

**HEALTH INFORMATICS ADVISORY BOARD  
UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE  
BYLAWS**

**ARTICLE I. PURPOSE**

- Section 1. The primary purpose of the Health Information Technology Advisory Board (hereinafter "Board") shall be to advise the Dean of the College of Computing and Informatics, the Dean of the College of Health and Human Services, and the Dean of the Graduate School (hereinafter "Colleges") in the planning, evaluating, and strengthening of health information technology programs (hereinafter "Programs").
- Section 2. The objectives of the Board shall include the following:
- i. Provide advice in planning the Programs of the Colleges.
  - ii. Furnish input for the evaluation of the Programs.
  - iii. Increase the awareness and the interest of the community in the Programs.
  - iv. Recommend ways in which the Colleges may respond to the educational needs of graduates of the Programs.
  - v. Recommend ways in which the Colleges can strengthen its ties with health information technology users and providers, with a special emphasis on the State of North Carolina and the Charlotte-Mecklenburg region.
  - vi. Provide information on new practices and developments in health information technology for use in the Programs of the Colleges.
  - vii. Assist in locating sources of financial support for the Programs of the Colleges.
  - viii. Assist in the recruitment of students, identification and provision of experiential training sites, and the placement of graduates.

## **ARTICLE II. MEMBERSHIP**

- Section 1. The Board shall consist of at least twelve (12) members who represent health information technology businesses or user agencies in the Charlotte-Mecklenburg area and the surrounding counties and/or are community leaders or representatives with substantial interests in health information technology issues. The number of members shall be established from time to time by resolution of the Board, and the number shall include *ex officio* members.
- Section 2. The Deans of the Colleges and Dean of the Graduate School shall serve as non-voting members of the Board.
- Section 3. Each member shall volunteer to serve on one or more of the standing committees of this Board: the Nominating Committee and the Academic Programs Committee.
- Section 4. Each committee will elect a chair on an annual basis; the chair of each standing committee will serve a year unless re-elected.

## **ARTICLE III. OFFICERS**

- Section 1. The Board shall elect a Chair and Vice Chair. The Vice Chair shall automatically assume the office of Chair when the Chair's term expires or the office becomes vacant. The Chair and Vice-Chair shall be members of the Board.
- Section 2. The Chair's duties shall include:
- i. Preside at meetings of the Board.
  - ii. Appoint such *ad hoc* committees as are necessary to conduct the business of the Board.
  - iii. Assume such other duties as are necessary for the effective functioning of the Board.
- Section 3. The term of the Chair shall be for one year, unless re-elected to a second term or until a successor Chair assumes the office.
- Section 4. The Vice Chair's duties shall include:
- i. Preside at meetings of the Board in the absence of the Chair.
  - ii. Assume such other duties as are necessary for the effective functioning of the

Board, as determined by the Chair.

- Section 5. The term of the Vice Chair shall be for one year, or until a successor is elected, whichever occurs later.
- Section 6. The Board shall have a Secretary, who will not be an officer and who shall be appointed by the Deans.
- Section 7. The Secretary's duties shall include:
- i. Record the proceedings of all meetings of the Board.
  - ii. Working with the Deans, preserve all official records of the Board in the College.
  - iii. Assume such other duties as are necessary for the effective functioning of the Board, as determined by the Chair.
- Section 8. Program Director(s) will serve as *ex-officio* non-voting members of the Board.

#### **ARTICLE IV. SELECTION AND TERM OF BOARD MEMBERS**

- Section 1. The Nominating Committee shall nominate new Board members.
- Section 2. The members of the Board shall be appointed by the Deans upon recommendation of the members of the Board.
- Section 3. The initial term of appointment of the inaugural Board members shall be staggered upon mutual agreement of the members, ranging from one to three years.
- Section 4. All other terms of service shall be three years.
- Section 5. Any member shall be eligible for reappointment for a second term. Ordinarily, a member who has served two consecutive terms shall not be eligible for another reappointment for at least one year.

## **ARTICLE V. MEETINGS**

- Section 1. The Board shall hold at between two and four regular meetings each year. The Chair or Vice Chair may call special meetings as the business of the Board requires.
- Section 2. Members of the Board are expected to attend at least one meeting a year to retain their membership.
- Section 3. The Chair or Vice Chair of the Board shall preside over all regular or special meetings of the Board.
- Section 4. The agenda for each meeting shall be developed by the Chair in consultation with the Program Director and shall be distributed to each member in writing at least one week prior to the meeting.
- Section 5. A simple majority of voting members is required for a quorum.
- Section 6. Board members may participate by teleconference.
- Section 7. The affirmative vote of a majority of the members participating in a meeting shall be the act of the Board.
- Section 8. At the discretion of the Chair, an act may be put before the members of the Board between the Board's regularly scheduled meetings. In such a case, a member shall vote by communicating his or her response to the Chair via e-mail, facsimile or U.S. Mail. An affirmative vote of a majority of the members of the Board shall be the act of the Board.

## **ARTICLE VI. AMENDMENTS**

- Section 1. The Bylaws may be amended at any duly held meeting of the Board. Notice of any proposed change must be distributed with the agenda for the meeting at which the change is to be considered.
- Section 2. A two-thirds majority vote of the Board shall be required to amend the Bylaws.