vote. In accordance with NRS 241.025, (1)(a) the public body may not designate a person to attend a meeting of the public body in the place of a member of the public body; and (1)(b), a member of the public body may not designate a person to attend a meeting of the public body in his or her place unless such designation is expressly authorized by the legal authority pursuant to which the public body was created.

### **ARTICLE IV – MEETINGS**

The MCH Advisory Board shall meet at least quarterly and at the times and places specified by the call of the chairperson. Agenda items may be submitted in writing, no later than 30 days before the next scheduled meeting and can be submitted by MCH Advisory Board members and/or Division of Public and Behavioral Health personnel.

Meetings shall be conducted in accordance with NRS Chapter 241 – Nevada’s Open Meeting Law. MCH Advisory Board members shall, to the extent practicable, inform Division of Public and Behavioral Health personnel at least 24-hours in advance of an anticipated absence.

### **ARTICLE V – COMPENSATION**

As described in NRS 442.133(4), except during a regular or special session of the Legislature, each Legislator who is a non-voting member of the MCH Advisory Board is entitled to receive the compensation provided for a majority of the members of the Legislature during the first 60 days of the preceding regular session for each day or portion of a day during which he/she attends a meeting of the MCH Advisory Board or is otherwise engaged in the work of the MCH Advisory Board and the per diem allowance and travel expenses provided for state officers and employees generally. The salaries, per diem and travel expenses of the Legislative members must be paid from the Legislative Fund.

Each voting member of the MCH Advisory Board serves without compensation but is entitled to receive the per diem allowance and travel expenses provided for state officers and employees

generally. The per diem allowance and travel expenses must be paid from the Account for Maternal and Child Health Services.

## **ARTICLE VI – SUBCOMMITTEES**

The chairperson may appoint a subcommittee to study and make recommendations regarding a specific issue as requested by the Administrator or a MCH Advisory Board member. Terms and membership of a subcommittee appointment include:

1. The terms of the members of each subcommittee shall be determined by the MCH Advisory Board chairman;
2. Any member of a subcommittee may be reappointed;
3. A subcommittee shall remain active, until terminated, by a majority vote;
4. At least one (1) MCH Advisory Board member shall serve on each subcommittee;
5. Non-voting members and non-members may also serve;
6. Subcommittees shall be chaired by a member of the MCH Advisory Board; and
7. The MCH Advisory Board shall be informed of subcommittee activities by periodic reports

## **ARTICLE VII – STAFFING**

Staff to the MCH Advisory Board shall be provided by the Nevada Division of Public and Behavioral Health for purposes of secretarial, research and other needs.

## **ARTICLE VIII – AMENDMENTS**

Proposed amendments to the bylaws shall be submitted in writing to any member of the MCH Advisory Board 30 days prior to any regularly scheduled meeting. The bylaws may be amended as approved by a majority of the MCH Advisory Board voting members. These bylaws may be altered, amended, or replaced by a majority of the MCH Advisory Board members at any of its regularly-scheduled meetings subject to affirmation of the Administrator.

ADOPTED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_.

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Chairperson, Maternal and Child Health Advisory Board

Board Members:


APPROVED:

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Cody L. Phinney, MPH, Administrator, Division of Public and Behavioral Health

**Adopted by the Maternal and Child Health Advisory Board on 3/5/1992**

**Revision 11/30/1995**

**Revision 9/16/2005**

**Revision 7/7/2006**

**Revision 7/10/2009**

**Revision 6/24/2011**

**Revision 6/7/2017**

\* CONFLICT OF INTEREST FORM - SEPARATE DOCUMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
MATERNAL AND CHILD HEALTH ADVISORY BOARD (MCHAB)  
DISCLOSURE STATEMENT

The Maternal and Child Health Advisory Board (MCHAB) Bylaws include the following statements regarding Conflicts of Interest:

The Department will survey its Advisory Board members annually to collect information regarding their affiliations outside of the Division of Public and Behavioral Health. If a member's personal or employment circumstances change before twelve (12) months have elapsed, it is the member's responsibility to update the Disclosure Statement and submit it to the Division of Public and Behavioral Health.

Conflicts of interest must be declared by members prior to discussion of any matter that would provide direct financial benefit for that member, or otherwise have the appearance of a conflict of interest. When funding or other decisions are made regarding an organization with which the member has an affiliation, the member shall state his intention to abstain from making specific motions or casting a vote, before participating in related discussion. The Chairperson, or a majority of the Advisory Board, may also declare a conflict of interest exists for a member, and ask that the member be removed from the voting process.

Please list any of the following affiliations in the lines below: 1) Employers; 2) Boards or Commissions; 3) Organizations in which you or any member of your immediate family has a substantial or material interest and, to your knowledge, the MCHAB has a grant, contract or cooperative agreement with; 4) Any allegiance or financial interest you or any member of your immediate family has that might affect or appear to compete with your duties on the MCHAB.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

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Name (please print)

Signature

Date

Please complete the form and return it by mail to:

Division of Public and Behavioral Health

Maternal and Child Health Program

4150 Technology Way, Suite 210

Carson City, NV 89706

or, Fax it to: (775) 684-5998

*Thank you very much for your adherence to the Bylaws.*