

# BYLAWS

## Utah Indian Health Advisory Board

### **Article I: NAME**

This organization will be known as the Utah Indian Health Advisory Board, hereafter referred to as "UIHAB."

### **Article II: VISION STATEMENT**

UIHAB will advise and make recommendations for; the improvement, availability and accessibility of quality health care services, policy, and policy development issues to the Utah Department of Health (UDOH) and the Executive Director, on behalf of American Indians/Alaska Natives (AI/AN) residing on and off reservations in Utah.

### MISSION STATEMENT

Through its advisory function, the UIHAB shall assist Tribal, Urban and Indian Health Services (IHS) representatives to carry out a meaningful process through consultation to include, but not limited to, identifying recommendations in addressing AI/AN health policies, issues and concerns. UIHAB's priority is to maintain a positive, working relationship between health programs, organizations, IHS, State and other State agencies.

### **Article III: PURPOSE**

UIHAB will reaffirm the unique legal status of tribal governments as having government to government relationships with the State of Utah and the Federal government. UIHAB will provide the leadership to develop collaborative efforts between or among tribes, tribal organizations, Urban Indian Organization (UIO), IHS, UDOH, and other public or private agencies. UIHAB will provide direction and recommendations to the UDOH in addressing policy, programs and specific issues of concerns identified by the American Indian community, on or off reservations. The UIHAB will be the first step in the UDOH consultation process understanding that in no way does the UIHAB supercede any consultation and authorities generally conferred to elected tribal officials.

UIHAB will promote understanding and respect between the UDOH, tribal governments and American Indian organizations. UIHAB will work to reduce cultural barriers between UDOH and/or the local health care provider community and AI/AN's residing in the State of Utah.

UIHAB will advise and make recommendations for improved physical, mental, emotional, and spiritual health of AI/AN people in Utah in addition to issues addressing cultural competency training and education.

### **Article IV: MEMBERSHIP**

1. UIHAB will consist of one representative and one alternate appointed from the respective tribes and UIO:
  - a. Confederated Tribes of the Goshute Reservation
  - b. Indian Walk-In Center
  - c. Navajo Nation
  - d. Northwestern Band of Shoshone
  - e. Paiute Indian Tribe of Utah
  - f. San Juan Southern Paiute Tribe
  - g. Skull Valley Band of Goshute
  - h. Ute Indian Tribe
  - i. Ute Mountain Ute Tribe

2. Appointment will be made by the tribe or UIO and approved by the Executive Director, Utah Department of Health.
3. Ex officio members will include staff of the UDOH, IHS, community members, other interested health care providers, and local health departments.
4. A representative may resign from UIHAB by submitting a written request to the chairperson.
5. Term of membership for representatives will be to the discretion of the Tribal governments and/or Indian organizations.

**Sub Article 1. QUORUM**

1. A quorum shall consist of a simple majority of appointed representatives.

**Sub Article 2. VOTING**

1. Each appointed representative of UIHAB shall be entitled to one vote.
2. Each appointed representative must be present in person or by telephone to vote.

**Sub Article 3. REPORTING**

1. Each representative will be required to report to their respective Tribal Councils or governing organizations on UIHAB activities and meetings.
2. Each representative will utilize the standardized reporting tool developed by the UIHAB.

**Sub Article 4. ORIENTATION TO THE UIHAB**

1. Each new representative will meet with the Indian Health Liaison to review:
  - a. Roles & responsibilities of being a member,
  - b. Reporting requirements & time lines,
  - c. Consultation Policy and Process.

**Article V: OFFICERS**

1. The officers of UIHAB shall consist of a Chairperson, and a Vice Chairperson. These two, with the past Chairperson, and UDOH Indian Health Liaison shall act as an executive committee.
2. Any appointed representative of the UIHAB is eligible to hold office.
3. Officers will be elected by the appointed representatives of UIHAB for a one year term, and may be re-elected for one additional term.
4. Vacancies of officers shall be filled for the unexpired term of that office by a member of UIHAB elected by a majority of the official members at the next meeting.
5. The Executive Committee responsibilities shall include and not be limited to;
  - a. Resolve questions involving conflict of opinion among various members,
  - b. Recommend action between regular meetings, including special meetings and requests for special meetings,
  - c. Submit reports on its activities to UIHAB's regular meetings for ratification or disapproval,
  - d. Suggest agenda items of regular meetings,

- e. Make task assignments to sub-committees for recommendations to the full UIHAB.

**Article VI: DUTIES OF OFFICERS**

1. The Chairperson shall conduct all meetings of UIHAB at which she/he may be present. The Chairperson responsibilities shall include and not be limited to;
  - a. Make recommendations for a sub-committee,
  - b. Coordinate the work of the officers and appointed sub-committees outside of the UIHAB,
  - c. Call an executive session when deemed necessary,
  - d. Signing all letters, reports and other documents,
  - e. and Collaborate with the UDOH Indian Health Liaison regarding guest speakers/presenters to the UIHAB.
2. The Vice Chairperson responsibilities shall include and not be limited to;
  - a. Act as assistant and shall perform such duties as may be assigned to him or her by the chairperson.
  - b. Shall possess all the powers and perform all duties of the Chairperson in the absence or disability of that officer to act.
3. Any officer may be removed from office, without prejudice, upon affirmative vote of the simple majority of the full UIHAB. Removal of a representative from office does not remove that representative from membership of the UIHAB.

