



KANSAS MATERNAL AND CHILD HEALTH COUNCIL BYLAWS

ARTICLE I

Name of Council

Section 1. This Council shall be known as the Kansas Maternal and Child Health Council (KMCHC).

ARTICLE II

Purpose

Section 1. The purpose of this Council is to advise the Secretary of Health and Environment and others on ways to improve the health of families in Kansas, focusing on the MCH population. The Council brings together several organizations or groups in Kansas with a broad range of expertise, including many who have been working for years to address and improve health outcomes in Kansas and other states. The Council:

- Encourages the exchange of information about women, infants, children and adolescents.
- Advises on progress in addressing specific MCH population needs.
- Creates private and public sector support for improving MCH health outcomes in Kansas.
- Helps focus efforts among partners and recommends collaborative initiatives.
- Submits an annual report summarizing the Council's work and making recommendations to the Secretary of Health and Environment in January of each year.

ARTICLE III

Membership

Section 1. Council Members are appointed by the Title V MCH Director of the Bureau of Family Health in the Kansas Department of Health and Environment.

Section 2. The Council shall consist of not more than thirty representatives from state, local and private organizations or groups who have expertise in maternal and child health.

Section 3. Members will be appointed on a staggered basis and will serve three-year terms. Terms will begin October first. Members may be re-appointed by the Title V MCH Director for an unlimited number of terms.

Section 4. When a vacancy occurs on the Council, an individual from the organization or group represented may be nominated to fill the remainder of the unexpired term. Upon completion of the term, the individual filling the vacancy may be appointed to serve on the Council for a complete term or, if that individual will not continue, another individual from the same organization or group may be nominated to

serve on the Council. The process to appoint individuals nominated to complete an unexpired term will follow the same procedures as those for appointing new members to the Council.

ARTICLE IV Executive Committee

Section 1. An Executive Committee consisting of the Chair, Vice Chair, and up to three Council members shall act on the Council's behalf between Council meetings. The Executive Committee shall serve as the primary leadership of the Council. In addition the Executive Committee shall:

- a. Solicit, screen and nominate individuals for appointment to the Council.
- b. Evaluate existing members at the end of their term and make recommendations for reappointment.
- c. Conduct or arrange for orientation of new members.

Section 2. The Title V MCH Director will appoint one member of the Council to serve as Chair for a one year period. The Title V MCH Director may reappoint that person for an unlimited number of terms. The Chair shall preside at all meetings. The Chair shall perform all duties incident to the office of Chair as prescribed by the Council.

Section 3. The Title V MCH Director will appoint members of the Council to serve as Vice Chair and as members of the Executive Committee for a one year period. The Title V MCH Director may reappoint these individuals for an unlimited number of terms.

Section 4. In the absence of the Chair, or in the event of the Chair's inability or refusal to act, or resignation, the Vice Chair shall perform the duties of the Chair until the appointment of a new Chair.

ARTICLE V Meetings

Section 1. The Council shall hold regular meetings at least four times per year at the call of the Chair. Notice of meetings shall be given at least thirty days prior to the meeting.

Section 2. The Chair may call special meetings of the entire Council and meetings of the Executive Committee as necessary.

Section 3. A quorum shall consist of a majority of the members of the Council.

Section 4. Members shall give prior notice to the Council's administrative support, provided by the Kansas Department of Health and Environment, when they will not attend a meeting of the Council regardless of whether or not they are sending an alternate. If an alternate is designated to attend, the Council administrative support will be notified. Alternates shall have no vote on the Council.

Section 5. Members may participate in meetings either in person or by phone conference, when phone equipment is available. Members may vote in person, by telephone, or electronic mail. Votes submitted electronically must be received prior to the meeting in which the vote is held.

Section 6. The Council's administrative support, provided by the Kansas Department of Health and Environment, shall be responsible for the minutes of the Council meetings. Minutes of Council meetings,

including a list of Action Items (if any), shall be prepared and distributed within two weeks of each meeting.

Section 7. All meetings of the Council shall be open to the public.

Section 8. Any Council member or other committee member who has two or more unexcused meeting absences in a year will be subject to dismissal from the Council. Prior to dismissal, the Chair will submit to the Title V MCH Director for his/her advice and consent, the name of any Council member or other committee member who misses two meetings in 12 month period without giving prior notice.

ARTICLE VI

Committees/Task Forces

Section 1. The Chair shall be empowered to appoint Chairs and members to such standing and temporary committees or task forces as may be necessary to carry out the activities of the Council. Chairs of standing and temporary committees or task forces are required to be members of the Council.

Section 2. The Chair may appoint individuals who are not members of the Council to serve on standing and temporary committees or task forces. Individuals appointed to standing and temporary committees who are not members of the Council have no vote on the Council.

Section 3. When necessary or requested, the Title V MCH Director may assign executive staff members to help facilitate the work of the Council.

ARTICLE VII

Conflict of Interest

Section 1. No Council member or other committee member may participate in or seek to influence a decision or vote of the Council if the Council member or other committee member would stand to gain any benefit from the decision or vote. This constitutes a conflict of interest. Individuals in such situations shall abstain from voting on any issue where a conflict of interest exists.

Section 2. All members of the Council and other committee members shall sign a “Code of Ethics and Professional Conduct” document approved by the Council.

ARTICLE VIII

Adoption and Maintenance of Bylaws

Section 1. Bylaws of the Council shall become operative upon their ratification by a majority vote of the members of the Council.

Section 2. Bylaws of the Council may be amended by a majority vote of the members of the Council. Proposed amendments to Council bylaws shall be distributed to the membership of the Council at least ten days prior to the meeting at which they are to be considered.