

**BYLAWS**  
**Clark College Health Information Management**  
**Advisory Committee**

ARTICLE I

**Committee Operation**

- Section 1** Meetings will be held at a time and date specified by the committee.
- Section 2** At least two meetings will be held each school year. The exact number of meetings will be determined by the annual program of work.
- Section 3** The Program Supervisor in coordination with the Chair/Vice Chair person will develop the agenda for each meeting.
- Section 4** The program of work will be a consideration in setting the agenda for each meeting.
- Section 5** Discussions to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.
- Section 6** A quorum will consist of a simple majority of appointed members. College personnel will be non-voting members.
- Section 7** Meeting minutes will be recorded for each meeting and distributed to each member and appropriate college officials.

ARTICLE II

**Subcommittees**

- Section 1** Standing subcommittees should be established for such areas as deemed necessary by the chairperson.
- Section 2** Subcommittees may be any size.
- Section 3** Subcommittees will elect their own chairperson.

### ARTICLE III

#### **Officers**

- Section 1** Officers will be elected by a simple majority. Officers will serve a two-year term and may be re-elected.
- Section 2** Officers will include a chairperson and a vice-chairperson.
- Section 3** Officers will be elected at the first meeting of each academic year.

### ARTICLE IV

#### **Member Responsibilities**

- Section 1** Each member will attend meetings and participate in work activities.
- Section 2** Each member will study the issues or problems that come before the committee.
- Section 3** If a member misses two consecutive meetings, the board may vote to remove them.

### ARTICLE V

#### **Proposed Program of Work**

- Section 1** An annual program of work will be established by the committee during its first meeting each year. Included in the program of work should be goals, objectives, tasks, time lines, member(s) responsibilities, and date completed.

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