

**State of Nevada**  
**Department of Health and Human Services**  
**Aging and Disability Services Division**  
**Advisory Council on Palliative Care and Quality of Life**  
**By Laws**

**Article I Definitions**

1. The term “Council” refers to the Advisory Council on Palliative Care and Quality of Life.
2. The term “Department” refers to the Department of Health and Human Services.
3. The term “Director” refers to the Director of the Department of Health and Human Services.
4. The term “Division” refers to the State of Nevada, Aging and Disability Services Division.
5. The term “NRS” refers to the Nevada Revised Statutes.
6. “Palliative Care” means a multidisciplinary and patient and family centered approach to specialized medical care for a person with a serious illness, which approach focuses on the care of a patient throughout the continuum of an illness and involves addressing the physical, emotional, social and spiritual needs of the patient, as well as facilitating patient autonomy, access to information and choice of care. The term includes without limitation, discussion of the goals of the patient for treatment and discussion of treatment options appropriate to the patient, including where appropriate, hospice care and comprehensive management of pain and symptoms.
7. “Program” means the Palliative Care and Quality of Life Consumer and Professional Information and Education Program established by section 10 of Senate bill 136 79<sup>th</sup> Session (2017).
8. “Serious illness” means a medical illness, physical injury or condition that substantially affects the quality of life of a person for more than a short period of time. A serious illness includes, without limitation, Alzheimer’s disease and related dementias, cancer, lung disease, heart, renal or liver failure and similar conditions or diseases.

**Article II Creation – Senate Bill 136 79<sup>th</sup> Session (2017)**

1. The Council is created by Senate Bill 136 of the 2017 Legislative Session under the Department of Health and Human Services.

**Article III Duties – Senate Bill 136 79<sup>th</sup> Session (2017)**

1. The Council shall:
  - (a) Consult with and advise the Department on matters related to the establishment, maintenance, operation and outcomes of palliative care programs and initiatives in this State; and

(b) Advise and assist in the creation and carrying out of the Program established by section 10 of Senate Bill 136 79<sup>th</sup> Session (2017).

2. The Council may:

(a) Apply for any available grants and accept any available gifts, grants, appropriations or donations, and use any such gifts, grants, appropriations or donations to carry out the provisions of Senate Bill 136 79<sup>th</sup> Session (2017).

**Section 10 of Senate Bill 136 79<sup>th</sup> Session (2017) reads as follows:**

*1. The Palliative Care and Quality of Life Consumer and Professional Information and Education Program is hereby established within the Department to maximize the effectiveness of palliative care initiatives in this State by ensuring that comprehensive and accurate information and education about palliative care is available to health care providers, health care facilities and members of the public.*

*2. The Department shall, to the extent that money is available from gifts, grants, appropriations and donations for this purpose, include on an Internet website available to the public, with links to appropriate external Internet websites, information and resources concerning:*

*(a) The delivery of palliative care in the home and in primary, secondary and tertiary environments;*

*(b) Best practices for the delivery of palliative care; and*

*(c) Educational materials and referral information for palliative and hospice care.*

*3. The Department may develop and carry out such other initiatives regarding palliative care and education that the Department determines will further the purposes of the Program. The Director shall consult with the Council in developing and implementing such initiatives.*

**Article IV Membership – Senate Bill 136 79<sup>th</sup> Session (2017)**

1. The State of Nevada Advisory Council on Palliative Care and Quality of Life is hereby created within the Department.

2. The Director shall appoint such number of members of the Council as he or she determines is appropriate to carry out the provisions of sections 2 to 10, inclusive, of this act, but not less than nine members as follows:

(a) Two members with experience in the provision of interdisciplinary palliative care, including, without limitation, hospital, medical, nursing, social work, pharmacy, financial and spiritual services;

(b) One member with a background in patient and family caregiver advocacy;

(c) One member who is a health care professional with clinical experience in palliative care;

(d) One member who is a health care professional with expertise in delivery models for palliative care in a variety of

inpatient, outpatient and community settings and with diverse populations;

(e) Two members who are employees of the Department or any other state agency, board or commission who have relevant work experience related to palliative care and issues concerning quality of life; and

(f) Two members who are board certified hospice and palliative care physicians or nurses.

3. After the initial terms, the term of each member of the Council is 3 years, and members shall serve at the pleasure of the Director.

4. The Council shall select from its members a Chair and a Vice Chair who shall hold office for 1 year and whose duties will be established by the Council.

5. The Council shall meet at least twice annually at a time and place specified by a call of the Director.

6. Each member of the Council:

(a) Serves without compensation; and

(b) While engaged in the business of the Council, is entitled to receive the per diem allowance and travel expenses provided for state officers and employees generally to the extent that funds for such expenses are available within the budget of the Department.

7. The Director may appoint as nonvoting, ex-officio members of the Commission such other representatives as the Director deems appropriate.

8. Removal of a Member

A. Malfeasance in office or neglect of duty.

B. Unexcused absence from two consecutive meetings of the Council constitutes good and sufficient cause.

## **Article V Meetings**

1. A majority of the voting members of the Council constitutes a quorum, and a quorum may exercise all the powers conferred on the Council.

Each member of the Council who is appointed pursuant Senate Bill 136 79<sup>th</sup> Session (2017) serves at the pleasure of the Director.

2. The Chairperson of the Council will approve the date and place of the meetings.

3. The meetings are open to the public and subject to the requirements of the Nevada Open Meeting Law.

## **Article VI Minutes**

1. The Division will designate a support staff to act as the recording secretary.
2. Minutes of the previous meeting will be transcribed and made available for inspection by the public within 30-working days after the adjournment of the meeting.
  - A. The recording secretary will transcribe minutes from tape recording, notes taken at meeting and from agenda exhibits.
  - B. After draft of minutes is prepared, it will be submitted to the Chairperson for approval.
  - C. After approval, minutes will be finalized and included in meeting materials for members.
  - D. Final approval of the minutes will be done by the Council at its next meeting.
3. Minutes of each meeting of the Council are considered public record and will be maintained in the Administrative Office of the Division.
4. Copies of the minutes of the previous meeting will be made available to Committee members prior to the next meeting.

#### **Article VIII Rules of Order**

1. The Council will generally follow, as a guide, the Roberts Rules of Order where such rules do not conflict with NRS and these Bylaws.
2. The order of business at meetings will generally follow the sequence listed:
  - A. Call to order
  - B. Public comment
  - C. Approval of minutes
  - D. Presentation of special reports
  - E. Old business
  - F. New business
  - G. Announcements
  - H. Public comment
  - I. Adjournment
3. Voting
  - A. There are 9-voting members of the Council with each member having one vote.
  - B. A simple majority of the voting members present at the meeting of the Council constitutes a quorum for the transaction of all business.
  - C. The support by the majority of the quorum is required for the approval of any action to be taken by the Council.
  - D. Members may abstain.
  - E. The Chairperson will count and announce the results of any vote.
  - F. A vote is not effective until it is announced and may be changed up to the time of the announcement.

G. If a roll call vote is made, the vote will be recorded by the secretary with an indication of the names and vote of each member present.

H. Proxy voting is allowed by an alternative approved by the Director.

4. Amendments to the Bylaws

The Bylaws may be amended or changed at any regular meeting by a majority of the voting members who are present at the meeting of the Council, if the proposed amendment or change was submitted, in writing, to members of the Council and the Chairperson, at least 14 days before the meeting.