



Colorado Department  
of Public Health  
and Environment

## **BYLAWS**

### **Interagency Health Disparities Leadership Council**

#### **ARTICLE I: Name**

The name of this organization shall be the “Interagency Health Disparities Leadership Council” created in the Colorado Department of Public Health and Environment, herein referred to as the “Department” pursuant to C.R.S. § 25-4-2207.

#### **ARTICLE II: Purpose**

The Interagency Health Disparities Leadership Council (IHDLC) will provide leadership, education, and resources to comprehensively eliminate health disparities in Colorado through collaboration, consultation, research, and inclusion.

#### **ARTICLE III: Duties of the Interagency Health Disparities Leadership Council**

Section 1. The IHDLC shall:

- (A) Help identify potential resources to further advance health equity in Colorado.
- (B) Create a shared vision and mission for addressing health disparities in targeted populations;
- (C) Determine ways to develop culturally innovative data collection strategies within the agencies and organizations represented by the IHDLC members and to share the data with one another without violating HIPAA and other privacy regulations; and
- (D) Strengthen collaborations between this department, other state agencies, and community-based organizations to meaningfully address the health disparities of communities of color
- (E) Other duties as determined by the council.

Section 2. The IHDLC shall work closely with CDPHE’s Office of Health Disparities to identify and address specific needs in communities of color.

#### **ARTICLE IV: Members**

Section 1. The IHDLIC shall consist of the following members:

(A) The Executive Director or designee of state agencies that impact health disparities, including but not limited to the Department of Corrections, Education, Health Care Policy and Financing, Higher Education, Human Services, Personnel, and Public Health and Environment and representation from other state agencies as may be requested by the Executive Director of the Department;

(B) Additional members may be appointed by the Executive Director of the Department of Public Health and Environment that represent other interests and may include but are not limited to representatives from:

- I. The Colorado Civil Rights Commission
- II. The United State Department of Health and Human Services, Region VIII office
- III. One or more member organizations representing local public health agencies
- IV. An agency representing rural health
- V. An agency representing community health clinics
- VI. An agency representing hospitals
- VII. One or more nonprofit agencies
- VIII. One or more universities or colleges
- IX. One or more communities impacted by health disparities

(C) Up to five additional members appointed by the Council from nonprofit agencies or from communities impacted by health disparities.

Section 2. The Members of the IHDLIC shall serve at the pleasure of the Appointing Authority. The Appointing Authority will determine the number of members that shall serve a two-year and three-year term. Members may renew their term no more than once to serve a total of two, four, or six years. Members requesting more than two full terms will be determined by the councils' recommendation to the Executive Director.

Section 3. Any Council member with three or more unexcused absences over a calendar year from scheduled Council meetings shall be referred to the Executive Director for review of continuing membership on the IHDLIC. A member may resign his or

her membership at any time by providing written or e-mail notice to the Chair of the Council.

- Section 4. Members of the IHDLC shall serve without additional compensation.
- Section 5. Role of Participants: Actively participate in meetings by contributing ideas and expertise on topics related to the mission of the council. Participants will recommend community or professional perspectives when appropriate.
- Section 6. The council will engage statewide participants.

#### **ARTICLE V: Officers**

- Section 1. The terms of office for the chair and the vice-chair shall be two year commencing on the date they are elected, unless they are filling a vacated position, in which case they will serve the remainder of that term.
  - (A) The members of the IHDLC shall elect a Chair and Vice-Chair from among its membership.
  - (B) The Chair and Vice-Chair shall be responsible for working with IHDLC staff to develop and disseminate meeting agendas, for presiding over IHDLC meetings, for representing the IHDLC for official purposes, for observing and enforcing the bylaws and policies of the IHDLC, and or performing other duties of the office as provided by these bylaws or prescribed by the IHDLC.
- Section 2. The vice-chair shall be responsible for fulfilling the responsibilities of the chair when that person is unavailable or otherwise unable.
- Section 3. Elections for officers will be scheduled for the first meeting of the calendar year, every other year.
- Section 4. A vacancy in office shall exist in the event of an officer's death, resignation, or removal from office. Vacancies can be filled by the usual voting process at the next scheduled IHDLC meeting or teleconference or vote by email.

#### **ARTICLE VI: Duties of OHD staff**

- Section 1. Duties of the department staff who are responsible for supporting the IHDLC
  - (A) Prepare background documents and present information to support the work of the IHDLC.

- (B) Notify all IHDLC members and announce to the public, in a manner prescribed by the IHDLC, the time and place of IHDLC meetings and meetings of the IHDLC's subcommittees and task forces at least seven working days prior to such meetings and cancellations of such.
- (C) Record, maintain and distribute accurate minutes of all IHDLC and IHDLC subcommittee meetings.

