

BYLAWS OF THE MISSISSIPPI EARLY HEARING DETECTION AND INTERVENTION ADVISORY COMMITTEE

NAME

The name of this organization shall be the Mississippi Early Hearing Detection and Intervention Advisory Committee (EHDI-AC).

PURPOSE

The purpose of the EHDI-AC is to advise the Mississippi State Department of Health (MSDH) and the State Interagency Coordinating Council (SICC) for Early Intervention on the EHDI-MS Program and issues regarding the identification of and early intervention with infants and toddlers who are deaf or hard-of-hearing (DHH). The EHDI-AC shall provide an annual report with recommendations, if any, to the MSDH and the SICC on the EHDI-MS Program and early intervention for infants and toddlers identified as deaf or hard-of-hearing.

MEMBERSHIP

1. **Terms of Office**: Members will serve three-year terms with one-third of its members retiring annually, unless reappointed.
2. **Membership**: The EHDI-AC shall be composed of at least nine voting members that may include physicians, audiologists, educators, parents, and others as appropriate.
3. **Composition of the MS EHDI Advisory Committee**: The EHDI-AC should include stakeholders that reflect the comprehensive EHDI system, including health care professionals (e.g., clinicians who deliver pediatric primary care, pediatric specialists, nurses, early intervention providers, audiologists, etc.), parents and other family members of deaf or hard of hearing children, and individuals who are deaf or hard of hearing. The EHDI-AC should be comprised of a minimum of 25% parents and other family members of infants, toddlers, and children who are deaf or hard of hearing and/or individuals who are deaf or hard of hearing.
4. **Expiration of term**: Reappointment of members who desire to serve another term will be approved by the Chair and the State Health Officer.
5. **Vacancies**: When a vacancy occurs on the EHDI-AC for any reason other than normal expiration of office, a recommendation will be made by the Chair to the State Health Officer to fill the vacancy.

**BYLAWS OF THE MISSISSIPPI EARLY HEARING DETECTION AND
INTERVENTION ADVISORY COMMITTEE**

MEETINGS

1. Meetings: The full committee shall meet quarterly. A special meeting of the EHDI-AC may be called by the Chair or by one-third of the voting membership.
2. Notice of Meetings: E-mail notice of meetings shall be made to each member of the EHDI-AC by the EHDI-MS Office at least 45 days prior to the meeting.
3. Quorum: Business may be conducted if 25% of the voting members are present.
4. Voting: A simple majority of votes of members present shall be necessary for adoption of motions. Electronic voting may be utilized.
5. Alternates: If a voting member is unable to be present at a meeting, said member should identify and send an alternate individual to the meeting. The alternate will not have any voting rights at this meeting.
6. Minutes: The proceedings of the meeting shall be recorded by a MS Department of Health staff member appointed by the EHDI Coordinator. The minutes shall be prepared and submitted to the Chair and the EHDI Coordinator within one month following a regular or special meeting. A copy of the minutes will be submitted to all committee and ex-officio members at least two weeks prior to a meeting.
7. Attendance: If a member of the EHDI-AC does not attend or send an alternate for two or more meetings within a calendar year, the member shall forfeit his/her membership on the committee.

OFFICERS OF EHDI ADVISORY COMMITTEE

1. Officers: Officers of the EHDI-AC shall be a Chair and Vice-Chair. These officers shall be appointed by a majority of voting members.
2. Term of Office: Term of office for the Chair and Vice-Chair shall be for three years. Officers may not serve more than two successive terms.
3. Vacancies: Vacancies in an office shall be promptly filled by a majority vote. In the event that the Chair cannot fulfill his/her responsibilities, the Vice-Chair will serve as the Interim Chair until both officer positions are filled.

BYLAWS OF THE MISSISSIPPI EARLY HEARING DETECTION AND INTERVENTION ADVISORY COMMITTEE

4. Chair: The Chair shall preside at all meetings of the EHDI-AC and appoint subcommittees as deemed necessary by the voting members. The Chair will also appoint individuals to the various Ad Hoc-committees.
5. Vice-Chair: The Vice-Chair shall fulfill the duties of the Chair in the event that the Chair cannot fulfill his/her responsibilities.

CONDUCTING BUSINESS

1. General Business: The EHDI-AC shall conduct business according to Robert's Rules of Order (revised) except where they are in conflict with the MS State Department of Health rules as adopted or amended.
2. Access to Communication: The EHDI-MS 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.
3. Committees: The EHDI-AC may at any time establish Subcommittees or Ad Hoc committees for a specific purpose. The composition and terms of these committees may be determined by Chair.
4. Amendments: These bylaws of the EHDI-AC may be amended and/or new rules adopted during a meeting of the EHDI-AC by a simple majority of the voting members provided all members have been given written notice of the proposed change(s) fourteen (14) days in advance and the change(s) has been approved by the Mississippi State Department of Health.