

ADVISORY COMMITTEE ON MINORITY HEALTH BYLAWS

ARTICLE 1: NAME

The name of this group shall be the Advisory Committee on Minority Health, hereinafter referred to as the Committee. (NRS 232.482)

ARTICLE 2: AUTHORITY

- 2.1 The Committee is authorized under NRS 232.482
- 2.2 The Committee is considered advisory in nature and makes recommendations to the Manager of the Office of Minority Health of the Department of Health and Human Services, hereinafter referred to as the Manager.

ARTICLE 3: PURPOSE AND FUNCTION

- 3.1 As set forth in NRS 232.484, the Committee shall perform the following duties:
 - 3.1.1. Advise the Manager on all matters concerning the manner in which the purposes Of the Office of Minority Health are being carried out;
 - 3.1.2. Review the manner in which the Office uses any gifts, grants, donations or appropriations to carry out the purposes of the Office and make recommendations; and
 - 3.1.3. Review any reports to be submitted to the Manager, including, without limitation, the biennial report to the Governor and Director of Legislative Council Bureau required pursuant to NRS 232.479, and make recommendations.

ARTICLE 4: MEMBERSHIP

- 4.1 The Committee, according to NRS 232.482, shall consist of nine (9) members appointed by the Governor with consideration being given to whether the appointed members reflect the ethnic and geographical diversity of the State of Nevada.
- 4.2 Under NRS 232.482, the term of each member of the Committee is two years. A member may be reappointed for an additional term of two years. A vacancy will be filled by appointment by the Governor.

ARTICLE 5: VOTING

- 5.1 A majority of the members of the Committee (5) constitutes a quorum to transact all business, and a majority of those present, physically or via telecommunications, must concur in any decision.

- 5.2 Each appointed Committee member shall have one vote.
- 5.3 If a member is unable to attend a meeting, the member may designate a representative in writing to serve in the member's stead who shall have all the rights and privileges of the member while acting on the member's behalf.

ARTICLE 6: OFFICERS/NOMINATIONS/ELECTIONS

- 6.1 At the first meeting and annually thereafter, the Committee shall elect a chairperson from among the members as provided in NRS 232.482. The chairperson may serve any number of consecutive terms.
- 6.2 The vice-chairperson shall be elected at the second meeting of the Committee and then annually thereafter. The vice-chairperson may serve any number of consecutive terms.
- 6.3 In accordance with the Nevada Open Meeting Law all nominations and votes shall be provided orally.
- 6.4 When a vacancy occurs in the office of chairperson or vice-chairperson, a new chairperson or vice-chairperson is elected to fill out the unexpired term.
 - 6.4.1 This shall not constitute a full term for the purposes of 6.1 or 6.2.
 - 6.4.2 An acting vice-chairperson may be appointed by the chairperson if needed.
- 6.5 Duties
 - 6.5.1 The chairperson shall preside at all meetings of the Committee.
 - 6.5.2 The vice-chairperson shall act for and in behalf of the chairperson in all cases of his/her absence.
- 6.6 The Committee may elect two members to serve in a dual capacity of co-chairpersons or co-vice-chairpersons.

ARTICLE 7: COMPENSATION (NRS 232.483)

- 7.1 Any member of the Committee, who is not a state employee, is entitled to receive a salary of not more than \$80 per day, as fixed by the Manager in consultation with the Committee for each portion of the day spent on Committee business. Each member is entitled to receive the per diem allowance and travel expenses provided for state employees generally upon claim made to the Manager.

ARTICLE 8: STAFFING

- 8.1 The Office of Minority Health shall, within the limits of available money, provide the necessary professional staff and a secretary for the Committee.

ARTICLE 9: MEETINGS

- 9.1 The Committee shall, within the limits of available money, meet at the call of the Manager, the Chairperson or a majority of the members of the Committee quarterly or as is necessary.
- 9.2 Agenda items may be submitted in writing no later than 15 working days before the meeting.
- 9.3 Meetings will generally follow parliamentary procedure as contained in the newly revised Robert's Rules of Order insofar as they do not conflict with the Nevada Revised Statutes and these bylaws.
- 9.4 Meetings shall be conducted in accordance with NRS 241, known as Nevada's "Open Meeting Law."

ARTICLE 10: AMENDMENTS

- 10.1 Proposed amendments to the bylaws shall be submitted in writing to any member of the Committee at least 15 working days prior to any regular meeting.
- 10.2 After any proposed amendment is presented at a meeting, the Committee shall vote on the approval of any amendment at the next meeting of the Committee.
- 10.3 The bylaws may be amended as approved by at least six (6) members or 2/3 majority of the Committee.