

# **BYLAWS**

## **CHILD HEALTH ADVISORY COMMITTEE**

### **I. Mission**

The mission of the Child Health Advisory Committee (CHAC) is to coordinate statewide efforts to combat childhood obesity and related illnesses; improve the health of future generations of Arkansans; and provide recommendations on future school, community, and State health, nutrition, and physical education issues.

### **II. Membership and Structure**

#### **A. Membership**

The membership of CHAC will be composed of 20 voting members as follows:

The Director of the Department of Health shall appoint one member to represent each of the following organizations:

1. Arkansas Department of Health
2. Arkansas Academy of Nutrition and Dietetics
3. American Academy of Pediatrics – Arkansas Chapter
4. Arkansas Academy of Family Physicians
5. Arkansas Association for Health, Physical Education, Recreation and Dance
6. American Heart Association, American Cancer Society, and American Lung Association (Represented jointly)
7. Fay W. Boozman College of Public Health of the University of Arkansas for Medical Sciences
8. Arkansas Center for Health Improvement
9. Arkansas Advocates for Children and Families
10. University of Arkansas Cooperative Extension Service (Official title is University of Arkansas Division of Agriculture Cooperative Extension Service)
11. Office of Minority Health and Health Disparities, Arkansas Department of Health

The Commissioner of the Department of Education shall appoint one member to represent each of the following organizations:

1. Arkansas Department of Education
2. Arkansas School Food Service Association (Official title is Arkansas School Nutrition Association)
3. Arkansas School Nurses Association
4. Arkansas Association of Education Administrators
5. Arkansas Parent Teacher Association
6. Arkansas School Boards Association
7. Arkansas Association of School Business Officials
8. Arkansas Association for Supervision and Curriculum Development
9. Classroom Teacher

## B. Terms of Service of Members

Terms of committee members shall be three (3) years. Terms shall begin August 1, in the year of appointment and expire July 31 of the third year, following appointment. An individual may be reappointed to serve additional terms.

## C. Officers

### 1. Terms of Office

All terms of office will begin on August 1 and expire July 31 of the following year. A CHAC member may continue to serve in office until the member's replacement is elected. A committee member may be reelected to serve additional terms but a committee member may not serve consecutively in the same office for longer than two terms.

### 2. Chairmanship

The committee shall elect one of its members to act as Chair for a term of one year. The Chair shall have the responsibility of calling regularly scheduled and extra-ordinary meetings and shall have voting power.

### 3. Vice-Chairmanship

The committee shall elect one of its members to act as Vice-Chair for a term of one year. The Vice-Chair shall have the responsibility of serving as Acting-Chair in the absence of the Chair, and shall have voting power.

### 4. Vacancy in Office

In the event there is a vacancy in the office of chair, the individual serving as vice-chair may choose to assume the office of chair for the remainder of the unexpired term or may call for an election for the Committee to elect one of its members to fill the unexpired term.

In the event there is a vacancy in the office of vice-chair, the Committee shall elect one of its members to act as Vice-Chair to fill the unexpired term.

## D. Key Resource Membership

Key Resource Members may be added, by simple majority vote of the committee, to provide additional expertise. The members shall serve at the request of the committee, but will not have voting power.

## E. Attendance Required

In order to ensure broad representation and a quorum, all committee members have the responsibility to attend all regular or special meetings. A committee member may designate a substitute to attend a committee meeting in the committee member's absence. Substitutes shall not be counted to establish a quorum and shall not have voting power.

In the event a member is absent for three (3) consecutive meetings, the committee will notify the sponsoring organization and request a review of the member's attendance record.

F. Vacancies in Membership

If a vacancy occurs, the Officer who made the original appointment shall appoint a person who represents the same constituency as the member being replaced to fill the unexpired term. It shall be the responsibility of the Chair, or the chair's designee, to notify the appropriate Agency Director when vacancies occur.

III. Operating Guidelines

A. Quorum

A quorum shall consist of half the number of voting members plus one person. Business may be discussed in the absence of a quorum, but no votes may be taken. A substitute member shall not be part of the quorum.

B. Rules of Order

Discussion and votes will be taken under Robert's Rules of Order. The Chair shall be the interpreter of said rules.

C. Voting

A simple majority of those present shall be deemed sufficient for passage of any motion other than amending the bylaws which shall require a supermajority of 75% of the total voting membership as shall a motion to suspend the rules.

IV. Amendments of Bylaws

The bylaws may be amended by approval of a written amendment by 75% of the total voting membership after presentation of the amendment in at least one previous meeting.