

ALZHEIMER'S 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 Advisory Council** and to inform the members of the Arkansas General Assembly and the public of the procedures and rules of the advisory council.

DUTIES:

1. The advisory council is required by Act 1510 of 2013 to:
 - a. Assess the current and future impact of Alzheimer's disease and other types of dementia on the residents of the State of Arkansas.
 - b. Examine the existing industries, services, and resources addressing the needs of persons living with Alzheimer's disease, their families, and caregivers; and
 - c. Develop a strategy to mobilize a state response to the public health crisis created by Alzheimer's disease and other types of dementia.
2. On or before October 1 of each even-numbered year, the Alzheimer's Advisory Council shall present a draft of assessments and recommendations for meeting the Alzheimer's disease needs in the State of Arkansas to the House Committee on Public Health, Welfare, and Labor and the Senate Committee on Public Health, Welfare, and Labor.
3. The advisory council expires September 30, 2017.

PARLIAMENTARY PROCEDURE: Except as otherwise specified by these rules, the rules of the Arkansas House of Representatives and the Arkansas Senate shall be observed by the task force, insofar as they are applicable. If an applicable rule does not exist or the House and Senate rules are incompatible, the chair shall decide the issue.

1. **Quorum.** The council is made up of twenty-three (23) members. A majority of the members of the council shall constitute a quorum.
2. **Action.** A majority vote of the members present is required for any action of the council.
3. **Roll Call.** The council shall vote by voice vote unless a roll call vote is requested by two (2) or more council members. 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 task force.
5. **Public Comment.** The chair may provide the public an opportunity to speak during a task force meeting to allow for public comment on issues before the task force.
6. **Minutes.** Staff shall produce minutes of each council meeting to be adopted by the council at the subsequent scheduled meeting.