Iowa Department of Public Health
Prevention and Chronic Care Management Advisory Council
Ground Rules

A. Committee Purpose

1. The purpose of the Prevention and Chronic Care Management Advisory Council is to advise and assist the Iowa Department of Public Health to develop a state initiative for prevention and chronic care management as outlined in HF 2539.

B. Committee Meetings

1. A draft agenda will be circulated to committee members and other interested parties at least one week prior to the meeting date.

2. Understand that the facilitator has a responsibility to keep the meeting on agenda. Hence, she may limit the amount of time for discussions. Any committee member wishing to continue the discussion may ask that this be placed on the subsequent agenda.

3. Any committee member wishing to add an item to the agenda will inform the facilitator 10 days prior to the meeting date.

C. Committee Member Attendance

1. If a committee member is unable to attend a meeting, an alternate may be allowed to sit in the committee members place.

2. If the committee member uses an alternate or misses two consecutive meetings, the Iowa Department of Public Health director will designate a new council member.

D. Committee Decision Process

1. A committee member may request to vote on a particular issue at any time throughout the meeting.

2. The issue voted on will be pursued if 50 percent of the members present and voting are in favor.

E. Inclement Weather Policy

1. The committee facilitator will make every effort to determine if a scheduled meeting will be cancelled due to severe weather 24 hours in advance.

2. If Des Moines Public Schools are cancelled due to severe weather, it is very likely that the advisory committee will also be cancelled.

3. If you are unsure if a meeting is cancelled, call 1-800-383-3826 to check.

4. If you are unable to attend a meeting due to severe weather, an absence will not be counted against you if you email or call before the meeting to let us know you will not be attending.

F. Modification of the Ground Rules

1. Modifications to the committee's ground rules may be adopted at a meeting by a vote of three-fourths of the member present and voting.