

OKLAHOMA GENETICS ADVISORY COUNCIL

BY-LAWS

ARTICLE I. NAME

The name of this body shall be the Oklahoma Genetics Advisory Council (hereinafter known as OGAC).

ARTICLE II. PURPOSE

OGAC is hereby established for the purpose of advising the Commissioner of Health regarding public health measures that will prevent morbidity and mortality among individuals and families with or at risk for a genetic, congenital, and /or familial disorder by assuring that all Oklahoma residents have access to quality screening, education, and family-centered comprehensive services.

ARTICLE III. MEMBERSHIP

Section 1. Numbers

OGAC shall be composed of a minimum of twenty voting members. The Commissioner of Health shall appoint council members of OGAC.

Section 2. Composition

The council members may include, but are not limited to, clinical genetic service providers, laboratory genetic service providers, primary care providers, maternal fetal medicine providers, oncologists, ethicist, medical reimbursement representation, academic medical representation, consumers and families affected by a genetic disorder, community representation, and others who are involved in the administration or direct provision of services for families with genetic or congenital disorders.

Section 3. Terms of Appointment

Terms of regular appointment will be for three years after an initial variable appointment to allow for staggered rotation.

Section 4. Compensation

OGAC members shall serve without compensation but shall be reimbursed with prior authorization from the OSDH for travel expenses.

Section 5. Absences

Consistent participation is necessary for the success of OGAC. Therefore, an OGAC member may send an alternate when they are unable to attend. The OGAC member must notify the OGAC Executive Secretary when an alternative will be present at an OGAC meeting. If the OGAC member (or alternate) has been absent for three consecutive, regularly scheduled meetings, another person may be appointed to OGAC pursuant of

Article III, Section 1 at the discretion of the Commissioner of Health.

Section 6. Resignation

If at any time a member no longer can participate on OGAC, a letter of resignation from the member should be written to the Commissioner of Health with a copy to the OGAC Chairperson and OGAC Executive Secretary.

Section 7. Vacated Position

If a position is vacated as a result of death, resignation, extended illness or if the member can no longer represent the agency or profession due to new employment or retirement, a new member may be appointed.

Section 8. Ex-Officio Members

There will be 10-22 ex-officio members from the Oklahoma State Department of Health (OSDH) and the Department of Human Services (DHS) representing the areas relevant to OGAC's mission. These include but are not limited to: Legal, Genetics, Birth Defects Registry, Newborn Metabolic Disorder Screening, Women's Health, Early Intervention, Assessment and Epidemiology, Maternal Child Health Service, Chronic Disease, Minority Health, State Epidemiologist, and Children with Special Health Care Needs.

ARTICLE IV. OFFICERS, ELECTION OF OFFICERS

Section 1. Officers and Duties of Office

- A. A Chairperson and Vice-Chairperson shall be elected every two years.
- B. No officer shall serve more than two consecutive terms.
- C. The Chairperson (or Vice-Chairperson) shall preside at all meetings of OGAC.
- D. The Chairperson shall be a non-voting member of all committees.
- E. All media contacts and press releases shall comply with the OSDH policies regarding public information.
- F. The Chairperson shall sign official OGAC correspondences to the Commissioner of Health as authorized by OGAC.

Section 2. Election of Officers

- A. The ballot for each election will be prepared by the Nominating Committee which will consist of three members of OGAC that are appointed by the Chairperson.
- B. The ballot for election of officers will have two candidates for each office (Chair and Vice-Chair) and a minimum of eight candidates for Executive Committee

representatives.

- C. A candidate shall be elected when he/she receives a majority of the votes from the membership in attendance at a meeting in which a quorum is present. Voting will be done by written ballot from each OGAC member present. OSDH staff will collect and count the ballots.

Section 3. Removal From Office

- A. OGAC may remove a Chairperson from office by a majority vote of the OGAC membership in attendance at a meeting in which a quorum is present.

