**Guam Early Hearing Detection and Intervention (Guam EHDI)**

**Advisory Committee Bylaws**

**as of September 22, 2020**

**-ARTICLE I-**

**VALUES AND MISSION**

1. The Guam Early Hearing Detection and Intervention (Guam EHDI) is committed to the following values:
2. Universal Newborn Hearing screening of infants before discharge from the hospital or birthing site
3. Diagnostic audiological evaluation of infants referred by 3 months of age
4. Early intervention services for infants determined to have hearing loss by 6 months of age

**-ARTICLE II-**

**NAME & ESTABLISHMENT**

1. The name of this body shall be the Guam EHDI Advisory Committee.

**-ARTICLE III-**

**PURPOSE**

1. The purpose of the Guam EHDI Advisory Committee shall be to advise and comment on the fulfillment of the goals and objectives of the Guam EHDI program.

**-ARTICLE IV-**

**MEMBERSHIP**

1. Composition

Guam EHDI Advisory Committee membership shall consist of individuals who are stakeholders of the Guam EHDI system, including:

1. Parents of children with hearing loss.
2. Service providers including physicians, nurses, audiologists, speech language pathologists, early interventionists, teachers, social workers and representatives from related disciplines.
3. Other related groups and or individuals.
4. It is intended that the membership of the Advisory Committee be interdisciplinary and represents the diverse interest of children with hearing loss and their families, as well as service provider agencies within the community. It is further recommended that the membership reflect the cultural diversity of our community.
5. Appointment & Terms
6. The Guam EHDI Program Director shall appoint members to the Advisory Committee.
7. Appointments shall be made for a three-year term.
8. Appointed members may assign a designee for the duration of their term who will attend meetings and act on their behalf.

**-ARTICLE V-**

**MEETINGS**

1. Meetings
2. Meetings shall be called by the Guam EHDI Advisory Committee Chairperson as determined to be necessary, but not less than two times per year.
3. Notices
4. Written or electronic notices of regular membership meetings shall be distributed to the members at least one week prior to the meeting. Public notice shall conform with 5 GCA Chapter 8. Minutes from the previous meeting can constitute prior written notification. The agenda for the upcoming meeting will be distributed at least one week prior to the meeting and will accompany the minutes. Alternative formats are available upon request to Guam CEDDERS 72-hours prior to meetings.
5. Quorum
6. A minimum of four of the duly appointed voting members shall constitute a quorum for transaction of business by the Council.
7. Voting
8. In so far as is possible, decisions shall be made by consensus. When consensus cannot be reached, a simple majority of members present will rule.
9. Parliamentary
10. To the maximum level possible, Robert’s Rules of Order shall be followed by the Advisory Committee and its subcommittees while conducting business. Roll call and previous minutes review will begin each meeting.
11. Attendance
12. Each member’s attendance will be listed in each set of minutes.

**-ARTICLE VI-**

**OFFICERS & DUTIES**

1. Titles
2. The officers shall be: Chairperson and Vice-Chairperson. The Project Coordinator will act as Executive Secretary.
3. Election
4. Election of officers shall be held during the first meeting of each calendar year. Nominations shall be made from the floor. The members who receive a plurality of votes will be elected.
5. Special elections may be held at any membership meeting to fill vacancies except as otherwise provided in these by-laws.
6. Terms
7. The term of office Chairperson and Vice-Chairperson shall take at the next meeting following the election.
8. Vacancies
9. In instances where special elections are not possible to fill a vacancy, the Program Coordinator may fill the vacancy by appointment.
10. Chairperson
11. The Chairperson shall preside over the general membership meetings, call meetings when it is deemed necessary, serve in ex-officio status on all committees, and perform other duties commonly recognized as the responsibility of a Chairperson.
12. Vice-Chairperson
13. The Vice-Chairperson shall serve in the absence of the Chairperson.
14. Executive Secretary

1. The Guam EHDI Program Coordinator will be responsible for maintaining the Advisory Committee calendar, meeting notification, and taking and preparing the minutes.

**-ARTICLE VII-**

**AMMENDMENTS TO BY-LAWS**

1. Amendments shall be proposed to the Guam EHDI Advisory Committee Chairperson or to the Guam EHDI Program Coordinator fifteen (15) days prior to the next regularly scheduled membership meeting and distributed to all members no later than seven days before the next general membership meeting. An amendment must receive approval by a plurality of the voting members present.
2. At a minimum, the By-laws will be reviewed by the Advisory Committee at the beginning of each funding cycle and not less than every three (3) years.
3. These By-laws of the Guam EHDI Advisory Committee were approved and recorded in the minutes of the Committee meeting held on March 21, 2017.