

Virginia I. Jones Alzheimer's Disease and Related Dementias Council Bylaws

Article 1: Name

- 1.1 The name of this council is the Virginia I. Jones Alzheimer's Disease and Related Dementias Council.

Article 2: Authority

- 2.1 The Virginia I. Jones Alzheimer's Disease and Related Dementias Council is authorized under Health-General Article, §13-3202, Annotated Code of Maryland (Senate Bill 679 (2013), Senate Bill 549 (2016), Senate Bill 522 (2019), and House Bill 166 (2022)).
- 2.2 The Virginia I. Jones Alzheimer's Disease and Related Dementias Council makes recommendations on improving and enhancing quality of life and support services for individuals and their families living with Alzheimer's Disease and Related Dementias (ADRD).

Article 3: Duties and Functions

- 3.1 The Virginia I. Jones Alzheimer's Disease and Related Dementias Council provides guidance to the Secretary on ADRD by reviewing state statutes, policies and programs, and monitoring the State Plan on ADRD. Specific duties and functions include:
 - 3.1.1. Issuing an update to the State Plan on ADRD every 5 years.

Article 4: Membership

- 4.1 **Appointment**
 - 4.1.1 A minimum of 21 members are appointed by the Governor, according to [Health-General Article, §13-3203](#).
 - 4.1.2 The Council can recommend any other member necessary to fulfill the duties of the Council.
- 4.2 **Member Term**
 - 4.2.1. The term for the Council is 3 years, effective October 1, 2022. This applies to new members appointed October 2022 and afterwards.
 - 4.2.2 Current members of the Council will follow their existing term limits as determined by the MDH Office of Appointments and Executive Nominations (OAEN) Office and communicated in their appointment letter.

4.2.3 Upon term expiration, the member may reapply for membership on the Council.

4.2.4 At the end of the term, the member continues to serve until a successor is appointed.

4.2.5 The terms of the appointed members of the Council are staggered as required by Health-General §13-32A-06 and provided for the appointed members of the Council on October 1, 2022.

4.2.6 Members may resign or step down from their seat by providing written notice to the Chair. Details on termination are in 4.6.

4.3 **Vacancies.** If a vacancy occurs, the Governor will appoint a successor.

4.4 **Compensation.** Members will not receive compensation. Members are entitled to reimbursement for expenses under the Standard State Travel Regulations.

4.5 **Chair.** There will be a Virginia I. Jones Alzheimer's Disease and Related Dementias Council Chair. Members of the Council will appoint the Chair. The Chair will:

4.5.1 Preside at all Council meetings.

4.5.2 Serve a 3 year term.

4.5.3 Be allowed to run for another term.

4.5.4 Appoint the chair of any subcommittees.

4.5.5 Be trained in and follow the Open Meetings Act.

4.6 **Termination.** The Governor may remove a member or Chair for:

4.6.1 Neglect of duty;

4.6.2 Misconduct;

4.6.3 Malfeasance;

4.6.4 Misfeasance in office; or

4.6.5 Failing to meet the attendance requirements.

Article 5: Meetings

5.1 Frequency

5.1.1 The Virginia I. Jones Alzheimer’s Disease and Related Dementias Council will meet at least four times per year. The Council will establish the date and time for regular Council meetings.

5.1.2 The Council meetings will be either in-person, virtual, or hybrid meetings as necessary.

5.2 **Open Meeting Policy**

5.2.1 Meetings of the Virginia I. Jones Alzheimer’s Disease and Related Dementias Council will be governed in accordance with Maryland’s [Open Meetings Act](#) (General Provisions §3-101–3-501).

5.2.2 Meeting norms will follow the current Robert's Rules of Order.

5.2.3 Meetings are open to the general public, in accordance with the Open Meetings Act.

5.3 **Accessibility**

5.3.1 Every attempt will be made to assure accessibility for all at each meeting.

5.3.2 Reasonable accommodations will be made for any Council member or member of the general public with a disability who gives one-week notice to Maryland Department of Health or Maryland Department of Aging staff.

5.4 **Attendance**

5.4.1 Members will attend at least 50 percent of Council meetings per year.

5.4.2 The Council will ensure that attendance is:

5.4.2.1 Recorded in the meeting minutes; and

5.4.2.2 Reported to the Secretary at least once per year.

5.5 **Quorum.** A majority of the full authorized membership of the Council is a quorum.

5.5.1 A quorum need not be present for the Council or subcommittee to hold a meeting.

5.5.2 If less than a quorum is present at any meeting, the Chair of the Council will defer matters submitted for a vote until a quorum is present.

5.6 **Voting.** Each member is entitled to one vote.

5.6.1 Voting will be in person, virtual or by phone at the meeting with quorum.

5.6.2 If needed, an electronic vote will be secured following the meeting, which will follow Open Meetings Act rules.

5.6.3 Members of the public may not vote on Council items.

5.7 **Minutes.** The Virginia I. Jones Alzheimer’s Disease and Related Dementias Council will ensure that minutes of its public meetings:

5.7.1 Meet the Open Meetings Act rules and are documented in writing;

5.7.2 Are made available for public inspection by posting to the Alzheimer’s Council website.

Article 6: Ad hoc workgroups

6.1 **Creation.** An ad hoc work group may be established by:

6.1.1 A proposal from a Council member who has identified a need;

6.1.2 Identifying the minimum number of members to serve on the workgroup.

Article 7: Bylaw Review

7.1 The Virginia I. Jones Alzheimer’s Disease and Related Dementias Council will appoint an ad hoc group to review bylaws every two years.

7.1.1 The group will present recommended changes or lack thereof to the Council for a vote.

7.1.2 All revisions to the bylaws will be tracked using version number and date.