ARTICLE V. COMMITTEES

Section 1. Executive Committee

- A. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, and five OGAC members. The Executive Secretary of OGAC shall be an OSDH genetic services staff member and shall serve as a non-voting member.
- B. The Executive Committee shall be elected every two years. No officer (Chairperson and Vice-Chairperson) shall serve more than two consecutive terms.
- C. The Executive Committee shall: set agenda for OGAC meetings, make assignments to other committees, and approve new committee members.

- D. The Executive Committee shall meet a minimum of three times a year, one to two months prior to the OGAC Meeting.

Section 2. Standing Committees

- A. The OGAC may create or disband standing committees in order to meet the identified needs by majority vote of OGAC.
- B. Each standing committee will have a Chairperson who is a member of OGAC.
- C. Each standing committee will be assigned an Executive Secretary who is a member of the OSDH staff.
- D. Members of the Standing Committees will be selected by the Chairperson of that committee and will be approved by the Executive Committee. Committee members do not have to be OGAC members.
- E. Meetings of each Standing Committee will be recorded with the OGAC Executive Secretary to include meeting place, date, time, and agenda 2 to 4 weeks prior to the scheduled meeting. Minutes of each Standing Committee meeting will be recorded by the Executive Secretary of that committee and submitted to the OGAC Executive Secretary for distribution at the next OGAC meeting. The OGAC Executive Secretary will forward minutes to the Executive Committee for review.

Section 3. Ad Hoc Committees

- A. Ad hoc committees may be formed by the OGAC, the Executive Committee or the standing committees.
- B. Ad hoc committees shall be given a specific assignment and timeframe in which to research, discuss and report their findings.

ARTICLE VI. MEETINGS

Section 1. Open Meetings Act

Meetings shall be announced and conducted under the provisions of the Open Meetings Act.

Section 2. Quorum

A quorum will consist of one-half plus one of the council members. A quorum of members must be present to vote or transact business at all OGAC meetings.

Section 3. Vote

A quorum of council members must be present to vote. An attempt to obtain consensus will be made. If unable to obtain consensus a vote will be held. A majority vote will be recorded in the minutes with the number of dissents and abstain votes noted. Ex-officio

members are not counted in the quorum requirement and are unable to vote.

Section 4. Rules of Order

Roberts Rules of Order, Revised shall be the basis of parliamentary decisions except as otherwise provided by OGAC rules.

Section 5. Agenda

The Executive Committee shall prepare and submit an agenda to each member at least one week prior to each meeting. Any council member may suggest items to be included on the agenda by submitting them to the Executive Secretary of the Executive Committee at least one month prior to the OGAC meeting. The agenda for each meeting will include an item of “New Business” at which time members may raise new issues.

Section 6. Minutes

- A. OGAC Minutes of each meeting shall be forwarded to each OGAC member, by the OGAC Executive Secretary, for review, comment or correction prior to approval by the OGAC membership at the next OGAC meeting.
- B. The minutes from a previous OGAC meeting are official only when approved by the OGAC membership.
- C. The official minutes of the OGAC shall be kept by the Chairperson and by the Executive Secretary. They shall be available upon request.

Section 7. Meeting Times

The OGAC will meet a minimum of three times a year.

Section 8. Special Meetings

The Chairperson may call special meetings with approval of the Executive Committee or by a majority vote of the members at a regular meeting at which a quorum is present.

ARTICLE VII. TRANSACTION OF BUSINESS

The OGAC shall not be bound in any way by any statement or action on the part of any member, committee member, or staff member except when a statement or action is in pursuance of the specific instructions of OGAC or its committees.

ARTICLE VIII. CONFLICT OF INTEREST

No OGAC member shall vote on an issue if the member would directly benefit financially or derive income.

ARTICLE IX AMENDMENTS

Recommendations to amend any portion of these bylaws shall be submitted in writing to the Executive Committee and shall be forwarded to the OGAC for consideration.

Amendments to the bylaws must be approved by a two-thirds majority vote.