

Wisconsin Council on Birth Defect Prevention and Surveillance

Bylaws

Article I. Name and Authorization

Section 1. Name

The name of the Council shall be the Wisconsin Council on Birth Defect Prevention and Surveillance (hereby referred to as the “Council”).

Section 2. Authority

The Council exists as provided by [Wis. Stat § 15.197\(12\)](#).

Article II. Mission and Responsibilities

Section 1. Mission

The mission of the Council is to make recommendations to the Department of Health Services (DHS), including the Wisconsin Birth Defects Prevention and Surveillance Program, regarding the establishment of the Birth Defects Registry (Registry) (that is, content, format, procedures for reporting as outlined in statute), advise the DHS secretary and make recommendations related to the diagnosed conditions reported and the impact of those conditions on children, families, and the health care system.

Section 2. Responsibilities

This Council is responsible for advising and making recommendations to the DHS secretary regarding the Registry and providing advisement to the program to:

1. Determine the listing of reportable birth defects (that is, conditions to be monitored) through unanimous vote. (See *Diagnosed Condition Review Criteria Policy*).
2. Review the content, format, and procedures for submitting a birth defect report to the Registry.
3. Beginning April 1, 2002, and biennially thereafter, submit to the appropriate standing committees of the legislature a report that details the effectiveness, utilization, and progress of the Registry.
4. Coordinate with local public health departments, Children and Youth with Special Health Care Needs Regional Centers, and the Early Intervention Interagency Coordinating Council to facilitate the delivery of early intervention services.
5. Support other matters upon which DHS wishes the Council’s opinion.

Article III. Appointment, Composition and Membership

Section 1. Appointment and composition

Members of the Council are appointed by the DHS Secretary according to [Wis. Stat § 15.197\(12\)](#), and with assurance that the members represent the organization and population as outlined.

1. The Council encourages and will work to achieve a diverse representation in Council appointments. Diversity shall include but is not limited to racial and ethnic diversity, geographic location, and expertise regarding birth defects.
2. The Council will approve nominations for Council members to be forwarded to the DHS secretary for appointment.

3. When an additional appointment will support the Council in achieving diverse representation, the Council may recommend additional appointment(s) within the organization and population as outlined in [Wis. Stat § 15.197\(12\)](#) to the Secretary.

Section 2. Term of membership

Non-state agency members shall serve a four-year term. Members may serve additional terms, either consecutively or not consecutively.

The appointments of state agency representatives remain in effect at the pleasure of the state agencies' administration or Office of the Secretary, as long as the appointee continues to hold the designated position of authority within the state agency represented.

Section 3. Term vacancies

If a member resigns before the end of their term, program staff will inform the DHS secretary of the need to appoint a new member.

New members appointed mid-term will be appointed to finish the end of the previous member's term and then may be reappointed to serve a consecutive term.

Section 4. Compensation

Council members serve without compensation from DHS; however, they may be reimbursed for reasonable and necessary expenses incurred in connection with the performance of their duties as Council members.

Section 5. Resignation

Members may resign from the Council at any time. Any member resigning from the Council shall submit a letter (or email) of resignation to the program staff.

Article IV. Conflicts of Interest

Section 1. Conflicts of interest

No member of the Council shall vote on any matter that would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest under state or federal law.

1. Members of the Council shall not use their position to obtain anything of value (for example, money, property, favor, service, payment, loan, or promise of future employment) for:
 - a. The member.
 - b. The member's immediate family.
 - c. An organization in which the member or someone in the member's immediate family is a part of.
2. If any of the above conditions exists, a Council member shall disclose their interest and refrain from voting on the proposal.
3. Members should evaluate circumstances that give the appearance of a conflict of interest. In such situations, members should disclose the circumstances and refrain from voting.

Article V. Council Leadership

Section 1. Chairperson and co-chairperson

There shall be a chairperson and co-chairperson identified by Council members. Chairperson shall be elected for a two-year term in February of odd numbered years and the co-chairperson in February of even numbered years.

Section 2. Nomination and election

Members may nominate themselves or others creating a slate of chairperson and co-chairperson to be presented at the first Council meeting in the calendar year designated as the Annual Business Meeting.

From the presented slate, the chairperson and co-chairperson shall be elected by the Council membership during the first meeting in the calendar year.

The chairperson and co-chairperson may serve additional terms, either consecutively or nonconsecutively.

