

Organ Donation Advisory Committee Bylaws

I. Members

1. Composition. The membership of the Committee shall consist of ten members appointed by the Governor, with the advice and consent of the Senate. Members shall serve a five year term and until their successors are appointed and confirmed or at the pleasure of the Governor.
2. Resignations. Any person desiring to resign from the Committee shall submit his resignation in writing to the Chairperson, who shall present the resignation to the Committee for a recommendation to the Governor and inform the Member-Representative of the Department of Health and Senior Services.
3. Attendance. All members shall attend at least half of the meetings in any calendar year. The Chairperson shall contact those failing to meet this requirement and shall report to the Committee for its recommendation to the Governor.

II. Officers

1. Officers and Duties. The officers of the Committee shall be a Chairperson, Vice-Chairperson and Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Committee.
2. Election of Officers. The Member-Representative of the Department of Health and Senior Services shall be the Secretary. Other officers shall be elected by roll call at the regular meeting immediately following April 1 of each even calendar year.
3. Term of Office. Elected officers shall serve for two years or until their successors are elected. Their term of office shall begin at the close of the meeting at which they are elected.
4. Limitations. No member shall concurrently hold more than one office or serve more than two consecutive terms in the same office.

III. Meetings

1. Frequency. Meetings shall be held at least twice per calendar year. A minimum interval of 30 days shall occur between the first and last meeting of the year. Meetings may be called by the Chairperson or shall be called upon the written request of any three members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least ten days notice shall be given.
2. Method. Meetings may be held and attended in person, by phone, teleconference or videoconference. In-person accommodations will be made available for the meeting when elections are held. The Chairperson shall make available a minimum of one face-to-face meeting per year.
3. Quorum. A majority of members of the Committee, exempting any who has submitted their resignation to the Chairperson, shall constitute a quorum.

IV. Subcommittees

The Chairperson or the Committee shall appoint such Subcommittees, standing or special, as the appointing body sees from time to time necessary to carry on the work of the Committee. A subcommittee shall elect its own chairperson from among its members. The Chairperson and the Member-Representative of the Department of Health and Senior Services shall be *ex officio* members of every subcommittee, except the nominating committee.

V. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall guide the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Committee may adopt.

May 4, 2007 - Adopted by 2/3 vote.

September 27, 2013 - Reviewed/No change.

March 6, 2015 - Reviewed/No change.

June 8, 2016 - Revised and adopted by majority vote.

June 29, 2017 - Reviewed/No change.

September 20, 2018 - Revised and adopted by majority vote.

July 9, 2020 - Revised and adopted by majority vote.

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VI. Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Committee by a two-thirds vote, provided that the amendment has been submitted in writing and transmitted to the members ten days in advance of the meeting.

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