

Rhode Island Department of Health (HEALTH)

Rhode Island Diabetes Council By-Laws

Article I: Name

The Council shall be called the Rhode Island Department of Health Diabetes Council (RI DOH DC).

Article II: Goals

1. Address issues related to improving the national standards of care provided to people with diabetes and at risk for diabetes throughout the lifespan.
2. Develop and implement strategies to eliminate health disparities related to diabetes.
3. Facilitate a network to share resources and information among individuals and organizations involved in diabetes care and across other chronic illnesses.
4. Provide strategies for workforce development for English and bilingual/bicultural populations to improve patient self-management, patient activation, clinical preventive services and risk factors.
5. Collaborate with the Diabetes Multicultural Coalition and community partners.
6. Ensure integrated health communication statewide to increase diabetes awareness.
7. Develop and implement the Diabetes Strategic State Plan for all stakeholders.

Article III: Membership

1. Eligibility

- a. Membership in the RI DOH DC is by appointment by the Director of the Diabetes Prevention and Control Program (DPCP) for a two-year term, which may be renewed.

2. Termination of Membership

- a. Membership may be voluntarily withdrawn upon written request to the Director of the RI DOH DC or Chairperson.
- b. Attendance
 - i. Members missing greater than two unexcused meetings per year may be requested to resign per the Director.

3. Chairperson

- a. Nominations for the Chairperson will be submitted to and reviewed by the Nominating Subcommittee
- b. The Director of the DPCP appoints the Chairperson for a two-year term, which may be renewed.
 - a. Duties:
 - i. Liaison between the Council and the RI DOH DC and HEALTH.
 - ii. Serves as the presiding person of all regular meetings.
 - iii. Is an ex-officio member of all sub-committees.

Article IV: Government and Legislative Body

1. Composition

- a. The Diabetes Council shall be composed of a minimum of twelve (12) appointed members: one (1) chairperson appointed by the Director of the DPCP, chairpersons of sub-committees, staff members of the Rhode Island Department of Health DPCP, and other stakeholders, including, community groups, consumers, and members of the health sector, minority community, faith-based organizations.
- b. The Ad Hoc Nominating Subcommittee will meet yearly to review the Diabetes Council membership and nominate new members. Recommendations will be sent to the Director of the DPCP who will be responsible for appointing new members. The subcommittee will also receive nominations for chairperson and forward them to the Director of the DPCP.
- c. Sub-Committees
 - i. Subcommittees will be created as needed to meet the gaps in diabetes services or in the Diabetes Strategic State Plan.
 - ii. Current sub-committees are the Chronic Care Health Communications Subcommittee, the Diabetes and Children Subcommittee, and the Ad Hoc RI DOH Diabetes Council Nominating Subcommittee.

2. Powers

- a. The Council shall provide recommendations and input to the Diabetes Council Chairperson and Director of the DPCP regarding strategic planning for diabetes activities in the state.

3. Role of HEALTH

- a. The Coordinator of the DPCP will staff the Diabetes Council meetings coordinating meeting space, agendas, minutes of meetings, and correspondence with members.
- b. HEALTH will document attendance and keep all meeting minutes and correspondence on file.

4. Meetings

- a. Council meetings will occur at least four (4) times yearly.
- b. Sub-committees will meet according to need.

5. Quorum

- a. Six (6) members plus the chairperson must be present to constitute a quorum.

6. Rules of Order

- a. The rule contained in Robert's Rules of Order shall govern the deliberations of the committee in all cases where they do not conflict with standing regulations.

Article V: Amendments

1. These by-laws may be amended upon full recommendation of the council at any meeting.
2. A 2/3 vote must occur for an amendment to be passed.