

HEMOPHILIA ADVISORY COMMITTEE BYLAWS

I. Name

Hemophilia Advisory Committee (HAC)

II. Mission

The mission of the Hemophilia Advisory Committee is to assure the availability other bleeding and clotting disorders, and provide recommendations on cost-effective treatment programs that enhance the quality of life of those afflicted with hemophilia and contain the high cost of that treatment.

The Hemophilia Advisory Committee will represent the interests of the people of Iowa.

III. Functions

To advise the Director of the Iowa Department of Public Health regarding issues related to hemophilia and other bleeding or clotting disorders.

To support the development of special projects community-based initiatives, and conferences regarding hemophilia and other bleeding or clotting disorder services and issues.

To advocate for health care services for all residents in Iowa.

IV. Membership

The HAC shall be comprised of regular and ex-officio members. Membership will be comprised of representatives of professional groups, agencies, legislators, and individuals with an interest in promoting hemophilia and bleeding or clotting disorder services for the residents of Iowa. Every effort shall be made to have a balance between consumers or consumer organizations and professional health care providers. Every effort will be made to have gender balance and broad geographic representation on the HAC.

Potential regular members are considered from interest groups, consumer organizations, and hemophilia/clotting disorder health care service providers. The number of regular members shall not be fewer than nine or more than 25. No more than 30 percent of regular members shall be representatives of or employed by programs that are contractors of the Center for Congenital and Inherited Disorders in the Iowa Department of Public Health.

The Director of the Iowa Department of Public Health will appoint regular committee members for three fiscal years. Reappointment of regular and honorary members shall be at the discretion of the Director.

Ex-officio members are nominated by virtue of their positions held and the organizations they represent, and are appointed by the Director of IDPH. The members provide expert information and consultation to the Advisory Committee. The IDPH will appoint ex-officio members for three fiscal years. Reappointment of ex-officio members shall be at the discretion of the IDPH.

V. Vacancies

The Hemophilia Advisory Committee will make recommendations to the Director of the Iowa Department of Public Health for appointments of all members.

VI. Meetings

Meetings will be held as necessary and at the call of the Director or the Chair. There shall be a minimum of four meetings per year. At the last scheduled meeting of the fiscal year, the regular meetings for the following year will be scheduled. Notice of meetings will be mailed at least four weeks prior to the meeting date. All meetings will be open.

A majority of the total number of regular members (50% plus one member) shall constitute a quorum.

There must be a quorum of the regular members in attendance at a meeting for action to be taken. Attendance at a meeting is defined as presence at the meeting site in person, through the Iowa Communications Network (ICN), or via telephone. Action can be taken by a vote of the regular members. Ex-officio members are not eligible to vote. The Advisory Committee shall maintain information sufficient to indicate the vote of each regular member. All members will disclose any potential conflict of interest prior to any voting action taken by the HAC, and members with a real or apparent conflict of interest are expected to refrain from imposing undue influence on regular members and to recuse themselves from voting on issues that directly affect the operation of their programs.

Attendance by the regular member or the regular member's designee shall be expected at all meetings. A designee of similar standing must be able to reasonably fulfill the member's role on the committee in discussions. Designees are not eligible to vote. Regular members (not a designee) must be in attendance at least two meetings per fiscal year to remain in good standing. A regular

member who misses more than two meetings per fiscal year shall be deemed to have submitted a resignation.

Robert's Rules of Order (Revised) shall govern all meetings except where they are in conflict with these bylaws as adopted or amended.

VII. Officers

The officers shall be the Chair and the Vice-chair. The Chair will be responsible for conducting Advisory Committee meetings, representing the Committee at appropriate or designated meetings, will appoint subcommittees as deemed necessary, and will designate the chairperson of each subcommittee.

The Vice-chair will be responsible for conducting Advisory Committee meetings in the absence of the Chair or if the Chair is unable to act, and representing the Committee at designated meetings at the requests of the Chair. When so acting, the Vice-chair shall have all the powers of and be subject to all restrictions upon the Chair. The Vice-chair shall also perform other duties as may be assigned by the Chair.

The Chair and Vice-chair shall be elected or re-elected by the members at the last scheduled meeting of the calendar year. The Chair shall not serve more than two full consecutive years, beginning in the calendar year following the effective date of these bylaws.

Vacancies in the office of the Chair that occur during the course of a term shall be filled by elevation of the Vice-chair. Vacancies in the office of Vice-chair shall be filled by election at the next meeting after the vacancy occurs.

VIII. SUBCOMMITTEES

The Chair may designate one or more subcommittees to perform such duties as may be deemed necessary.

IX. BYLAWS AMENDMENT

These bylaws may be amended, altered, or repealed, and new bylaws may be adopted by a majority vote of the membership, provided fourteen days written notice of the proposed change(s) is mailed, including electronic mail, to the members.