

GUIDELINES

NEBRASKA OFFICE OF WOMEN'S HEALTH ADVISORY COUNCIL

SECTION I: Name

The name of this organization shall be the Nebraska Health and Human Services Office of Women's Health Advisory Council, and may be referred to as the Women's Health Advisory Council.

SECTION II: Definition of Women's Health

Women's health is more than the absence of disease or disability; it is the maintenance of physical, psychological and social well being across the life span.

SECTION III: Mission

The Mission of the Nebraska Health and Human Services Office of Women's Health shall be to help women of all ages in Nebraska lead healthier lives.

SECTION IV: Vision

The Vision of the Office of Women's Health shall be healthy women throughout Nebraska, supported by a comprehensive system of coordinated services, policy development, advocacy, and education.

SECTION V: Purpose

The purpose of the Women's Health Advisory Council shall be to advise and serve as a resource for the Nebraska Health and Human Services Office of Women's Health in carrying out its duties as enacted by the Legislature in the Women's Health Initiative of 2000.

SECTION VI: Duties

The duties of the Nebraska Women's Health Advisory Council, established in Nebraska Revised Statutes § 71-701 through 71-707, shall be to:

Advise the Office of Women's Health in carrying out its duties as mandated in Nebraska Revised Statutes § 71-701 through 71-707.

Explore other sources of funding which may be used to support the Office of Women's Health and its initiatives to improve the health of the women in Nebraska. These may include but are not limited to seeking private funds from individuals, businesses, and charitable organizations as well as through grants from governmental and/or private sources.

Bring new information to the attention of the Council and the Administrator of the Office of Women's Health.

Provide guidance and recommend action to the Administrator of the Office of Women's Health and the Nebraska Health and Human Services System on issues pertaining to Women's Health.

Interpret and apply scientific and/or technical information to issues pertaining to Women's Health.

Disseminate information in accordance with the current communication plan.

It is the responsibility of the Advisory Council to adhere to the Mission (Section III) and Vision (Section IV) as the primary guidance in establishing direction through the Strategic Plan and in forming recommendations for action to the Administrator.

The implementation of any and all recommended actions will be the sole responsibility of the Administrator of the Office of Women's Health through the Nebraska Health and Human Services System in accordance with Section 6 of Nebraska Revised Statutes §71-701 through 71-707.

SECTION VII: Membership

Section 1: Officers. The Officers of this council shall be Chair, Vice Chair, and Secretary/Treasurer. Officers will be elected by the majority vote of council members present at the meeting. All members shall be duly notified of pending election prior to meeting.

Section 2: Election and Terms of Office. The officers of this Council shall be elected annually by a majority vote of Council members present, and shall be eligible for re-election not to exceed four years in any one office. Elections shall be held at the regular autumn Council meeting, and all members shall be duly notified of pending election prior to the meeting. Each officer shall hold office until the successor shall have been duly elected and have been qualified or until the officer's death, or until the officer shall resign or shall have been removed in the manner hereinafter provided.

Section 3: Removal. Any officer elected may be removed by the Council by the majority vote of

Council Members present at any meeting when in its judgement the best interests of the Council will be served.

Section 4: Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Council at any meeting, by majority vote of council members present, thereof for the un-expired portion of the term. Members shall be duly notified of pending election.

The membership of this Council shall be in accordance with the most recent Nebraska Revised Statutes § 71-701 through 71-707. For more information on statutes, contact the Office of Women's Health at 877-257-0073 (toll free).

It is expected that all Council members shall actively participate in a minimum of two of the quarterly meetings of the Council annually and in at least one Task Force. If unable to attend, the member shall notify the Administrator or the Chairperson prior to the meeting.

SECTION VIII: Project Council

Section 1. The Project Council shall be comprised of the Chairperson and the past Chairperson, by virtue of the office. The Vice-Chairperson, Secretary/Treasurer, and Chairs of the Standing Committees, who shall be appointed by the Chairperson, shall also be members of the Project Council.

The Project Council is responsible for providing input when requested on short notice to the Administrator. The Project Council is used when there is limited time to convene a meeting of the Council members and the Administrator must act or choose not to act on an immediate issue or opportunity for which he/she would like the council's advice rather than wait for the regular quarterly meeting.

Section 2. The Chair shall conduct all meetings of the Advisory Council at which he or she may be present, shall appoint members to committees and shall coordinate the work of the Project Council and Committees.

Section 3. The Vice-Chair shall act as assistant to the Chair and shall perform such duties as may be assigned to her or him by the Chairperson. She or he shall possess all the powers and perform all duties of the Chairperson in her or his absence.

Section 4. The Secretary/Treasurer shall assist the Office of Women's Health in assuring the meeting minutes accurately reflect the business of the Council. She or he shall also act as the fundraising contact person, and assist the Council and its members in making contacts and soliciting funds for Council projects, as limited by the Donations policy.

Section 5. In the event that action or advice is needed within a short timeline, the Administrator may rely upon the Project Council. If necessary, the Project Council may name an ad hoc committee composed of Council members with expertise or experience beneficial to the specific situation.

SECTION IX: Committees

The following shall be the Standing Committees of the Women's Health Advisory Council:

1. Communications, Public Relations, and Publicity Committee. Perhaps the most visible committee, this group assists the Administrator to establish and maintain formal communication with the public through a variety of channels.
2. Policy Development and Advocacy Committee. For women and the services they most require, this committee will focus on identifying and validating need in Nebraska. It may mean translating national to state data, developing research to ascertain need, and the means to address need.
3. Other Committees or Task forces will be developed as needed.

SECTION X: Meetings

Section 1. The Council shall meet quarterly or upon the call of the chair or a majority of the voting members.

Section 2. A Special Meeting may be called by the Chair or at the request of two of the members of Project Council or by any five members of the Women's Health Advisory Council, provided that all Council members are notified in writing of time, place and purpose of such meeting. Public Notice shall be given in accordance with State law.

Section 3. A quorum shall consist of a simple majority of the members that are present.

SECTION XI: Parliamentary Authority

The parliamentary authority of the Women's Health Advisory Council shall be ROBERT'S RULES OF ORDER, NEWLY REVISED 2001.

SECTION XII: Amendments

These Guidelines may be amended at any regular meetings of the Council by a two-thirds vote of those present and voting.

(revised 10/23/03)