Section 3. Chairperson and co-chairperson expectations

The chairperson shall carry out the following duties:

1. Assist program staff in developing the agenda and preparing for meetings
2. At meetings, prioritize and ensure efficient progress through the agenda as outlined
3. Serve as liaison from the Council to DHS to promote the activities of the Council
4. Assures newly appointed members to the Council are appropriately oriented

In the absence of the chairperson, the co-chairperson shall carry out the duties of the chairperson.

Article VI. Council Meetings

Section 1. Conduct of meetings

All meetings of the Council, including ad hoc meetings shall be open and public, and conducted in accordance with Wisconsin Government Code Wisconsin Open Meetings Law, [Wis. Stat. §19.81-19.98A](#).

Section 2. Meetings

The Council shall meet at least four times per year.

1. The first meeting in the calendar year shall be designated as the Annual Business Meeting. In addition to the regular agenda, the Annual Business Meeting agenda will include and follow:
 - a. The *Diagnosed Condition Review Criteria Policy* with voting on the list of reportable diagnosed conditions.
 - b. Accepting the slate of officers with election of the chairperson and co-chairperson.
2. Three of the remaining four meetings shall be designated as regular business meetings.

Section 3. Meeting agenda

Prior to every Council meeting, an agenda shall be distributed via email to each member.

1. The agenda will also be posted per open meeting rules.
2. Public comment and presentations shall take place at the beginning of the Council meeting unless another arrangement is made, consistent with current Robert's Rules of Order.
3. Requests for items to be included on the agenda shall be submitted to the program staff person two weeks prior to the meeting.

Section 4. Quorum

A quorum for the Council meeting shall be a simple majority of members. If there is an even number of members, then a quorum shall be half of the members plus one.

Section 5. Attendance

When a Council member is absent from half of the regular business meetings during the past 12-month period and has not sent an alternate, the member may be asked to resign without penalty.

Members will strive to notify staff by noon of the Monday preceding a Council meeting if they are not going to attend. If it is apparent that a quorum will not be present, the meeting will be cancelled.

Section 6. Participation and voting

Any or all members may participate in a regular meeting, special meeting, or ad hoc committee meeting of the Council by telephone or any other means of communication by which all participating members may simultaneously hear each other during the meeting.

When a Council member is not able to attend and/or participate in a regular business meeting or ad hoc committee meeting, the member may designate a person (for that meeting) who shall be authorized to participate in Council discussions, as well as vote.

Decisions by the Council shall, to the extent possible, be made by consensus of the members. If there is no consensus, decisions by the Council shall be made by a simple majority, unless voting on the reportable condition listing requires a unanimous vote. Any member may request a roll call vote.

When voting regarding determining the reportable condition listing of birth defects, a unanimous vote must be obtained. When members are not in attendance, they will be contacted to obtain their vote. See *Diagnosed Condition Review Criteria Policy*.

If the vote of the Council is not unanimous on the nomination of a condition to be added to, or deleted from the reportable condition listing, the nomination will not move forward. This will not preclude the condition’s re-nomination in the future.

Article VII. Ad Hoc Committees

Section 1. Composition

Ad hoc committees may be formed based on individual interest and content expertise and may include those not on the Council.

Section 2. Ad hoc committee purpose and function

The purpose of each ad hoc committee varies. The primary function of an ad hoc committee is to give specific advice and suggestions with specific focus on the purpose and duties stated in statute. It is the Council’s role to take action based on information received from the ad hoc committee and other sources. However, recommendations of the ad hoc work group are not binding to the Council.

Article VIII. Staffing

Section 1. Program responsibilities supporting the Council

The program shall provide professional, clerical, and administrative support services to the Council, including providing support for reports, correspondence, agenda preparation, and scheduling of Council and ad hoc work group meetings.

The Council shall:

- 1. Have access to and consider reports and statistics kept by the program relating to matters concerning families and children born with a birth defect.

2. Advise and assist the program in the preparation of applications, amendments, and other reports as required.
3. Advise and assist the program on any policies developed to meet the requirements of the program.
4. Submit a biennial report to the appropriate standing committees of the Legislature.
5. Advise DHS to collaborate with appropriate agencies (state and national) with respect to meeting the needs of families of children with birth defects.

Article IX. Parliamentary Procedure

If the bylaws are silent, the procedures shall be consistent with the most current edition of Robert's Rules of Order.

Article X. Amendments of the Bylaws

Bylaws may be amended by two-thirds (2/3) vote of the total Council membership, provided they meet statutory and regulatory requirements.