

SUBCHAPTER 3. ADVISORY COMMITTEE OPERATIONS

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310:406-3-1. Purpose

This Subchapter creates the Genetic Counseling Advisory Committee, whose duty shall be to advise the Department regarding provisions of the Act, except as otherwise provided by law.

[Source: Added at 24 Ok Reg 197, eff 11-1-2006 (emergency); Added at 24 Ok Reg 1971, eff 6-25-2007]

310:406-3-2. Advisory committee membership

(a) The advisory committee shall consist of five (5) members who shall be appointed by the Commissioner.

(b) Two members shall be licensed genetic counselors; provided, initial genetic counselor appointees shall not be required to be licensed under the Act before the end of the first year that the license is available. One member shall be an ethicist or a geneticist currently licensed by the State Board of Examiners for Medical Licensure and Supervision or the Board of Osteopathic Examiners. One member shall be a representative of the Oklahoma Genetics Advisory Council. One member shall be a lay person who is not affiliated with any practice of genetic counseling.

(c) The first advisory committee shall serve the following terms: one member for one (1) year, two members for two (2) years, and two members for three (3) years. Thereafter, at the expiration of the term of each member, the Commissioner shall appoint a successor for a four (4) year term.

(d) Vacancies occurring in the advisory committee shall be filled for the unexpired term by appointment by the Commissioner.

(e) Any advisory committee member may be removed by the Commissioner, after written notice, for incapacity, incompetence, neglect of duty, or misfeasance or malfeasance in office.

(f) Members of the advisory committee shall serve without compensation, but shall be reimbursed their actual and necessary travel expenses as provided in the State Travel Reimbursement Act.

(g) Advisory committee members may be reappointed at the completion of their term.

(h) The advisory committee may hold four regularly scheduled meetings each year and special meetings as needed. Meetings shall be held at such time and place as the advisory committee may provide. The advisory committee shall elect annually the following officers: A chair, a vice-chair, and a secretary. Three members of the advisory committee shall constitute a quorum.

[Source: Added at 24 Ok Reg 197, eff 11-1-2006 (emergency); Added at 24 Ok Reg 1971, eff 6-25-2007]

310:406-3-3. Officers

(a) **Chair.** The chair shall preside at all meetings at which he or she is in attendance and perform all duties prescribed by law or rule. The chair is authorized to make day-to-day decisions regarding

advisory committee activities in order to facilitate the responsiveness and effectiveness of the advisory committee.

(b) **Vice-chair.** The vice-chair shall perform the duties of the chair in the absence or disability of the chair.

(c) **Secretary.** In the absence of the chair and vice-chair, the secretary will preside until the chair or vice-chair is present.

[Source: Added at 24 Ok Reg 197, eff 11-1-2006 (emergency); Added at 24 Ok Reg 1971, eff 6-25-2007]

310:406-3-4. Rules of Order

Robert's Rules of Order Newly Revised, 10th ed. (Cambridge, Mass.: Perseus Publishing, 2000) shall be the basis of parliamentary decisions except as otherwise provided by the advisory committee.

[Source: Added at 24 Ok Reg 197, eff 11-1-2006 (emergency); Added at 24 Ok Reg 1971, eff 6-25-2007]

310:406-3-5. Subcommittees

(a) The chair with the approval of the advisory committee may establish subcommittees deemed necessary to carry out advisory committee responsibilities.

(b) The chair shall appoint the members of the advisory committee to serve on subcommittees.

(c) The chair may appoint non-advisory committee members to serve as subcommittee members on a consultant or voluntary basis subject to advisory committee approval.

(d) The subcommittee chair shall make regular reports to the advisory committee in interim written reports and/or at regular meetings.

(e) Subcommittees shall direct all reports or other materials to the Department for distribution.

(f) Subcommittees shall meet when called by the chair or when so directed by the advisory committee.

[Source: Added at 24 Ok Reg 197, eff 11-1-2006 (emergency); Added at 24 Ok Reg 1971, eff 6-25-2007]