

RHODE ISLAND FAMILY PLANNING ADVISORY COUNCIL

BYLAWS

Article I
Title

This body is named the Rhode Island Family Planning Advisory Council.

Article II
Authority

The Advisory Council is established in conjunction with U.S. Department of Health and Human Services, Public Health Service Act, Title X regulations and program guidelines, as an advisory body to the Director of the Rhode Island Department of Health.

Article III
Purpose

The purpose of the Rhode Island Family Planning Advisory Council is to bring together family planning providers, administrators and other interested parties to:

- Advise the Director of the Rhode Island Department of Health on matters affecting the availability and quality of family planning services throughout Rhode Island,
- Identify, formulate and advocate to ensure all people of childbearing age have access to comprehensive, high quality family planning services that are affordable and culturally relevant,
- Identify consumer and community family planning problems and needs.

Article IV
Membership

- Sec. 1 The full membership of the Rhode Island Family Planning Advisory Council shall include representatives from family planning providers, administrators, and other interested parties, who shall participate on the Steering Committee or other Family Planning Advisory Council committees. Membership shall also include staff of the Rhode Island Department of Health Family Planning Program.
- Sec. 2 The Annual Meeting of the Family Planning Advisory Council may be held in the Spring of each year, at which time the Chairperson will report to the Director of the Rhode Island Department of Health and to the membership on the activities of the Council during the previous year. Election of officers and nominated Council members shall be held.
- Sec. 3 Resignations from the Family Planning Advisory Council shall be considered automatic for members who miss more than half of the meetings in one calendar year or three consecutive meetings without reasonable cause and prior notification of absence. Vacancies may be filled immediately.

Article V
Officers

- Sec. 1 The Family Planning Advisory Council shall have a Chairperson and Vice Chairperson elected by the membership at the Annual Meeting. The term of office shall be two years. No officer shall serve more than two consecutive terms, except that an officer who is first elected to fill a vacancy shall be eligible to serve for two additional years.
- Sec. 2 The Chairperson's responsibilities shall be to preside at

Steering Committee meetings, to select and appoint individual members to various committees, to create “as hoc” committees for special purposes when needed and to represent the Family Planning Advisory Council when necessary. The Vice-Chairman shall carry on the functions of the Chairperson in his/her absence and provide assistance to the Chairperson in accomplishing his/her responsibilities. If both officers are absent, responsibility for chairing the Steering Committee meeting shall be delegated to a staff member from the Rhode Island Department of Health Family Planning Program.

A. Nominating Committee

This committee shall consist of a minimum of three members of the Family Planning Advisory Council, chosen by the Chairperson of the Council in January of each year. The responsibility of the nominating committee shall be to submit a slate of officers for the Council to consider at its Annual Meeting. The nominating committee shall also submit a list of nominations of membership in the Council, at this time, with special attention to insuring representation from the community.

B. Information and Education Committee

This committee shall have the responsibility for reviewing and approving or appointing a subcommittee to review and approve all family planning informational and educational materials, to be used in Title X agencies, in accordance with Title X regulations and guidelines. The committee shall, also, participate in long-range Council planning; facilitate the provision of information and education on reproductive health care to the general public, as well as professional family planning providers; facilitate informing Rhode Islanders about the availability of family planning services throughout the state; provide training in coordination with the Medical Advisory Committee; and facilitate the acquisition of audio/visual and print materials, by the Department of Health, which will further Family Planning Program objectives.

C. Medical Advisory Committee

This committee shall monitor any aspect of Title X family planning programs and services for impact on the quality of care for Rhode Islanders; shall make recommendations for standards of

care; shall participate in long-range Council planning; and shall provide training in coordination with the Information and Education Committee.

D. Finance Committee

This committee shall monitor and assure that programs designed as Title X delegate agency sites continue to receive funding in amounts proportionate to their ability to meet Title X needs; shall monitor and advocate for Rhode Island's achieving parity among New England states in allocations of Title X and other available federal monies; shall participate in long-range Council planning; and shall make recommendations to the Rhode Island Department of Health regarding equitable and fair allocations to local delegate agencies.

*Article VI
Committees*

Sec. 1 Steering Committee

The Steering Committee shall function as the core of the Council. The Steering Committee shall conduct the business of the Council at regular meetings. This committee shall consist of not less than 9 nor more than 15 members, which number shall include officers of the Steering Committee. Each agency receiving Title X funds from the Rhode Island Department of Health is a member of the Steering Committee and shall have one vote on the committee. Title X family planning clients shall not exceed three voting members. Ex-officio (non-voting) members of the committee shall be the staff of the Rhode Island Department of Health, Division of Family Health, Family Planning Program.

Meeting of the Family Planning Advisory Council Steering Committee shall be held five times yearly, at a time and place to be determined by the Chairperson.

A simple majority of the current voting membership shall constitute a quorum. For a vote of the Council Steering Committee to be binding, a quorum must be present either directly or by proxy.

Sec.2 Standing Committees

In addition to the Steering Committee, there shall be four standing committees of the Rhode Island Family Planning Advisory Council, as outlined above. Committees shall have the responsibility to elect a chairperson, who is a voting member of the Steering Committee; set committee agendas; hold regular meetings; keep minutes of the meetings and report periodically to the Steering Committee. Any ad hoc committees, formed by the Chairman of the Steering Committee, shall report periodically to the Steering Committee membership.

Each Title X funded agency shall have a representative on at least one of the four standing committees. The Rhode Island Department of Health shall provide staff and technical assistance to each committee.

***Article VII
Technical Assistance***

Sec. 1 The Rhode Island Department of Health shall provide or make provision for technical assistance such as typing, copying and mailing, so that the Family Planning Advisory Council can fulfill its responsibilities.

***Article VIII
Amendments***

These bylaws may be amended at any meeting of the Family Planning Advisory Council, with advanced written notice of at least 30 days given to all members. Amendments to these bylaws shall require a two-thirds majority of the quorum.