

**ALZHEIMER'S DISEASE AND RELATED DISORDERS
ADVISORY COMMITTEE BY-LAWS**

Section 1568.17(a) of the Health and Safety Code established the Alzheimer's Disease and Related Disorders Advisory Committee (ADRAC).

I. MEMBERSHIP COMPOSTION

The ADRAC shall be composed of 14 members selected as follows:

1. One representing the field of academic medical research.
2. One representing the field of social research.
3. One representing the field of mental health.
4. One representing the Alzheimer's day care resource centers.
5. One representing the Alzheimer's disease diagnostic and treatment centers.
6. Two individuals who have been diagnosed with Alzheimer's disease.
7. Two representing families of persons with Alzheimer's disease or related disorders.
8. Two representing organizations providing services to Alzheimer's disease patients.
9. One representing a consumer organization representing persons with Alzheimer's disease.
10. One representing a member of the State Bar who is familiar with the legal issues confronting Alzheimer's disease victims and their families.
11. The Secretary of the Health and Human Services Agency or his/her designee.

II. TERMS OF OFFICE

- A. Members shall serve at the pleasure of the Secretary of the Health and Human Services Agency. The Agency Secretary shall establish fixed three-year terms for each member, except those individuals with Alzheimer's disease shall serve for one-year terms. A member may be appointed for no more than

two consecutive terms. For purposes of continuity, the fixed terms of Committee members shall be staggered.

- B. If a member resigns from the Committee prior to the end of his/her term, or a vacancy occurs as a result of a statutory requirement per Government Section Code 1770, a new member shall be appointed in his/her place. This new member shall serve for the remainder of the previous member's term. If this constitutes a year or less time, the new member shall be eligible to serve for two more consecutive terms. Otherwise, the new member shall only be eligible to serve one more consecutive term.

III. COMPENSATION

Members shall serve without compensation, but shall receive reimbursement for travel and other necessary expenses actually incurred in the performance of their official duties. ADRAC members are reimbursed for expenses incurred within the following parameters:

- A. ADRAC members shall submit travel claims in a timely manner to enable the Health and Human Services Agency staff to monitor the travel budget effectively.
- B. ADRAC members shall use the least expensive airfare possible for ADRAC business. Generally, the least expensive rates are those the State negotiates each year with air carriers.
- C. ADRAC members using their personal telephone to make long-distance phone calls concerning ADRAC business can be reimbursed for that expense on their travel claim forms. State travel reimbursement policy requires that a copy of the telephone bill be attached to the travel claim. In addition, the name of the party called must be written on the telephone bill.

IV. DUTIES

- A. Provide ongoing advice and assistance to the administration and the Legislature as to the program needs and priorities of the target population.
- B. Appoint a chairperson and vice-chairperson. The Chair and Vice Chair shall each serve for two-year terms. These appointments are renewable until the Chair or Vice Chair's Committee term expires. The Chair controls the agenda and time for public comments.
- C. Meet quarterly. ADRAC members are expected to attend as many meetings as possible. If a member misses two meetings, the Secretary of the Health and Human Services Agency will send a letter to that member encouraging his/her attendance and emphasizing the importance of having his/her expertise involved in Council deliberations. If a member misses any three meetings in a single fiscal year, the Secretary of the Health and Human Services Agency will terminate the member's appointment.
- D. Members may send a designee to any meeting for information and discussion purposes, as long as that designee does not represent a lobbying organization. Such designee is not considered a voting member, and therefore is not included in the quorum count. Even if a member sends a designee, he/she is still considered absent from the committee meeting. The designee will not be reimbursed for travel expenses.
- E. All meetings of the advisory committee and any subcommittees thereof, shall be open to the public and adequate notice shall be provided in accordance with Article 9 (commencing with Section 11120) of Chapter 1 of part 1 of Division 3 of Title 2 of the Government Code.

V. DELIBERATIONS AND DECISION MAKING

- A. A quorum must be present for the ADRAC to transact business. The presence of seven members, not including designees, shall constitute a quorum. Motions shall be decided by simple majority of the quorum. Any ADRAC member may request a roll-call vote.
- B. An ADRAC member may use a proxy if he or she has participated in a discussion and has to leave prior to the vote. The member will submit the proxy in writing to another ADRAC member.

VI. STAFFING

- A. The Health and Human Services Agency will appoint any staff it may require, within available resources. The Agency will be responsible for developing and distributing the agenda, notifying the public of Committee meetings, and recording Committee meetings.
- B. The ADRAC may utilize staff of the Department of Aging as available and the staff of all other private and public agencies that have an interest in Alzheimer's Disease if they are willing to provide assistance.