**ARTICLE VII: Meetings and quorum**

- Section 1. The IHDLC shall meet bi-monthly, and more frequently as needed, at the call of the Chairs. Members can be present either in person or via teleconference.
- Section 2. In the absence of both the Chairs at any meeting in which a quorum is present, the members present shall elect a chair from the present members to serve for that meeting only.
- Section 3. Any meeting may be cancelled by the Chair three working days prior to such meeting, when, in consultation with department staff, the Chair determines the meeting is not needed, or when there will not be a quorum present.
- Section 4. A quorum shall consist of two-thirds of membership.
- Section 5. At any regular or special meeting of the Council a member may request that prior to finalizing a vote on any official business, a request for a vote may be sent by electronic mail to each member of the Council. The Chair shall determine the deadline for casting votes based upon the immediacy of the issue. It is expected that all members shall vote whenever possible.
- Section 6. All meetings of the IHDLC shall be open to the public in accordance with regulations of the Colorado Open Records Act and Open Meetings Law.
- Section 7. No individual member shall make a statement of policy that purports to be that of the IHDLC unless the IHDLC has adopted such policy; however, no member shall be prohibited from stating his or her personal opinions, provided they are clearly identified as such.
- Section 8. Council members who participate on other committees, boards, organizations, or other commissions shall not speak on behalf of IHDLC, unless otherwise designated.

**ARTICLE VIII: Voting**

- Section 1. A simple majority shall be required for all actions of the IHDLC not otherwise addressed in these bylaws;

- (A) There shall be no proxy or absentee voting;
  - (B) Members may vote via teleconference;
  - (C) At the discretion of the Chair, issues may be voted upon via email or fax provided responses are received within 48 hours of the notification.
- Section 2. In any instance in which a vote is called for:
- (A) The Chair(s) may call for a show of hands, voice vote, or a secret ballot, and such voting method shall determine the result of the vote; except,
  - (B) For election of the officers, the vote shall be by secret ballot as outlined in Sections 3 and 4 of this Article, unless at the discretion of the Chair a conference call or email vote is required for expediency.
- Section 3. For a secret ballot, each present member shall submit his or her choice in writing to the staff for counting.
- Section 4. If no candidate or issue receives a majority of the votes cast, another ballot shall be taken. If any further ballot needs to be cast to determine a single majority winner, it shall be between the two candidates or issues receiving the highest number of votes on the immediate preceding ballot.

#### **ARTICLE IX: Subcommittees and Task Forces**

- Section 1. Subcommittees of the IHDLC may be established as needed by majority vote of those attending an IHDLC meeting.
- Section 2. Ad hoc committees and task forces which includes other individuals, groups, organizations or associations, pursuant to Article III, may be established by vote by those present any meeting of the IHDLC:
- (A) Membership in such committees and task forces shall be prescribed by the IHDLC;
  - (B) Ad hoc committees and task forces; shall elect their persons from the membership the chairpersons shall come from IHDLC membership;
  - (C) Ad hoc committees and task forces shall be given prescribed purposes and prescribed dates of discontinuance.
- Section 3. Meetings of the subcommittees and any ad hoc committee or task force shall follow the same rules and procedures as the IHDLC as outlined above in articles VII and VIII. The committees will determine their own meeting schedule.

**ARTICLE X: Parliamentary Authority**

Meetings shall be conducted generally in keeping with Robert's Rules of Order, but shall be as informal as circumstances permit.

**ARTICLE XI: Adoption of Bylaws**

These Bylaws shall take effect immediately upon majority vote of the entire membership of the IHDLC and signature of Chairs.

**ARTICLE XII: Amendment of Bylaws**

- Section 1. The Bylaws may be amended in whole or in part at a meeting of the IHDLC, or, at the discretion of the Chair, by conference call or email vote, if required for expediency.
- Section 2. Bylaw amendments must be approved by a three-fourths vote of the IHDLC membership.
- Section 3. IHDLC members shall be given ten working days to review submitted amendments prior to a vote at a meeting, conference call or email vote.
- Section 4. Adopted amendments shall take effect immediately upon adoption.

**ARTICLE XIII: Conflict of Interest**

- Section 1. Where a personal, professional, or financial conflict of interest may exist, participation by members of the IHDLC, including engaging in tasks or duties of the IHDLC, shall be determined under this Section.
  - (A) A conflict of interest means engagement in an official act or recommendation of the IHDLC, which may be influenced by a real or perceived direct economic benefit from an enterprise in which the member has a direct or substantial financial interest. A conflict of interest may also exist in circumstances where the member has a personal or professional interest that would interfere with participating objectively in an official act or recommendation.
  - (B) A member shall disclose the conflict of interest before the discussion begins or as soon thereafter as the conflict is perceived, and disclose to the IHDLC the basis of the conflict. The member can then either disqualify him or herself from any further participation or voting on the matter at hand, or upon disclosure of the conflict, the Chair will ask for comments from any members or any member of the public present. Except for the member disclosing the potential conflict of interest, the IHDLC shall vote on

whether a conflict of interest exists, and the member disclosing the potential conflict of interest shall be bound by the IHDLC vote.

- (C) If a conflict is found to exist, the member disclosing the conflict of interest may be disqualified from discussion and/or voting on the matter at hand depending on the degree of conflict of interest.
- (D) The potential or concern for a conflict of interest may also be raised by other IHDLC members or any member of the public in attendance.
- (E) Any member wishing to abstain from voting shall notify the IHDLC.
- (F) Any IHDLC member wishing to disengage from a required task or duty of the IHDLC shall notify the IHDLC and give citation of possible conflict of interest to the Chair.
- (G) Dispensation from voting or duty shall pertain only to the specified vote or duty.
- (H) In the rare instance when a conflict of interest reduces the voting membership below a quorum, recusing members shall not count against the quorum.

Bylaws adopted

Signed: \_\_\_\_\_

Chair

\_\_\_\_\_  
Vice-Chair

Attest: \_\_\_\_\_