

NEVADA DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIAPERING RESOURCES COMMITTEE

ARTICLE 1 – NAME

- 1.1 The name of this group shall be the Diapering Resources Committee. Hereinafter referred to as the DRC.

ARTICLE 2 – AUTHORITY

- 2.1 The DRC is a freestanding advisory committee to the Department of Health and Human Services (DHHS).

ARTICLE 3 – PURPOSE AND FUNCTION

- 3.1 The purpose of the DRC is to research opportunities to improve access to diapers and diapering supplies for recipients of public assistance and other low-income families.

ARTICLE 4 – MEMBERSHIP

- 4.1 The committee will consist of representatives of the DHHS who have knowledge of programs offered, including, without limitation, relating to smoking cessation; prenatal care visits and follow-up appointments for infants and children with providers of health care. Additionally, the committee will consist of organizations located in this State that provide services relating to diapers and diapering supplies to recipients of public assistance and other low-income families; including, without limitation, organizations which advocate and provide referrals for such services.

4.2 Terms

- 4.2.1 No term limitation

- 4.2.2 A member may lose representation on the DRC if he/she does not meet attendance requirements as indicated in section 4.5.

4.3 Nomination

- 4.3.1 When a member's seat is vacated, the organization represented by the member shall have the right to nominate a new member to the DRC by making a nomination to the Chair. In the absence of a nomination from the organization being represented, that seat may be filled through nomination by other DRC members.

4.3.2 Nominations for organizations or members not currently represented on the DRC may be submitted in writing to the Chairs thirty (30) days prior to the next meeting for consideration and approval.

4.3.3 Nominations will be presented to the DRC for a vote to elect the new member according to stipulations outlined in Article 5 of this document.

4.4 Presiding Officers

4.4.1 The DRC shall elect the Chair from its membership, at the first meeting on odd years, by a majority vote of the Board for a two-year term with a maximum two terms.

4.4.2 If for any reason the Chair is not available for a meeting, the Chair of said meeting may assign a representative from the DRC to preside over said meeting.

4.4.3 When the position of the Chair is vacant, another DRC committee member shall assume the duties of the Chair until the DRC votes on a new Chair.

4.5 Attendance Requirements

4.5.1 Members of the DRC shall maintain 50% attendance each calendar year. Members who are absent in excess of 50% or who miss two (2) consecutive meetings may forfeit their seat on the DRC. Nominations shall be sought by the DRC in accordance with nomination procedures set forth in subsection 4.3.

4.6 Grounds and Procedure for removal. Members of the DRC may be removed for either of the following reasons:

4.6.1 Violation of conflict of interest policy.

4.6.2 Not meeting the attendance requirements of 4.5 above.

4.7 Designation of Alternates

4.7.1 A member of the DRC may designate another individual to attend a particular meeting to act as proxy for the member of the DRC. That designation may be by writing, fax, electronic mail, or telephone call directed to the Chair. A designated member shall have all rights of the member of the DRC at that meeting. Any written material or assignments necessary for the meeting should be passed on by the member to the proxy. The designated member must still follow attendance requirements under 4.5 whether there is a proxy or not. The proxy provision will only be allowed two times before the original member's DRC membership status is re-evaluated.

ARTICLE 5 – VOTING

- 5.1 Each member including the Chair shall have one vote. Such a vote may be either in person or by proxy.
- 5.2 A quorum shall consist of attendance by a simple majority of voting members.
- 5.3 A concurrence of at least a majority of the members (present) of the DRC shall be required on all voting matters.

ARTICLE 6 – COMPENSATION

- 6.1 No compensation is expected, and funding is not allocated.

ARTICLE 7 – STAFFING

- 7.1 The Division of Public and Behavioral Health (DPBH), for purposes of secretarial, research, and other needs, shall provide staff to the DRC.

ARTICLE 8 – MEETINGS

- 8.1 The DRC shall meet quarterly and at the times and places specified by the call of the Chair.
- 8.2 A quorum shall consist of attendance by a simple majority of the members.
- 8.3 Agenda items are to be submitted in writing, no later than fourteen (14) days before the meeting by DRC members. The meeting Chair shall have the right to waive this timeframe at his or her discretion if deemed appropriate.
- 8.4 Meetings will generally follow parliamentary procedure as contained in Robert’s Rules of Order Revised, insofar as they do not conflict with the NRS and said bylaws.
- 8.5 Meetings shall be conducted in accordance with NRS chapter 241, known as “Nevada’s Open Meeting Law.”

ARTICLE 9 – SUBCOMMITTEES

- 9.1 The Chair can appoint subcommittees, which may include individuals who are not members of the Committee. The composition of the subcommittee must be approved by a majority vote of the DRC.
- 9.2 Terms of subcommittee appointments:

- 9.2.1 The terms of the members of each subcommittee shall be determined by the DRC Chair, not to exceed twelve months. Any member of a subcommittee may be reappointed. A subcommittee shall remain active until the work is completed.

ARTICLE 10 – STAFFING

- 10.1 Staff to the subcommittees shall be provided by DPBH for purposes of secretarial, research and other needs.

ARTICLE 11 – AMENDMENTS

- 11.1 Proposed amendments to the bylaws shall be submitted in writing to the Chair fourteen (14) days prior to any regular meeting.
- 11.2 The bylaws may be amended at any regular meeting of the DRC by a two-thirds (2/3) vote of those attending, provided the amendment has been submitted in writing and placed on the agenda.

ARTICLE 12 – CONFLICT OF INTEREST

- 12.1 The DHHS will survey it's DRC members annually to collect information regarding their affiliations outside the DRC. Each member is responsible for fully disclosing all current affiliations.
- 12.2 Conflicts of interest must be declared by members prior to discussion of any matter that would provide direct financial benefit to 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 or her intention to abstain from making specific motions or casting a vote, before participating in related discussion. The Chair or a majority of the DRC may also declare a conflict of interest exists for a member and ask that the member be removed from the voting process.

*Nevada Department of Health and Human Services
Diapering Resources Committee*

DISCLOSURE STATEMENT – STATE FISCAL YEAR 2018

The Diapering Resources Committee (DRC) Bylaws include the following statements regarding Conflicts of Interest:

The DHHS will survey it's DRC members annually to collect information regarding their affiliations outside the DRC. Each member is responsible for fully disclosing all current affiliations.

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 or her intention to abstain from making specific motions or casting a vote, before participating in related discussion. The Chair or a majority of the DRC 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) Committees 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 DHHS 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 DRC.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Name (please print)

Signature

Date

Email to the Division of Public and Behavioral Health: attention to Julia Peek at jpeek@health.nv.gov or mail to 4150 Technology Way 3rd Floor, Carson City, NV 89706. Thank you very much for your adherence to the Bylaws.