

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADVISORY COMMITTEE ON THE STATE PROGRAM FOR ORAL HEALTH**

BYLAWS

**ARTICLE I
NAME**

- A. The name of this advisory committee shall be the **ADVISORY COMMITTEE FOR THE STATE PROGRAM FOR ORAL HEALTH** as described in NRS 439.2792.

**ARTICLE II
PURPOSE and ROLE**

- A. Pursuant to NRS 439.2792(1), the purpose of this Advisory Committee shall be to advise and make recommendations to the Division of Public and Behavioral Health of the Department of Health and Human Services (hereinafter referred to as “the Division”) concerning the Oral Health Program.
- B. The role of this Advisory Committee shall be to support the Division to promote the health and well-being of Nevadans through the delivery or facilitation of essential services to ensure families are strengthened, public health is protected and individuals achieve their highest level of self-sufficiency.
- C. The role of Advisory Committee members will be to represent the best interests of the program in all public communications. Official statements regarding the program must be approved in advance by the Administrator of the Division (hereinafter referred to as the “Administrator”).

**ARTICLE III
DUTIES**

- A. The Advisory Committee shall:
- a. Assist Division staff in determining the needs of local communities and in setting priorities for the promotion of oral health;
 - b. Assist in the development of performance indicators, accountability measures, reporting requirements and program policies.

**ARTICLE IV
MEMBERSHIP and TERMS**

- A. The Advisory Committee shall be composed of thirteen (13) members appointed by the Administrator from a list of persons provided by the Advisory Committee which meet the criteria described in NRS 439.2792(2).
- B. Pursuant to NRS 439.2792(3), members shall serve a two-year term. Any member of the Advisory Committee may be reappointed.

- C. Each member is expected to participate in a majority of the meetings and activities. The Advisory Committee may, after discussion, request a member resign due to absences.
- D. Any member may be removed from the Committee with or without cause by an affirmative vote of the majority of members present at a regularly called meeting when a quorum is present. A fifteen (15) day written notice of the proposed removal shall be given to all members with the notice of the meeting. The member sought to be removed will be given fifteen (15) day written notice informing him or her of the proposed removal and providing the opportunity to be present, to be heard and to vote at the next meeting at which his or her removal is considered or sought. The written notice shall be sent to the most recent electronic mail address with return receipt and/or certified mail with return receipt provided by the member.
- E. Upon the occurrence of any vacancy, the Advisory Committee shall make recommendations to the Administrator to appoint a new member. When a member is appointed to fill an unfinished term, that member shall complete the unfinished term and will be eligible to be appointed for additional terms.

**ARTICLE V
OFFICERS**

- A. The Advisory Committee shall:
 - a. At the first meeting of the biennium, the Advisory Committee shall elect a Chair as required by NRS 439.2792(7) and a Vice Chair from among its members.
 - i. The nominee receiving the highest number of votes for each of the two positions shall serve in the respective office.
 - b. The Chair shall preside at all meetings and generally supervise the affairs of the Advisory Committee, or designate a representative to do so.
 - c. The Vice Chair shall assist and assume the duties of the Chair in case of his absence.
 - d. Terms of office shall be for one (1) year with eligibility for re-election for one additional consecutive term.

**ARTICLE VI
MEETING PROCEDURES and PROTOCOL**

- A. The Advisory Committee shall:
 - a. As specified in NRS 439.2792(7), meet at the call of the Director of the Department of Health and Human Services, the Chair or a majority of its members as necessary, within the budgetary constraints of the Advisory Committee, but not to exceed six meetings per year; and
 - b. Adopt rules for its own management and government.

- B. A majority of the members of the Advisory Committee constitutes a quorum for the transaction of business, and a majority of a quorum present at any meeting is sufficient for any official action taken by the Advisory Committee pursuant to NRS 439.2792(6).
- C. All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting Law in Chapter 241 of the Nevada Revised Statutes.
- D. Advisory Committee members shall, to the extent practicable, inform department staff at least twenty-four (24) hours in advance of an anticipated absence.
- E. In the event that a videoconference is scheduled to accommodate Advisory Committee members or the public, the following procedures will be observed:
 - a. Speakers will identify themselves to the Chair for the benefit of remote participants;
 - b. The Chair will restate the names of members who make and second motions requiring action;
 - c. All members will facilitate the process by observing the following:
 - i. Refraining from informal speech or conversation that is not intended for public consumption;
 - ii. Proactive inclusion of members from remote sites; and
 - iii. Attentiveness to speakers from remote sites.

**ARTICLE VII
WORK GROUPS**

- A. The Chair of the Advisory Committee or Interim Chair if a Chair has not been appointed may appoint groups composed of members of the Advisory Committee, former members of the Advisory Committee and members of the public who have relevant experience or knowledge.
- B. Work groups may be formed for the purpose of considering specific problems or matters related to and within the scope of activities of the Advisory Committee.
- C. Work groups may take action with a majority of members present.
- D. Work groups are subject to the open meeting law requirements (posting of agenda, minutes, etc.).
- E. All recommendations approved by work groups will be forwarded to the Oral Health Advisory Committee for further action.

**ARTICLE VIII
EXPENSES**

- A. All members of the Advisory Committee will serve without compensation, while engaged in the business of the Advisory Committee.

- B. While engaged in the business of the Advisory Committee, each member of the Advisory Committee may be entitled to receive the per diem allowance and travel expenses provided for state officers and employees as set forth in NRS 439.2792(4).
- C. As described in NRS 439.2792(5), a member of the Advisory Committee who is an officer or employee of this State or a political subdivision of this State must be relieved from his duties without loss of his regular compensation so he may prepare for and attend meetings of the Advisory Committee and perform any work necessary to carry out the duties of the Advisory Committee in the most timely manner practicable. A state agency or political subdivision of this State shall not require an officer or employee who is a member of the Advisory Committee to:
 - a. Make up the time he is absent from work to carry out his duties as a member of the Advisory Committee; or
 - b. Take annual leave or compensatory time for the absence.

ARTICLE IX
CONFLICT OF INTEREST

- A. The Department of Health and Human Services will survey its Advisory Committee members annually to collect information regarding their affiliations outside the department. Each member is responsible for fully disclosing all current affiliations.
- B. 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 Chair or a majority of the Advisory Committee may also declare a conflict of interest exists for a member, and ask that the member be removed from the voting process.

ARTICLE X
AMENDMENTS

- A. These operating procedures may be altered, amended, or repealed by a majority of the Advisory Committee members at any of its regularly scheduled meeting subject to affirmation of the Administrator.