



**Oregon Health Authority  
Early Hearing Detection & Intervention Program  
(EHDI)**

**Advisory Committee Bylaws**

**Last approved revision: April 10, 2013  
Revisions approved: January 17, 2019**

**Section 1  
Introduction**

The Oregon Early Hearing Detection and Intervention (EHDI) Program works to assure that children with hearing loss are identified early so that language and communication can develop on track. EHDI does this by tracking all Oregon births to monitor hearing screenings, diagnosis and early intervention status. EHDI works with hospitals, midwives, audiologists, early interventionists, public health nurses, primary care providers, parent mentors and families to achieve the goals of screening by one month of age, diagnosis by three months of age, and enrollment in early intervention by six months of age.

The Early Hearing Detection and Intervention (EHDI) Advisory Committee was established by House Bill 3246 in 1999. Oregon Administrative Rules 333-020-0160 state:

- (1) The Director shall appoint an Advisory Committee.
- (2) At a minimum, the Advisory Committee shall include representatives from each of the following categories:
  - a. Parent or guardian of a child with hearing loss;
  - b. Adult with childhood hearing loss;
  - c. Pediatric health care provider;
  - d. Clinical audiologist representing a diagnostic facility;
  - e. Hospital newborn hearing screening program representative;
  - f. Early Intervention program representative;
  - g. Local public health agency representative;
  - h. Speech-language pathologist.

## **Section 2 Membership**

The Early Hearing Detection and Intervention (EHDI) Advisory Committee is comprised of individuals and representatives of institutions and organizations interested in the early identification of hearing loss in children and applied interventions.

### **Member Status**

The Director shall determine the representation, membership, terms of service and organization of the Committee and shall appoint the members to the Committee.

### **Member Compensation**

Members of the Committee are not entitled to compensation, but at the discretion of the Director, may be reimbursed from funds available to the director for actual and necessary travel and other expenses incurred in the performance of their official duties in the manner and amount provided in *ORS 292-495*.

### **Committee Makeup**

The EHDI Advisory Committee shall be formed of residents of Oregon.

At a minimum, the Advisory Committee shall include at least one representative of each of the member categories defined in Administrative Rule. The Director or their designee may appoint other individuals or representatives with a stake or contribution to the early identification of hearing loss.

The EHDI Advisory Committee shall consist of no fewer than 17 members.

In addition to appointed Committee members, the EHDI Advisory Committee will include the following:

- a. OHA-MCH Section Manager or designee
- b. EHDI staff members

OHA – MCH staff are non-voting members of the EHDI Advisory Committee.

At the first meeting after the approval and implementation of these By-laws, a Chair and Vice-Chair shall be nominated and elected by the Committee.

### **Term of Office**

A Committee member appointment term is defined as two years. Terms will be staggered to assure continuity. The Chair and Vice-Chair terms are defined below.

### **Committee Responsibilities**

The responsibilities of the EHDI Advisory Committee members include:

1. Prepare for and attend Committee meetings regularly.
2. Serve and represent the public interest, first and foremost.
3. Share technical expertise and the point of view of the organization, discipline or community represented.
4. Recognize that when the interests of the organization, discipline or community represented conflict with the interests of the public at large, the primary responsibility of the member is to the public.
5. Examine all available evidence before making judgment.
6. Advise EHDI staff and MCH managers on policies, programmatic issues, funding sustainability, and the direction of the EHDI Program.
7. Participate in, and/or facilitate subcommittees, as needed.
8. Nominate and elect a Chair and Vice-Chair to facilitate meetings and plan agendas.

#### OHA – EHDI Staff Roles & Responsibilities

The OHA-EHDI staff will be responsible for the following activities in support of the EHDI Advisory Committee:

1. Prepare for and attend all Advisory Committee meetings.
2. Arrange logistics for meetings (space, phone line, accommodations, etc.).
3. Document and distribute meeting notes.
4. Facilitate Committee communication (roster, email, meeting notices, etc.).
5. Assist Committee Chair in developing meeting agenda.
6. Present policy and programmatic issues to Committee, as appropriate, requested or needed.
7. Participate and preside as a Co-Chair in identified EHDI subcommittees.

#### Vacancies

When a required Committee representation is vacated, the Director will appoint an individual to serve for the entire unexpired term of the former member.

