

# **State Advisory Council on Health and Wellness Bylaws**

## **Article 1: Name**

1.1 The State Advisory Council on Health and Wellness, “Health and Wellness Council.”

## **Article 2: Authority**

2.1 The Health and Wellness Council is authorized under COMAR 10.52.07.

2.2 The Health and Wellness Council makes recommendations to the Maryland Department of Health related to chronic disease prevention, health and wellness.

2.3 The Health and Wellness Council organizes its work into four committees: (1) Arthritis, (2) Diabetes, (3) Heart Disease and Stroke, and (4) Physical Fitness.

2.4 The Health and Wellness Council may create additional subcommittees or ad hoc groups to study issues relating to wellness and the prevention of chronic disease.

## **Article 3: Duties and Functions**

3.1 The Health and Wellness Council provides guidance to the Secretary on Statewide chronic disease prevention and control; directs the priorities of the work of the committees; and promotes evidence-based programs for healthy lifestyles and the prevention, early detection, and treatment of chronic disease. Specific duties and functions include:

3.1.1 Providing input on projects led by the Department of Health, as requested.

3.1.2 Serving as an Advisory Council for the Preventive Health and Health Services Block Grant.

3.1.3 Submitting a report of its activities to the Secretary on or before December 31, 2019 and every 2 years thereafter.

## **Article 4: Membership**

4.1 The Health and Wellness Council consists of 34 voting members appointed by the Secretary.

4.2 Six members serve without term limits: the Secretary of Health or designee, State Superintendent of Schools or designee, Secretary of Aging or designee, Secretary of Disabilities or designee, a representative of the Maryland Office of Minority Health and Health Disparities, and a representative of the Maryland Association of County Health Officers.

4.3 Ten members serve with term limits and include representatives from: the American Heart Association Mid-Atlantic, Inc.; Arthritis Foundation, Mid-Atlantic Region, Maryland; American Diabetes Association, Maryland Chapter; Johns Hopkins Medicine, MedChi, University of Maryland Medical Center and University of Maryland School of Medicine, Maryland Chapter of the American

Academy of Pediatrics, Maryland Nurses Association, Maryland Academy of Nutrition and Dietetics, and Maryland Chapter of the American College of Emergency Physicians.

4.4 Eighteen members of the public serve with term limits and include: individuals with a chronic disease or family members of an individual with a chronic disease, licensed health care providers, individuals with a physical fitness background, employers or representatives of the business sector, representatives of health insurers, representatives of community-based organizations, and individuals with expressed interest in health and wellness.

**4.5 Terms.** Each member with term limits will:

4.5.1 Be allowed to serve two consecutive terms;

4.5.2 Continue to serve at the end of the term until a successor is appointed and qualifies;

4.5.3 Serve the rest of the term if appointed after a term has begun and until a successor is appointed and qualifies;

4.5.4 Can be reappointed 4 years after the completion of serving two consecutive full 4-year terms.

4.5.5 Staggered terms. The terms of the initial Council members will be staggered. Staggered terms will be determined through a random drawing and expire as follows:

4.5.5.1 Ten members in 2019;

4.5.5.2 Nine members in 2020; and

4.5.5.3 Nine members in 2021.

**4.6 Vacancies.** If a vacancy occurs, the Secretary will promptly appoint a successor.

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

**4.8 Committees.** Each member will participate in at least one committee (Arthritis, Diabetes, Heart Disease and Stroke, or Physical Fitness).

4.8.1 Committees will have a Chair.

4.8.2 Committees should have a minimum of five members.

**4.9 Chairs.** There will be a Health and Wellness Council Chair and a Chair of each of the committees.

4.9.1 The Secretary will appoint the Health and Wellness Council Chair. The Health and Wellness Council Chair will:

4.9.1.1 Preside at all Council meetings.

4.9.1.2 Serve a 2-year term.

4.9.1.3 Be allowed to run for two consecutive terms.

4.9.1.4 Be allowed to start their own full 2-year term in the case of a special election to fill a vacancy from a predecessor Chair who did not complete a full term.

