



North Carolina Diabetes Advisory Council

BY-LAWS

Revised 6/15

ARTICLE I: NAME

The name of this council shall be the North Carolina Diabetes Advisory Council, herein referred to as the Council.

ARTICLE II: PURPOSE

The purpose of the Council shall be to develop, recommend and advocate sound policies, priorities and strategies for the detection, control, and prevention of diabetes and to advocate for and assist public and private agencies and organizations to become more effectively engaged in efforts to reduce the burden of diabetes in North Carolina.

ARTICLE III: DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the council shall be, but not be limited to:

- A. Advise the Section on Chronic Disease and Injury of the Division of Public Health in determining the diabetes problems of high priority in North Carolina, ways to prevent and control them, and major obstacles to such control.
- B. Educate and publicly validate for prevention, early detection, treatment, and self-management training for diabetes prevention and control as a health priority for all North Carolinians.
- C. Provide scientific credibility and public validity for new service priority areas and interventions based on evolving clinical and epidemiological studies and technology.
- D. Foster interagency collaboration and networking for identification, utilization, and expansion of resources for diabetes prevention and control services.
- E. Regularly participate in developing and disseminating state plans for Diabetes Prevention and Management.
- F. Evaluate present and proposed strategies for the prevention and control of diabetes in North Carolina in terms of assessed need, estimated costs, potential benefits and probability of success of each strategy.



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ARTICLE IV: MEMBERSHIP

Composition of Council

The North Carolina Diabetes Council shall consist of no more than 35 members, and shall be composed of individuals and organizations that are involved in diabetes care and education, or who are interested in supporting the Council's purpose, mission and goals. Therefore, it is expected that membership will include representation from but is not limited to:

1. Local Health Directors/Local Health Directors Association
2. Nurses/North Carolina Nurses Association
3. Certified Diabetes Educators/American Association of Diabetes Educators, North Carolina Chapter
American Diabetes Association, North Carolina Affiliate
4. North Carolina Association of Public Health Nurse Administrators
5. Office of Minority Health
6. North Carolina Dietetic Association
7. Physicians, including:
 - a. endocrinology
 - b. primary care
 - c. specialty service related to diabetes
8. Mid-Level Providers (Physician Assistants, Nurse Practitioners)
9. Pharmacists/North Carolina Pharmacy Association
10. Business/Industry
11. Health care administration and management
12. Multi-racial/ethnic, and geographic representative of persons with diabetes
13. Old North State Medical Society



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14. North Carolina Medical Society
15. County Commissioner and/or Legislator
16. Media
17. NC Community Health Center Association
18. NC Quality Improvement Organization
19. NC Community or Faith Based Organizations
20. NC Department of Public Instruction or other Public Educational Entity
21. Academia Recognition
22. Consumer

Selection of Members

North Carolina Diabetes Advisory Council Members shall be confirmed by the Chair of the NC Diabetes Advisory Council.

Membership Privileges

- a) Members who have been appointed to the North Carolina Diabetes Advisory Council shall have the right to:
 1. Vote as outlined below in (b)
 2. Attend all meetings
 3. Work on assigned committees and subcommittees
 4. Provide input into the decision-making process
 5. Recommend members for appointment

b) Voting Privileges

The North Carolina Diabetes Advisory Council encourages attendance and input at each regular and special meetings from all interested parties. For the purposes of voting, the following rules shall pertain: In the event of a voting member's absence, a designee is urged to attend, but shall not be vested with voting privileges.



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Conflict of Interest

A conflict of interest exists when members of the council participate in a way that directly affects the personal or financial interests of the council members. In order to avoid conflict of interest problems, council members who have a personal or financial interest in an action must abstain from participating in the entire process which would include both discussion and voting. The council members who have or think they may have a conflict of interest should declare that there is or may be a conflict of interest and request a determination from the council. Where a conflict of interest is determined to exist, council members should abstain from voting and should be recorded as abstaining when votes are taken. Members shall exercise good faith in all transactions touching upon their duties with the Council. In their dealing with and on behalf of the Council, they are each held to a rule of honest and fair dealings between themselves.

Term of Membership

The initial term of membership for the Council shall include two and three-year tenures.

If a member resigns and a new member is appointed to complete the term they will serve the remainder of that term and are eligible for re-appointment.

Termination of Membership

- a) Any member may resign by giving written notice to the presiding Chair and the Council to be effective upon receipt or any later date specified in the notice.
- b) Upon completion of the tenure of office, Council members may be re-appointed by the Chair for an additional term, or may retire.
- c) Removal and Resignation
 1. When a Council member is absent from more than two council meetings in a one-year period, without due cause or prior notification, the Council Chair may send a letter to that member to determine his/her commitment to the council membership. The Council Chair may also remove the member from the Council if there continues to be a lack of participation.
 2. Any member's DAC appointment may be rescinded if DAC member does not abide by the COI policy or it is determined a flagrant COI exists.

Voting Rights

Each member of the Council shall have voting rights upon his/her appointment.



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Officers and DPH Representative

The officers of the Council shall be a Chair and a Vice-Chair, elected by the members of the Council. There shall also be a representative from the Division of Public Health as a non-voting member who serves in a Coordinator role to the Officers. The Council Chair and Vice-Chair shall have the qualifications as outlined in the job descriptions below.

- Section 1. Officers of the Council shall be chair and vice-chair.
- Section 2. Term of office is for two years.
- Section 3. The duties of the Council Chair shall include:
 - To preside over Council meetings.
 - To serve as official spokesperson for the Council.
 - To act as ex-officio member to Ad hoc group.
- Section 4. The duties of the Vice-Chair shall include:
 - To carry out the duties of the Chair during his/her absence.
 - To assume the duties of the Coalition Chair, if that office is vacated, through the remainder of the term.
 - Serve as member/Chair of an Ad hoc group.
- Section 5. The duties of the Coordinator shall include:
 - Draft meeting schedule for Chair and Vice Chair to approve in advance of the October Council meeting
 - Provide notes of the meeting
 - Follow-up on activities as directed by the Executive Committee and any Adhoc groups of the Council

ARTICLE V. - ADHOC GROUPS

Section 1. The Council Chairs and staff shall determine appropriate Adhoc Groups for the Council, staff and stakeholders, to address each of these areas as needed.



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ARTICLE VI: MEETINGS

Regular Meetings

- A. The Council shall schedule and hold a minimum of three to four meetings per fiscal year. These meetings shall be scheduled in advance, and the membership notified of their time and place.
- B. The agenda for each meeting will be prepared by the Council Chairs and Coordinator. Each member of the Council may submit items for consideration.

ARTICLE VII: PARLIAMENTARY AUTHORITY

All meetings of the Council shall be considered in accordance with Robert's Rules of Order, latest revised edition.

ARTICLE VIII: AMENDMENTS

Section 1. These by-laws may be amended at any business meeting by a two thirds vote of the council membership present and voting, provided the proposed amendment has been submitted in writing to all voting members at least 30 days prior to the convening of the meeting.