

Mission Statement and By Laws
EARLY HEARING DETECTION AND INTERVENTION (EHDI) ADVISORY
COMMITTEE
INDIANA STATE DEPARTMENT OF HEALTH
February 2009

MEMBERSHIP OF THE ADVISORY COMMITTEE

The committee shall be composed of thirteen voting members representing the groups as listed in the Proposed Members section.

1. Term of Office Members will serve three-year terms with the exception of this initial committee, whose time of service on the committee will be divided into 2-year, 3-year, or 4-year terms. About 1/3 of the members will be rotated on three year terms after the initial rotation.*
2. Ex Officio members of the Indiana EHDI Advisory Committee (IEAC) shall include the representatives of ISDH staff, including the Director and Genomics and NBS, the EHDI Program Director, MCH Medical Director. These members will be non-voting members.
3. Expiration of Term Reappointment of members desirous to serve another term will be by approval of the Chairperson.
4. Vacancies When a vacancy on the IEAC occurs for any reason other than normal expiration of a term of office, a member to fill the vacancy shall be promptly appointed from the appropriate category.

MEETING OF THE EHDI ADVISORY COMMITTEE

1. Meetings The full committee shall meet at least twice each year. Special meetings of the Advisory Committee may be called by the Chairperson or by two-thirds of the voting membership.
2. Notice of Meetings Notice of meetings shall be made to each member of the IEAC at least two weeks prior to the meeting.
3. Quorum If, for any reason, all current members of the IEAC are not present at a meeting, business may be conducted if a majority of the members are present.
4. Voting at regular or special meetings A simple majority of votes of members present shall be necessary for adoption of motions.
5. Alternates and proxy voting Voting members unable to be present at a meeting may be represented by a person who is not an appointed member of the IEAC, if that person is so designated by name in writing to the Chairperson prior to the meeting. This representative may discharge all of the duties of the member, including voting.

6. Minutes of the meeting The proceedings of the meeting shall be recorded by a secretary appointed by the Indiana State Department of Health (ISDH). The appointed secretary shall keep the recordings and transcribe the minutes from them. The minutes shall be prepared and submitted to the Chairperson and the Project Director within one month following a regular or special meeting. The Chairperson must submit a copy of the minutes to all committee and ex officio members at least two weeks prior to a regular meeting or one week prior to a special meeting.
7. Mail or E-Mail ballot Under exceptional circumstances, the Chairperson or Assistant Chairperson of the Committee may invoke a mail ballot with two weeks notice of time.
8. Construction of the EHDI Advisory Committee Members shall include: 1) One representative of the Department of Education 2) One representative of First Steps Early Intervention 3) One representative of Outreach for Deaf and Hard of Hearing Children 4) One parent representative of HEAR Indiana 5) One parent representative of Hands & Voices 6) One other parent representative 7) One otologist or otolaryngologist 8) EHDI Chapter Champion 9) One Audiology representative 10) One Private or Public School Educator/Administrator 11) Maternal and Child Health Medical Director 12) Director of Genomics & Newborn Screening 13) EHDI Program Director
9. Attendance If a member of the IEAC does not attend **three** consecutive meetings and/or does not send an alternate in his/her place, the member shall forfeit his/her place on the committee.

OFFICERS OF EHDI ADVISORY COMMITTEE

1. Officers Officers of the IEAC shall be a Chairperson. This officer shall be appointed by a majority of voting members, except that initially the ISDH shall appoint a Chairperson to serve for three years from the date of the first meeting of the IEAC.
2. Term of office Term of office shall be for three years. Officers may not serve more than two successive terms.
3. Vacancies Vacancies in office shall be promptly filled by a majority vote.
4. Chairperson The Chairperson shall preside at all meetings of the IEAC and appoint subcommittees as deemed necessary by the IEAC. The Chairperson will also appoint individuals to the various subcommittees. In the event that the Chairperson cannot fulfill his responsibilities, ISDH will appoint an Interim Chairperson.

CONDUCTING BUSINESS

The IEAC shall conduct business according to Robert's Rules of Order(revised) except where they are in conflict with the IEAC rules as adopted or amended.

The ISDH EHDI program is committed to communication access for all individuals at committee meetings. The use of interpreters or real-time captioning should occur at each meeting for the full duration of the meeting when a deaf or hard of hearing individual is present. To assist with communication between committee members, the EHDI Advisory Committee will use the Hands and Voices Communication Ground Rules.

COMMITTEE RULES-AMENDMENTS

The above IEAC rules may be amended and new rules may be adopted by a simple majority of the voting IEAC members, provided there has been a 14 day written notice of the proposed change(s) mailed to the members, and the change(s) has been approved by the State Commissioner of Health.

SUBCOMMITTEES

1. The IEAC shall have the power to establish subcommittees it deems necessary to perform its duties and exercise its powers.
2. Each subcommittee shall include at least two voting members of the IEAC.
3. Each member of a subcommittee shall have a vote in the subcommittee. An alternate may be named by written notice to the Subcommittee Chairperson.
4. A simple majority of votes of members present shall be necessary for adoption of motions.
5. Subcommittee Chairperson shall be selected by the members of the subcommittee and will be elected for a 3-year term. The Subcommittee Chairperson may serve two consecutive terms.
6. Each member of the IEAC, with the exception of the IEAC officers, shall be a working member of at least one subcommittee.
7. Subcommittee participation is not limited to IEAC members.

***Committee Term Schedule:**

2-Ash, Paul

*Bowman, Bob

3-Crace, Jodee

4-Cusick, Tammy

2-Diefendorf, Allan

3-Downer, Dawn

*Ganser, Judy

*Hutsell, Gayla

4-Kovacs, Lisa

2-Lawrence, Cindy
3-Miyamoto, Chris
4-Neahring, Betsey
2-Ouellette, Teri