

TASK FORCE ON ALZHEIMER'S DISEASE (TFAD) BY-LAWS

6.1 Article I Definitions

1. The term "Task Force" refers the Task Force on Alzheimer's Disease.
2. The term "State Plan" means the state plan to address Alzheimer's Disease.
3. The term "Director" refers the Director, Department of Health and Human Services.
4. The term "Administrator" refers the Administrator, Aging and Disability Services Division.
5. The term "Division" refers the State of Nevada, Aging and Disability Services Division.
6. The term "fiscal staff" refers to the Aging and Disability Services Division fiscal staff in the Carson City office.
7. The term "NRS" refers to the Nevada Revised Statutes.

6.2 Article II Creation (NRS 439 Public Health)

1. The Task Force is created by AB 80 section 5 of the 2013 legislative session under the Department of Health and Human Services.

6.3 Article III Duties

1. Develop a state plan to address Alzheimer's disease and submit the state plan to the 77th session of the Nevada Legislature.

The Task Force shall;

- (a) Develop a state plan to address Alzheimer's disease;
- (b) Monitor the progress in carrying out the state plan;
- (c) Review and revise the state plan as necessary;
- (d) Develop and prioritize the actions necessary to carry out the state plan;
- (e) Research and review any other issues that are relevant to Alzheimer's disease; and
- (f) On or before February 1 of each year, prepare and submit a report to the Governor and to the Director of the Legislative Counsel Bureau for transmittal to the Legislature concerning its findings and recommendations.

2. For the purpose of carrying out the provisions of sections 2 to 7, inclusive, of this act, the Department:

- (a) Shall provide the personnel, facilities, equipment and supplies required by the Task Force;
- (b) May accept any gifts, grants and donations; and
- (c) May enter into contracts and award grants.

For the purposes of this act, the state plan developed pursuant to Assembly Concurrent Resolution No. 10, File No. 42, Statutes of Nevada 2011, p. 3868, shall be deemed to be the initial state plan to address Alzheimer's disease required by section 7 of this act.

6.4 Article IV Membership (NRS 427A.032)

1. Voting Members – The Director will appoint to Task Force 8 voting members.

- (a) A representative from an association that provides services to persons with Alzheimer's disease;
- (b) A medical professional with expertise in cognitive disorders;
- (c) A representative of caregivers for persons with cognitive disorders;
- (d) A representative of the Nevada System of Higher Education with expertise in cognitive disorders;
- (e) A representative of providers of service for persons with cognitive disorders;
- (f) A representative from a rural area of this State;
- (g) A representative from the Department; and
- (h) A member at large.

2. The Legislative Task Force shall appoint to the Task Force the following two voting members:

- (a) One member of the Senate; and
- (b) One member of the Assembly.

3. Term of Appointment

- (a) After the initial terms, the members of the Task Force serve terms of 2 years.
- (b) A member may be reappointed to the Task Force and any vacancy must be filled in the same manner as the original appointment.
- (c) Not later than 30 days after appointment, each member of the Task Force appointed pursuant to subsection 2 shall nominate two persons to serve as his or her alternate members and submit the names of the persons nominated to the Director for appointment. An alternate

member shall serve as a voting member of the Task Force when the appointed member who nominated the alternate is disqualified or unable to serve.

Appointment of a Chair and Vice Chair

The members of the Task Force shall elect a Chair and a Vice Chair by a majority vote. After the initial election, the Chair and Vice Chair serve for a term of 1 year beginning on July 1 of each year. If the position of Chair or Vice Chair becomes vacant, the members of the Task Force shall elect a Chair or Vice Chair, as appropriate, from among its members for the remainder of the unexpired term.

4. Removal of a Member

(a) Malfeasance in office or neglect of duty.

(b) Unexcused absence from two consecutive meetings of the Task Force constitutes good and sufficient cause.

5. Subcommittees

(a) The Chairperson of the Task Force may appoint subcommittee members to consider specific problems within the scope of the functions of the Task Force.

(b) Subcommittee membership will not exceed five (5) members.

6.5 Article V Meetings (NRS 427A.034)

1. The members of the Task Force shall meet at least once each quarter at the call of the Chair. The Task Force shall prescribe regulations for its own management and government. A majority of the members of the Task Force constitutes a quorum, and a quorum may exercise all the powers conferred on the Task Force. Each member of the Task Force who is appointed pursuant to subsection 2 of section 5 of this act serves at the pleasure of the Director.

2. The Chairperson of the Task Force will approve the date and place of the meetings.

3. The meetings, including subcommittee meetings, are open to the public and subject to the requirements of the Nevada Open Meeting Law.

6.6 Article VI Minutes

1. The Aging and Disability Services Division will designate a Division support staff to act as the recording secretary.

2. Preparation of Minutes – Minutes of the previous meeting are transcribed and made available for inspection by the public within 30-working days after the adjournment of the meeting.

(a) The recording secretary will transcribe minutes from tape recording, notes taken at meeting and from agenda exhibits.

(b) After draft of minutes is prepared, submit to Chairperson for approval.

(c) After approval, finalize and include in meeting folder for members.

(d) Final approval by Task Force at next meeting.

3. Minutes of each meeting of the Task Force are considered public record and will be maintained in the Administrative Office of the Division.

4. Copies of the minutes of the previous meeting will be made available to Committee members prior to the next meeting.

6.7 Article VII Financial Reimbursement (NRS 427A.036)

1. The members of the Task Force serve without compensation, except that each member is entitled, while engaged in the business of the Task Force and within the limits of available money, to the per diem allowance and travel expenses provided for state officers and employees generally.

2. Assembly and Senate representatives are paid by the Legislative Task Force, not by the Division.

6.8 Article VIII Rules of Order

1. The Task Force will generally follow, as a guide, the Roberts Rules of Order where such rules do not conflict with NRS and these Bylaws.

2. The order of business at meetings will generally follow the sequence listed:

(a) Call to order

(b) Approval of minutes

(c) Presentation of special reports

(d) Reports of standing committees

(e) Old business

(f) New business

(g) Announcements

(h) Public input

(i) Adjournment

3. Voting

- (a) There are 11-voting members of the Task Force with each member having one vote.
- (b) A simple majority of the voting members of the Task Force constitutes a quorum for the transaction of all business.
- (c) A majority of the voting members, in any matter within the scope of their duties, is required for the determination of any action to be taken.
- (d) Members may abstain.
- (e) The Chairperson will count and announce the results of the vote.
- (f) A vote is not effective until it is announced and may be changed up to the time of the announcement.
- (g) If a roll call vote is made, the vote will be recorded by the secretary with an indication of the names and vote of each member present.
- (h) Proxy voting is prohibited.

4. Amendments to the Bylaws – The Bylaws may be amended or changed at any regular meeting by a majority of the voting members of the Task Force, if the proposed amendment or change was submitted, in writing, to members of the Task Force and the Chairperson, at least 14-days before the meeting.