

**STATEMENT OF AUTHORITY OF THE NEVADA HEALTHCARE  
ASSOCIATED INFECTION TASK FORCE**

**Section I – Name**

The name of this organization shall be the Nevada Healthcare Associated Infection (HAI) Task Force, hereinafter referred to as the “NV HAI Task Force.”

**Section II – Authority**

The NV HAI Task Force is a subcommittee under the auspices of the Division of Public and Behavioral Health (DPBH), Office of Public Health Informatics and Epidemiology (OPHIE). Its recommendations are advisory only and reported to DPBH-OPHIE, and the Centers for Disease Control and Prevention (CDC).

**Section III – Mission**

The mission of the NV HAI Task Force shall be:

- A) To advise DPBH-OPHIE on recommended policies, programs and other needs related to HAI prevention.
- B) To serve in an advisory capacity to other public and private agencies within the state on issues related to HAI education and prevention.
- C) To collaborate and share HAI prevention information between other public and private agencies within the state.

**Section IV – Members**

Subsection A. Voting Membership. Members of the NV HAI Task Force shall be invited by OPHIE and should include, but are not restricted to:

- 1. One representative each from:
  - a. Washoe County Health District

- b. Carson City Health and Human Services
    - c. Southern Nevada Health District
  2. One representative from Nevada Rural Hospital Partners
  3. Two representatives from DPBH-OPHIE
  4. Three representatives from Nevada hospitals:
    - a. One from Northern Nevada
    - b. Two from Southern Nevada
  5. One representative from Nevada Hospital Association
  6. One representative from the Quality Improvement Organization/Quality Innovative Network

Subsection B. Member Proxy. Each voting member must designate, in writing, two proxies (as applicable) available to attend meetings in his/her place should he/she be unable to attend. Each member shall, to the extent practicable, inform NV HAI Task Force Chairperson or Vice-Chairperson at least 24 hours in advance of their anticipated absence and direct one of their designated proxies to attend in their place. The designated proxy shall have all the rights and privileges of the member while acting on his/her behalf. If neither of the designated proxies are able to attend, there shall be no representation for that member at said meeting.

Subsection C. Terms of Appointment. Members shall serve a term of two years or until their successors are appointed. Members may serve more than two consecutive terms when there is no successor or if the members of the NV HAI Task Force vote to extend the members term.

Subsection D. Staffing. Staff for the NV HAI Task Force will be provided by the DPBH for purposes of secretarial, legal, and research needs within the availability of the Division's resources.

Subsection E. Voting. Only voting members of the NV HAI Task Force identified in Section IV, Subsection A, shall be entitled to one vote on all business requiring action by the NV HAI Task Force. Only active members can vote and this is defined by their attendance. After three (3) consecutive meetings with an absence of representation from any given active member or their designated proxy, they will no longer be considered active and therefore will be unable to vote. To be reinstated to active status, said member must have representation for three consecutive meetings.

Subsection F. Quorum. A simple majority (50% +1) of the members present at any properly announced meeting shall constitute a quorum.

Subsection G. Resignation and Termination. Members who are absent from three (3) consecutive meetings, and who do not notify the Chairperson or Vice-Chairperson in advance of their expected absence or send a designated proxy, shall be terminated from the NV HAI Task Force membership. A member may also have their membership terminated by a majority vote of the membership.

Subsection H. Ex-Officio Members. Ex-officio members should include, but are not limited to, administrative and medical professionals, and OPHIE staff who are involved with patient care and the prevention and control of HAI's

throughout the state of Nevada. Ex-officio membership shall be determined by voting members.

### **Section V – Officers**

Subsection A. Composition. There shall be the following officers on the NV HAI Task Force: Chairperson and Vice-Chairperson. All officers may serve two terms or until successors are appointed/elected.

Subsection B. Duties of Officers

1. Chairperson. The Chairperson shall be elected by the voting membership of the NV HAI Task Force. The Chairperson shall, in this office, represent OPHIE in conducting the business of the NV HAI Task Force. The Chairperson shall regularly report the activities and recommendations of the NV HAI Task Force to OPHIE. The Chairperson shall have such powers and duties as may be assigned by the NV HAI Task Force and/or OPHIE.
2. Vice-Chairperson. The Vice-Chairperson shall be elected by the voting membership of the NV HAI Task Force. The Vice-Chairperson shall act for and on behalf of the Chairperson in all cases of his/her absence and shall perform such other duties as may be assigned by the NV HAI Task Force and/or OPHIE.
3. The Chairperson and Vice-Chairperson must be voting members of the NV HAI Task Force, but shall only have one vote on all matters.

### **Section VI – Meetings**

Subsection A. Regular. The NV HAI Task Force shall meet regularly, at least once every six months, but not more than quarterly unless deadlines set by the CDC

cause meetings to be held more frequently. The meetings shall be held at a time, date, and place as ordered by the Chairperson or upon a request of the majority of the NV HAI Task Force. Meetings may be conducted by videoconference, face-to-face, or if needed, by telephone conference.

Subsection B. Special. Special meetings may be held upon the call of the Chairperson or a majority of the NV HAI Task Force, within the budgetary limitations of the NV HAI Task Force and OPHIE/DPBH.

Subsection C. Annual. The final meeting in each calendar year shall be known as the annual meeting and shall include among its business the designation of new members appointed to the NV HAI Task Force, when appropriate.

Subsection D. Open Meeting Requirements. Meetings shall be conducted in accordance with NRS 241, known as “Nevada’s Open Meeting Law.”

### **Section VII – Committees**

Committee members shall be chosen by the Chairperson or members as the membership of the NV HAI Task Force deems necessary to carry on its work.

### **Section VIII – Amendments**

These bylaws may be amended as necessary by a majority vote as defined by Section IV, Subsection F. Proposed amendments to these bylaws shall be submitted in writing to any member of the NV HAI Task Force at least 30 working days prior to any regular meeting.

These bylaws shall be reviewed every two (2) years.