



## **BYLAWS**

### **FACILITIES ADVISORY BOARD**

#### **ARTICLE I**

##### **PURPOSE**

The name of this board shall be the Facilities Advisory Board, hereinafter referred to as the FAB.

The Southern Nevada District Board of Health is the governing body of the Southern Nevada Health District (SNHD) and it is authorized under NRS 439.366 to establish methods to promulgate rules, regulations, standards and procedures as it determines are necessary to protect and support the public health generally in the geographic area subject to its jurisdiction.

The FAB carries out the duties described in the most recent approved version of the Emergency Medical Services Regulations Section 1600. Such duties shall include but not be limited to recommending for adoption matters pertaining to the hospitals' role in protecting and improving the community's health to the Chief Health Officer, Southern Nevada Health District:

1. Public health preparedness and disaster response activities;
2. Community access to healthcare;
3. Disease surveillance, prevention and control;
4. The interface between hospitals and Emergency Medical Services; and
5. Other matters as requested.

#### **ARTICLE II**

##### **FAB LIAISON**

The intent of this Article is to provide for the timely and appropriate exchange of information regarding public health related hospital matters between the Chief Health Officer and the FAB.

The SNHD Community Health Division Director shall be responsible for ensuring that the Chief Health Officer is informed of the FAB's recommendations and actions.

#### **ARTICLE III**

##### **MEMBERS**

###### **Section 1.** FAB membership

The membership of the FAB shall be composed as provided in the FAB Charter.

###### **Section 2.** Ex-officio members

The SNHD Chief Health Officer or his/her designee shall serve as an ex-officio member of the FAB. An ex-officio member is not counted in determining quorum and shall not have the power to make motions and cannot vote.

**Section 3.** Term of membership

FAB members shall serve for as long as they hold an eligible position in their organization as defined in the FAB Charter.

**Section 4.** Compensation

Members of the FAB shall serve without pay.

**Section 5.** Voting

Each member agency will have one vote to be cast by the defined member. In the event that the defined member is not available, the designee shall cast the vote.

**Section 6.** Vacancies

If a member of the FAB is absent or not represented for any reason from three regularly scheduled meetings of the FAB in a calendar year the seat may be declared vacant. Vacant seats may be filled by the Chief Health Officer based on recommendations from the FAB.

**Section 7.** Disclosure

The FAB members shall disclose any direct or indirect interest in or relationship with any individual or organization that proposes to enter into any transaction with the FAB.

**ARTICLE IV**

**OFFICERS**

**Section 1.** Chair and Vice Chair

The officers of the FAB shall be the Chair and Vice Chair. The officers will be elected from the members in good standing to serve a two-year term from July 1 through June 30 of the second year. The Vice Chair will automatically be placed in nomination for the position of Chair at the end of the two-year term.

**ARTICLE V**

**MEETINGS**

**Section 1.** Regular Meetings

Regular meetings will be scheduled to occur quarterly, at a time and date agreed upon by the membership. Each meeting will comply with all applicable Open Meeting Laws specified in part in NRS 241.

**Section 2.** Notice of Meetings

NRS 241 dictates that all open meetings be noticed no less than three business days prior to commencement of the meeting.

**Section 3.** Quorum

A simple majority of the members of the FAB in person or by telephone shall constitute a quorum.

**ARTICLE VI**

**SUBCOMMITTEES**

**Section 1.** Establishment of subcommittees

Standing, ad hoc, and special committees may be established by the FAB or by the Chair with approval of the FAB. Each standing subcommittee must abide by and conduct all business pursuant to a specific set of bylaws. Ad hoc and special committees may be exempt from the purview of bylaws at the discretion of the Chief Health Officer or Community Health Division Director.

**Section 2.** Guidelines for Standing Committees

Standing committees will be governed pursuant to bylaws. Specific guidance that defines the scope, action, goals, and objectives of each committee is directed by the FAB, the Chief Health Officer, or Community Health Division Director. Each committee will be responsible for reporting committee activity and action recommendations.

**Section 3.** Ad hoc and Special Committees

Ad hoc and special committees may be established by the FAB, FAB Chair, the Chief Health Officer, or Community Health Division Director. Ad hoc and special committees may be established when committee effort is indicated to conduct specialized investigative or advisory activities.

**ARTICLE VII**

**PARLIAMENTARY PROCESS**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the FAB in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE VIII**

**OPEN MEETING LAW**

The Nevada Open Meeting Law shall apply to meetings of the FAB and to all subcommittees or ad hoc and work group meetings where the Open Meeting Law does not apply.

## **ARTICLE IX**

### **MINUTES**

Accurate minutes of each FAB meeting will be recorded, and the FAB shall have the right of review and correction of minutes.

## **ARTICLE X**

### **MOTIONS**

Motions will be restated by the Chair prior to a vote so that the motion may be accurately recorded.

## **ARTICLE XI**

### **AMENDMENTS**

Recommendations for changes to these bylaws may be forwarded to the Chief Health Officer or Community Health Division Director by the Chair of the FAB with the consent of the FAB. All changes are made under the sole discretion of the Chief Health Officer or his/her designee.

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