4.9.1.5 Appoint the Chairs of the committees.

4.9.1.6 Be trained in and follow the Open Meetings Act.

4.9.2 The Chair(s) of each committee will:

4.9.2.1 Preside at its committee meetings;

4.9.4.2 Serve a 2-year term;

4.9.4.3 Be allowed to run for two consecutive terms;

4.9.4.4 Be allowed to start their own full 2-year term to fill a vacancy from a predecessor chair who did not complete a full term.

4.9.4.5 Be trained in and follow the Open Meetings Act.

4.9.3 The same Council member may serve as Chair of the Health and Wellness Council and Chair of at least one committee.

**4.10 Termination.** The Secretary may remove a member or Chair for:

4.10.1 Neglect of duty;

4.10.2 Misconduct;

4.10.3 Malfeasance;

4.10.4 Misfeasance in office; or

4.10.5 Failing to meet the attendance requirements.

## **Article 5: Meetings**

### **5.1 Frequency**

5.1.1 The Health and Wellness Council and committees will meet at least four times per year.

### **5.2 Open Meeting Policy**

5.2.1 Meetings of the Health and Wellness Council and committees will be governed in accordance with Maryland's Open Meetings Act.

5.2.2 Meetings are open to the general public. The general public may not vote.

5.2.3 Health and Wellness Council members are invited to attend committee meetings outside their assigned committee.

### **5.3 Accessibility**

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

### **5.4 Attendance**

5.4.1 Health and Wellness Council members will attend at least:

5.4.1.1 75 percent of Council meetings per year; and,

5.4.1.2 50 percent of his/her committee meetings per year.

5.4.1.3 At least one Council and committee meeting per year must be attended in-person, dependent on safety and health circumstances.

5.4.2 The Council will ensure that attendance is:

5.4.2.1 Recorded in the meeting minutes; and

5.4.2.2 Submitted to the Secretary at least once per year.

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

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

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

**5.6 Motions.** Any Health and Wellness Council member can make a motion when conducting business. A second Health and Wellness Council member will second the motion and a majority vote is required for the motion to pass.

**5.7 Voting.** Each member will be entitled to one vote.

5.6.1 Voting will be in person, by phone, or electronically (under special circumstances defined in the meeting where the vote is taken).

**5.8 Minutes.** The Health and Wellness Council will ensure that minutes of its public meetings are:

5.7.1 Recorded;

5.7.2 Presented to the Health and Wellness Council for approval; and

5.7.3 Made available for public inspection by posting to the Health and Wellness Council website.

## **Article 6: Subcommittees and Ad hoc groups**

**6.1 Creation.** Apart from the four committees set forth by 10.52.07, a committee within the Health and Wellness Council, a subcommittee, or ad hoc group within a committee may be established by:

6.1.1 A proposal from at least one Health and Wellness Council member who has identified a need;

6.1.2 A defined scope of work is created for the proposed committee;

6.1.3 A defined time period is established to complete the committee work;

6.1.4 Defining if the committee will be temporary or a long-standing committee;

6.1.5 Identifying the minimum number of committee members to serve on the committee;

6.1.6 A majority vote to approve a new committee by the Council members; and

**6.2 Discontinuation.** The Health and Wellness Council can discontinue a subcommittee or ad hoc group by:

6.2.1 A proposal from at least one Health and Wellness Council member to discontinue the subcommittee;

6.2.2 Completion of work by the subcommittee, reassignment of the work to another committee, or agreement that the work is no longer relevant;

6.2.3 A majority vote to approve to discontinue the subcommittee by the Council members; and

6.2.4 The vote of the Secretary or Secretary's designee only in the case of a tie.

## **Article 7: Amendments**

**7.1** The Health and Wellness Council Chair will appoint an ad hoc group to review bylaws every two years.

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

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

## **Article 8: Staffing**

**8.1** The Department of Health will provide staff to the Health and Wellness Council and committees.

