

ARKANSAS PANS/PANDAS ADVISORY COUNCIL RULES OF PROCEDURE

PURPOSE: The purpose of these rules is to establish rules and procedures for conducting the business of the **Arkansas PANS/PANDAS Advisory Council** and to inform the members of the advisory council and the public of the procedures and rules of the advisory council.

DUTIES:

1. The advisory council is required by Act 878 of 2019 (the “Act”) to submit a report to the Legislative Council, the Senate Committee on Insurance and Commerce, the House Committee on Insurance and Commerce, the Senate Committee on Public Health, Welfare, and Labor, and the House Committee on Public Health, Welfare, and Labor no later than August 31, 2019.

2. In conducting its work, the advisory council may:

a. Make recommendations designed to improve and increase knowledge and develop mechanisms to increase clinical awareness and treatment throughout the state for PANS/PANDAS, especially for healthcare professionals;

b. Operate along with the interdisciplinary panel established by the Act to determine quarterly information, including case statistics, outcome measures, and other relevant information;

c. Make recommendations concerning standard practice guidelines for the diagnosis and treatment of PANS/PANDAS;

d. Provide outreach to educators and parents; and

e. Develop a network of volunteer experts on PANS/PANDAS to serve as resources within this state.

3. The advisory council expires on December 31, 2020.

PARLIAMENTARY PROCEDURE: Except as otherwise specified by these rules, Mason’s Manual of Legislative Procedure shall be observed by the advisory council, insofar as they are applicable. If an applicable rule does not exist or Mason’s Manual is incompatible, the chair shall decide the issue.

1. Quorum. The Advisory Council is made up of sixteen (16) voting members. The Secretary of the Department of Health, or his or her designee, and the Insurance Commissioner, or his or her designee, shall serve as ex officio non-voting members. A majority of the voting members of the Advisory Council shall constitute a quorum for transacting business of the Advisory Council.

2. Action. An affirmative vote of a majority of a quorum present shall be required for the passage of a motion or other advisory council action.

3. Roll Call. The advisory council shall vote by voice vote unless a roll call vote is requested by two (2) or more advisory 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 advisory council.

5. Public Comment. The chair may provide the public an opportunity to speak during an advisory council meeting to allow for public comment on issues before the advisory council.

6. Minutes. Staff shall produce minutes of each advisory council meeting to be adopted by the advisory council at the subsequent scheduled meeting.