

## Alzheimer's Disease and Dementia Advisory Council

### Rules of Procedure

**PURPOSE:** The purpose of these rules is to establish rules and procedures for conducting the business of the **Alzheimer's Disease and Dementia Advisory Council** and to inform members of the advisory council and the public of the procedures and rules of the advisory council.

### **DUTIES:**

1. The advisory council is required by Act 391 of 2021 to examine the:
  - a. Needs of individuals living with Alzheimer's disease or other dementias;
  - b. Services available in the state for individuals living with Alzheimer's disease or other dementias and their family caregivers; and
  - c. Ability of healthcare providers and facilities to meet the current and future needs of individuals living with Alzheimer's disease or other dementias.
2. Consider and make findings and recommendations on the following, which shall be known as the "State Alzheimer's Plan":
  - a. Trends in the state's Alzheimer's disease and other dementias populations and service needs;
  - b. Existing resources, services, and capacity relating to the diagnosis and care of individuals living with Alzheimer's disease or other dementias; and
  - c. Policies and strategies to be implemented, as set out in Act 391 of 2021.
3. **Reports**
  - a. On or before October 1 of each year, beginning October 1, 2022, the advisory council shall submit to the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate an annual report on the status of implementation of the State Alzheimer's Plan recommendations, any barriers to implementation, and any proposed legislation.
  - b. Every four (4) years, the advisory council shall issue an updated plan.

**PARLIAMENTARY PROCEDURE:** Except as otherwise specified by these rules, Mason's Manual of Legislative Procedure shall be observed by the advisory council, insofar as they are applicable. If an applicable rule does not exist or Mason's Manual is incompatible, the chair shall decide the issue.

1. **Quorum.** The advisory council is made up of seventeen (17) voting members. The Secretary of the Department of Health or his or her designee, the Secretary of the Department of Human Services or his or her designee and the long-term care ombudsman for the Division of Aging, Adult, and Behavioral Health Services of the Department of Human Services or his or her designee, shall serve as nonvoting members. A majority of the voting members of the advisory council shall constitute a quorum for transacting business of the advisory council.

2. Action. An affirmative vote of a majority of a quorum present shall be required for the passage of a motion or other advisory council action.
3. Roll Call. The advisory council shall vote by voice vote unless two (2) or more advisory council members request a roll call vote. Roll call votes shall be recorded in the meeting minutes.
4. Motions. A motion shall receive a second to be considered for action by the advisory council.
5. Minutes. Staff shall produce minutes of each advisory council meeting to be approved by the advisory council at the subsequent scheduled meeting.