

UTAH WIC ADVISORY COUNCIL
BY-LAWS

ARTICLE I **NAME AND AUTHORIZATION**

Section 1 The name of the Council shall be the Utah WIC Advisory Council.

Section 2 The Advisory Council was created by the authorization of the Utah Department of Health, and is administered Division Director of the Family and Health Preparedness.

ARTICLE II **PURPOSE AND RESPONSIBILITIES**

Section 1 The Council shall act in an Advisory capacity to the Utah Department of Health as it related to the WIC Program in the State of Utah. The Council shall include no less than 6 and not more than 15 voting members.

Section 2 The Council shall recommend policies, standards, and rules governing the WIC Program in Utah. The responsibilities include but are not limited to review and make recommendations on:

1. The State WIC Plan
2. The State Policies and Procedure Manual.
3. Proposed national and State WIC legislation.
4. Proposed Federal and State WIC Regulations and Policies.

Section 3 The Council shall work toward the creation and implementation of the WIC Program and services in the State which are consistent with the need of WIC participants and are cost effective.

Section 4 The Council shall seek out and solicit whatever resources are feasible and appropriate which will support the WIC Program.

Section 5 The Council shall continually assess the appropriateness and effectiveness of the WIC Program and services as they relate to the needs of WIC participants and make appropriate recommendations to be considered by the State WIC Office.

Section 6 The Council Executive Committee may communicate with the public on activities and concerns related to the WIC Program.

ARTICLE III **MEMBERSHIP**

Section 1 There shall be a Utah WIC Advisory Council to the WIC Program to consist of no less than 6 and not more than 15 voting members. Members shall be appointed to the Council by the Family and Health Preparedness Division Director.

- a) One to four members shall be WIC Participants, "participants" defined as current WIC participants at the time of their appointment) as much as possible. Council should involve participant members residing throughout the State and members of minority populations.
- b) Two to four members shall represent Providers of WIC Services and WIC Related Services with representation of urban agencies and rural areas. Representatives from UAWA, Nursing or the Health Officer Affiliate as well as WIC staff are eligible to sit on the WIC Advisory Council. There shall be no more than one local provider represented from each local agency.
- c) One to three members shall represent community based organizations and statewide advocacy groups. There shall be no more than one local provider represented from each local agency.
- d) One to two members shall represent the vendor interests.
- e) One to two members shall be a private citizen. whose professional and public interests complement those of the WIC Program.

Section 2

Term of Membership - members shall be appointed by the Director of Family Health and Preparedness for a two-year term. Terms will begin and end based on the calendar year. In the event of resignation, the replacement will finish the term of their predecessor. The replacement will then have the choice if he/she wishes to fulfill another term. Consecutive terms may be approved.

Section 3

Any member missing two consecutive meetings of the full meeting without good cause shall be replaced. Good cause will be excused with formal notification given to the Chairperson or the staff secretary of the WIC Program prior to any regularly scheduled meeting.

Section 4

Method of Selection

WIC PARTICIPANTS -When there are vacancies on the Council for a WIC recipient, recipients shall be encouraged to participate through eligible local clinics. Local clinics will post a notice of the vacancy and a description of the Advisory Council's purpose and encourage any interested participants to submit their name to the local WIC Director, who in turn, will submit the name to the Division Director of Family Health and Preparedness within a specified time frame.

WIC PROVIDERS- When there are vacancies for WIC Providers, eligible local WIC agencies shall be requested to submit names to the Division Director of Family Health and Preparedness within a specified time frame.

In the event that two members from any one health department are to become members of the WIC Advisory Council through their election or appointment to Affiliate President position (UAWA, Nursing, Health Officer), one of the individuals, whether a health officer, WIC Director, Nursing Director or WIC Staff, would need to be selected from the health department that is in the President elect or Chair elect position. As

noted in Article III, Section 1. b., if membership of this section does not represent both urban and rural agencies, members in this category will be selected from an appropriate local agency to fulfill this geographic requirement.

COMMUNITY BASED ORGANIZATIONS AND ADVOCACY GROUPS - When there are vacancies for an advocate position, community based organizations and interested consumer groups will be requested to make recommendations for representatives to the Division Director of Family Health and Preparedness within a specified time frame.

VENDOR - When there are vacancies for the vendor position, the Utah Food Industry Association will be requested to make recommendations for representative(s) to the Division Director of Family Health and Preparedness within a specified time frame.

PRIVATE CITIZENS - When there are vacancies for the private citizens the council shall submit names to the Division Director of Family Health and Preparedness, within a specified time frame.

Section 5 **Voting Privileges**

- 1) All appointed members are allowed to vote.
- 2) Any member may vote by way of a written or verbal proxy.
- 3) For all Officer Positions, nominations are provided to the Director of the Division of Family Health and Preparedness. A yearly vote is conducted by a majority vote of the Advisory Council when a quorum is present. Any person can be re-elected for as many terms of office as they remain on the Council.

Section 6 **Officers**

Chairperson

- 1) **Duties:**
 - a) Schedule and preside over meetings
 - b) Develop meeting agendas with consultation with State WIC Program Manager
 - c) Represent the committee for press conferences, etc.

Vice Chairperson

- 1) **Duties:**
 - a) To act as the chairperson in the absence of the Chairperson
 - b) Chairperson and Vice Chairperson should represent different interest groups where possible

Section 7 **Executive Committee**

The Executive Committee will be composed of the Chairperson, Vice Chairperson and one to three members from the Council. Different types of member groups as defined in Article III, Section 4 will be represented.

The Executive Committee will deal with emergency matters when it is not possible for the Council to meet.

ARTICLE IV **MEETINGS**

- Section 1** The Council shall meet twice annually or as often as the Chairperson and/or Executive Committee deems necessary.
- Section 2** A quorum for conducting official business shall consist of one-half of the members of the filled positions.
- Section 3** Sub-committees shall be formed as necessary. Members and chairpersons of the sub-committee shall be appointed by the Chairperson of the Council.
- Section 4** All meetings of the Advisory Council are open to the public.

ARTICLE V **FUNDING**

The State Department of Health shall provide the following for Council members attending meetings who do not receive reimbursement from any other source.

- 1) Travel costs at no less than the present travel reimbursement of the Utah Department of Health.
- 2) Stipend of \$50 to council members who are WIC participants.
- 3) The WIC Office shall provide administrative support necessary for the effective operation of the Advisory Council.

ARTICLE VI **Section 1** **Robert’s Rules of Order**

Robert’s Rules of Order shall apply in all situations not specifically covered by the By- Laws.

ARTICLE VII **Amendments**

Section 1 These By-Laws shall be amended only by an affirmative vote of two-thirds or more of the quorum.

Section 2 Written notice setting forth the proposed amendments shall be mailed or given to each member at least ten (10) days prior to the meeting at which they are to be considered.

ARTICLE VIII **Continuation of the WIC Advisory Council**

The WIC Advisory Council will evaluate the necessity and purpose of the Council every two years to determine if there is a continuing need for this forum.

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