

**Nebraska Preventive Health Advisory Committee
Bylaws**

Approved February 10, 2016

I. Name

Nebraska Preventive Health Advisory Committee, hereinafter referred to as “Committee”

II. Mission

To facilitate development of public health policy for preventive health services in Nebraska by making recommendations to the Nebraska Department of Health and Human Services (DHHS) regarding: 1) achievement of the objectives of Healthy People 2020 and the Nebraska State Health Improvement Plan, and 2) development and implementation of the plan for use of Preventive Health and Health Services Block Grant (PHHSBG) funds.

III. Functions

- A. To provide input regarding use of the PHHSBG funds during the current year and to make recommendations regarding priority health issues and eligibility to apply for PHHSBG funding in subsequent years. The Committee will review the PHHSBG State Plan for the current year, as well as available data regarding health status and behavioral risk of Nebraskans, in making recommendations.
- B. To hold at least one public hearing annually to gather public input regarding use of PHHSBG funds to support preventive health services.

IV. Membership

Appointments will be made by the DHHS Director of the Division of Public Health effective July 1 of each year. Appointments will be for three years. No member, appointed to such a three-year term, will serve more than two consecutive terms. The Director will appoint a new member to fill the unexpired term of any member unable to complete their three-year term. The member appointed will complete the three-year term and will be eligible for one additional three-year term. In no case will a member serve more than six consecutive years on the Committee.

The Administrator of the Nebraska Office of Highway Safety will be appointed as a permanent member of the Committee as a means to comply with a provision of the law under which the PHHSBG is authorized. The limitation on the term of office will not apply to that appointment.

The Committee will be composed of such members of the general public and such officials of the health departments of political subdivisions of the State as may be necessary to provide adequate representation of the general public and of such health departments. Members of the Committee may include representatives of community-

based organizations (including minority-based organizations), schools of public health and entities to which the State awards grants or contracts to carry out activities of the PHHBG. The number of members will not exceed twenty.

DHHS may appoint additional persons to serve as ex officio members. Ex officio members of the Committee will participate by voice but will not vote.

V. Meetings

The Committee will meet as requested by the Chairperson as frequently as necessary, but no less than twice per year. Members may participate in meetings by telephone or video conference call.

Attendance by Committee members will be expected at all meetings. Two consecutively missed meetings will constitute sufficient grounds for termination of membership. If a member misses two consecutive meetings, the Chairperson or designee will contact the member to determine whether continued membership on the committee is beneficial or feasible. If the member or the Chairperson determines that the member is unable to continue actively participating by attending the meetings of the Committee, the Committee will accept the member's resignation or vote to discontinue that member's membership. The Chairperson will designate a member to fulfill the unexpired term of the member whose membership is ended.

Meetings of the Committee may be canceled and rescheduled by the Chairperson. Committee members will be notified of cancellations in as timely a manner as possible.

The presence of a simple majority of the Committee members will constitute a quorum.

All meetings of the Committee will be open to the public and posted as such.

The Chairperson may call for an electronic vote on business items discussed at a regular meeting of the Committee. The electronic vote will be solely for the business item or items specified, will state the motion and the mover and seconder of the motion, provide specific options for response (yay, nay, abstain), specify the date by which votes must be returned and specify the person to whom the response must be made. Members will be given sufficient time to respond. The Chairperson will report to all members the result of the vote. Voting results will be recorded in the minutes noting each member and their vote.

VI. Officers

The Chairperson of the Committee will be the Director or Chief Medical Officer of the Nebraska DHHS Division of Public Health or his or her designee.

The other officer will be the Vice-Chairperson.

The Vice-Chairperson will be appointed by the Chairperson and may serve up to two

consecutive one-year terms.

The Chairperson will set the agenda of the regular meetings of the Committee, conduct those meetings and be responsible for appointing work groups and subcommittees as needed. The Chairperson will be the principal spokesperson and representative of the Committee at designated meetings.

The Vice-Chairperson will be responsible for conducting Committee meetings in the absence of the Chairperson and will assist the Chairperson and staff as requested.

VII. Conflict of Interest

Members of the Committee will provide information regarding any known or potential conflict of interest.

VIII. Support by DHHS Division of Public Health

The Chairperson will make available staff, space and other resources as appropriate to support the work of the Committee. Staff support for the Committee will be provided by the Health Promotion Unit of DHHS Division of Public Health.

The staff will provide copies of needed documents, respond to requests from members, arrange for presentations of requested information, prepare and send agenda and minutes, publicize meeting and hearing dates, facilitate meetings and produce written minutes of the meetings.

Travel expenses incurred by members in the performance of Committee duties will be reimbursed by DHHS Division of Public Health in accordance with State policies.

IX. Amendments

The bylaws may be amended. Amendments will be distributed to each member at least ten business days prior to a regularly scheduled meeting. At such meeting, the bylaws may be amended by majority vote of the members of the Committee.