**Article VII: MEETINGS**

1. UIHAB meetings shall be held monthly at a regular time and place as determined by the UIHAB.
2. Any time there is insufficient business to meet monthly the Chairperson may cancel that month's scheduled meeting.
3. Notice and proposed agenda for each UIHAB meeting shall be mailed via fax, electronic or U.S. mail to each representative at least ten (10) working days prior to the next meeting.
4. A quorum is necessary to conduct business at a regularly scheduled UIHAB meeting. If there is not a quorum, the Chairperson shall conduct an information/sharing meeting with those representatives, staff and guests present.
5. Special meetings of the UIHAB may be called at the request of the Chairperson, Executive Committee, UDOH Executive Director, or upon the written request of any other representative, at any time. A written notice of any special meeting shall include a proposed agenda.
6. The UIHAB will meet annually for a full day summit to discuss and review Bylaws, purpose, goals, and objectives of the Board and proposed health projects for the year.
7. General Consensus Model shall be the principle guide in conducting UIHAB business.

**Article VIII: COMMITTEES**

1. The Executive Committee may establish, as needed, standing sub-committees and ad hoc committees. The UIHAB shall act to accept, reject, or modify the recommendations or actions of any subcommittee.

2. Ad hoc committees will meet to consider a specific concern and be discontinued when the written and/or verbal report to UIHAB has been completed and approved.
3. Chairpersons of standing sub-committees shall be appointed by the Chairperson UIHAB. Other members of subcommittees may or may not be members of UIHAB but are selected for their special knowledge, skills and abilities.

**Article IX: STAFF SUPPORT**

1. Staff support shall be provided by the Utah Department of Health, Division of Medicaid and Health Financing, Directors Office and the Division of Family Health and Preparedness, Directors Office.
2. Staff support includes the following;
  - a. Program coordination and facilitation by the UDOH Indian Health Liaison
  - b. Secretarial services and support
3. Responsibilities include, but are not limited to the following;
  - a. Timely completion of the agenda and monthly minutes to be disseminated to the UIHAB as noted in Article VII, section 3,
  - b. Scheduling of room(s), equipment as needed,
  - c. Prepare and update current UIHAB membership list
  - d. Notification to the UIHAB membership of any meeting date, time, place changes or special meeting requests.
  - e. UDOH Indian Health Liaison will facilitate UIHAB meetings,
  - f. UDOH Indian Health Liaison will collaborate with Chairperson and/or Executive Committee for guest speakers and presentations for the UIHAB membership,
  - g. UDOH Indian Health Liaison will be the point of contact for UDOH bureaus, programs and staff to report to the UIHAB current issues, policy, and program updates
  - h. UDOH Indian Health Liaison will provide to the UIHAB membership a monthly verbal/written report of UDOH issues as they may pertain directly to the health status of AI/AN's in Utah.
  - i. UDOH Indian Health Liaison will provide technical support to UIHAB membership health programs as needed,
  - j. UDOH Indian Health Liaison will provide support to facilitate and coordinate the Consultation Policy within the Department and other state agencies and programs.

**Article X: PER DIEM**

The UDOH shall provide, on a monthly basis, one night lodging for each appointed board representative to attend a monthly meeting and shall be consistent with the generally accepted rates comparable with state employee rates, which may change from time to time.

**Article XI: CONFLICTS OF INTEREST**

When a real or apparent conflict of interest arises for any representative or Executive Committee member in the course of business, that person has an affirmative obligation to declare the conflict immediately for the record. Such conflicts may be declared at any point in the meetings involved. Upon the discovery or determination of a conflict of interest on the part of any members and Executive Committee member, the individual involved shall abstain from any further involvement in, or attempt to influence the decisions of the Executive Committee or UIHAB or UDOH, whether directly or indirectly, with regard to the matter from which the conflict arises.

**Article XII: AMENDMENTS**

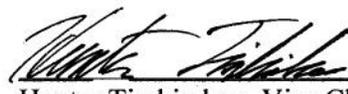
UIHAB Bylaws may be amended or repealed by the affirmative vote of not less than two-thirds of the UIHAB appointed representatives. In the proposing of such amendments, written notice will be given to the UIHAB membership thirty (30) days prior to the proposed meeting date for said Bylaws by fax, electronic or U. S. mail.

**Article XIII: CERTIFICATION**

The amended Bylaws were presented and reviewed at a duly called meeting of the UIHAB, a quorum being present, and were adopted by a vote of 6 in favor, 0 opposed, and 2 voting members absent, 0 abstained on the 8th day of February, 2013.

We the undersigned hereby certify that we are the presently elected Chairperson and Vice Chairperson of the UIHAB, and the Executive Director of the UDOH, and that the foregoing bylaws, including these pages, are the bylaws of the UIHAB as adopted at the above stated meeting.

 3/13/13  
LeAnna VanKeuren, Chairperson      date

 3/8/2013  
Hunter Timbimboo, Vice Chairperson      date

 3-19-2013  
David Patton, Executive Director, UDOH      date