

STATE OF NEVADA
DEPARTMENT OF HUMAN RESOURCES
Bureau of Licensure and Certification
1550 E. College Pkwy., Suite 158
Carson City, Nevada 89706

MEDICAL LABORATORY ADVISORY COMMITTEE

By-Laws

ARTICLE I

Name

The name of this Committee shall be the Medical Laboratory Advisory Committee.

ARTICLE II

Duties and Functions

The Committee shall advise the Nevada State Board of Health on matters of policy concerning medical laboratories, qualifications of laboratory directors and personnel and other matters pursuant to clinical laboratory activities in accordance with NRS Chapter 652.160. The Committee shall appoint members for this Committee as authorized in NRS 652.170 in addition to determining terms and qualification of members as well as compensation of members and employees, while the Board of Health shall approved or disapprove the appointment of members. To accomplish these objectives and tasks, the Committee shall recommend to the Board of Health the establishment of rules and regulations that impact upon safe delivery of clinical laboratory services. The Committee shall also examine professional qualification of applicants for various levels of laboratory licenses as authorized by the chapter and make recommendations to the Board of Health. The Committee shall examine the status of continuing education unit (CEU) credits required to maintain licenses. The Committee shall be a resource for current laboratory science and technology.

ARTICLE III

Membership and Term of Office

The Committee shall composed of seven (7) professionally competent members approved by the Board of Health:

1. Two pathologists, certified in clinical pathology by the American Board of Pathology;
2. Two nationally certified medical technologists, clinical laboratory technologists, clinical laboratory scientists, pulmonary laboratory technologist, or blood gas technologists;
3. One bioanalyst who is a laboratory director, certified by the American Board of Bioanalysis;
4. One biochemist from the University of Nevada;
5. One licensed physician actively engaged in the practice of clinical medicine in this state.

The membership term shall be three (3) years unless an appointment is made to fill an unexpired term of a member not completing a term. Service of two or more years in filling an unexpired term constitutes a term. A member may not serve for more than two consecutive term.

During their terms of appointment licensed members shall be actively and currently engaged in clinical laboratory activities requiring the use of their licenses.

A Committee Chair shall be elected every other year by the members.

No member of the advisory committee may have any financial or business arrangement with any other member which pertains to the business of laboratory analysis.

The state health officer or his designated representative shall be an ex officio member of the advisory committee.

Each member of the advisory committee shall receive not more than \$60 for each day's attendance at a committee meeting as well as a per diem allowance and travel expenses at a rate fixed by the board. The rate must not exceed the rate provided for state officers and employees generally.

ARTICLE IV

Operational Procedures

A. **Quorum:** The presence in person of one-half of the total number of positions filled shall constitute a quorum for the transaction of Committee business. Members present at a duly called or held meeting at which a quorum is present may conduct business until adjournment, notwithstanding the withdrawal of enough members to have less than a quorum. In the absence of a quorum, no official action may be taken by the Committee.

B. **Voting Rights:** Each member shall be entitled to one vote to be exercised in person. Neither cumulative or proxy voting shall be allowed. All issues submitted for determination shall be decided by a simple majority vote of those voting.

C. **Frequency of Committee Meetings:** The Committee shall meet at least two (2) times a year.

D. **Preparation for Committee Meeting:**

1. The Bureau of Licensure and Certification shall notify committee members by mail of the place, date and time of a committee meeting. A notice including agenda topics and all necessary documents may be sent at least two weeks before the scheduled meeting.

2. The Committee meetings shall be scheduled in accordance with the schedule published by the Committee.

3. The Committee chair or the Bureau shall invite each member to submit agenda topics at least twenty (20) days before the scheduled meeting, except when an emergency meeting is called, a lesser time may be necessary for setting an agenda.

4. All Committee meetings shall be open to the public. Any presentation to the Committee by non-members present must be approved by the Chair before the meeting. Approval may be considered only if such presentation is either relevant to the agenda or otherwise can be accommodated during the meeting.

E. **Consultation:** The Committee or the bureau may request consultants to present information for consideration on matters under discussion by the Committee. Consultants shall respond to questions and participate in discussion relevant to their expert presentation at the discretion of the Chair or by a majority vote of the Committee.

F. **Subcommittees and ad hoc committees:** Any subcommittee and ad hoc committee shall be appointed by the

Chair on matters that require an extensive time or research activity. The Chair shall appoint any members of this Committee to serve in the subcommittee or ad hoc committee.

G. Minutes: A record shall be made of any actions taken by the Committee and available to members before the next scheduled meeting, signed by a secretary.