

Committee Recommendations and Guidelines

Recommendations:

A. Adopt Rules of order

- Committee Meeting Rules: Suggest a basic framework of Robert's Rules of Order (Make a motion, second, discussion and vote). The Chair may override or change such rules should she deem it necessary to avoid prolonged, unproductive discussion.
- Basic attendance requirements: members should attend in-person or via conference call whenever possible or designate an alternate to participate if they are unable to attend Committee meetings.
- To maintain compliance with Bagley-Keene; the meeting location, the agenda, and minutes must be posted on the website 10 days prior to the meeting and wherever a committee member is present and plans on voting.
- We anticipate most meetings will be by teleconferencing. Sites must be accessible to the public.
- Agenda items for consideration will be due to Licensing and Certification (L&C) 14 days prior to the posting date.
- If a Committee member is engaged by the media, they are to notify L&C. L&C will notify the Public Information Officer.
- Member term limits: unless otherwise decided by the Chair and this Committee, members remain on this Committee for its duration (essentially the duration of the study; March 31, 2014).
- It is required that time be designated during the meeting for public questions and comments. Public comment is not required before every vote of the Committee.
- Members should review the section of Bagley Keene specifying what can and cannot be discussed outside of meetings

B. Formation of Sub-Committees

- Procedurally, sub-committees can be formed when further research is needed prior to making a decision
- Sub-committees do not make recommendations to the Department; a vote of the full Committee does.

C. Voting Rules

- Committee members at the physical meeting site may vote. Members attending via conference call may vote only if their meeting site has been properly posted per Bagley Keene and is publicly accessible.
- The committee must decide if an “alternate member” is eligible to vote on committee issues.

D. Appointment of Alternate Members

- Names of alternate members are to be submitted to L&C for approval. The limit is one alternate per member. Submit the names to L&C 14 days before the next meeting date.
- The alternate is also bound Bagley-Keene rules.

California Department of Public Health **Licensing and Certification**

PCI Project Manager
Tom Rodacker RN HFEN
1615 Capital Ave., MS 3401
Sacramento, CA. 95899-7377
Cell---(916) 997-7206
Telephone---(916) 324-6365
Fax----(916) 322-7879
Tom.Rodacker@CDPH.ca.gov