### **Section 3 Leadership**

#### Election of the Chair and Vice-Chair

The Chair and Vice-Chair of the EHDI Advisory Committee will be elected by a majority vote of the Committee. Each will serve a two-year term, with a maximum of two consecutive terms.

#### Chair Role & Responsibilities

The role and responsibilities of the Committee Chair include the following:

1. Attend and facilitate all Advisory Committee meetings in such a manner as to encourage participation by all members.
2. Participate in planning EHDI Advisory Committee meetings.
3. Participate in / facilitate any identified subcommittees and/or workgroups.

4. Advise EHDI staff and MCH managers on policies, programmatic issues, funding sustainability, and the direction of the EHDI Program.
5. Serve as a liaison and representative for EHDI-related issues that arise in the public sphere, such as during legislative sessions and/or in the context of state agency business.
6. Serve as signer of letters of support from the EHDI Advisory Committee, as needed.

#### Vice-Chair Role & Responsibilities

The role and responsibilities of the Committee Vice-Chair include the following:

1. Attend all Advisory Committee meetings.
2. In the absence of the Committee Chair, lead and facilitate EHDI Advisory Committee meetings.
3. Participate in / facilitate any identified subcommittee and/or workgroups.
4. Advise EHDI staff and MCH managers on policies, programmatic issues, funding sustainability, and the direction of the EHDI Program.
5. In the absence of the Committee Chair, or in addition to the Chair, serve as a liaison and representative for EHDI-related issues that arise in the public sphere, such as during legislative sessions and/or in the context of state agency business.
6. In the absence of the Committee Chair, or in addition to the Chair, serve as signer of letters of support from the EHDI Advisory Committee, as needed.

Only current members of the EHDI Advisory Committee are eligible to be elected Chair and/or Vice Chair.

## **Section 4 Meetings**

#### Meeting Frequency

The EHDI Advisory Committee will meet quarterly each year. Meetings may be in-person, virtual, teleconference, or a combination thereof.

#### Meeting Facilitation

The Chair will preside at all meetings of the Committee; in the Chair's absence, the Vice Chair will preside.

#### Who May Attend?

EHDI Advisory Committee meetings are public meetings.

### Rules of Procedure

Meetings will be conducted using consensus building and majority vote for decision making by those in attendance. Proxy voting will not be permitted at any meeting.

A quorum shall be constituted by the attendance of at least a majority. Vacant positions of the committee shall not be counted in establishing a quorum.

## **Section 5 Access and Accommodations**

The EHDI Advisory Committee welcomes all participants.

OHA-EHDI Staff will invite accommodation requests in advance of Advisory Committee meetings and make a reasonable effort to provide the requested accommodations.

Accommodation requests should be made *at least three weeks in advance* of the meeting to an EHDI staff member.

## **Section 6 EHDI Subcommittees**

### Formation

The formation of the EHDI subcommittees is the responsibility of the Director's Designee. Subcommittees or workgroups will be formed to address specific issues as identified by EHDI Advisory Committee members.

### Membership/Appointment

Subcommittees will be made up of EHDI Advisory Committee members and OHA-EHDI staff. Advisory Committee members may volunteer or be appointed to the designated subcommittees.

### Leadership

Each subcommittee will have two Co-Chairs, one of whom will be an OHA-EHDI staff member. The other Co-Chair will be a member of the subcommittee and will be selected and voted on by members of the respective subcommittee.

### Co-Chair Responsibilities

The elected subcommittee Co-Chair will be responsible for the following:

- a. Providing leadership and direction for the subcommittee pertaining to identified subcommittee goals and related activities.

- b. Planning for subcommittee meetings, developing agenda items and meeting activities. This will be a shared duty with the OHA-EHDI staff member Co-Chair.
- c. Provide a summary of subcommittee activities at scheduled EHDI Advisory Committee meetings.

The OHA-EHDI staff Co-Chair will be responsible for the following:

- a. Planning for subcommittee meetings, developing agenda items and meeting activities. This will be a shared duty with the subcommittee elected Co-Chair.
- b. Arrange logistics for meetings (space, phone line, interpreters, etc.).
- c. Document and distribute subcommittee meeting notes to subcommittee members.
- d. Facilitate subcommittee communication (member roster, email tree, meeting notices, etc.).

#### Vacancies

In the event of resignation of the elected subcommittee co-chair, or the inability of the elected co-chair to discharge his/her responsibilities, the designated subcommittee will replace the elected co-chair by election of a new co-chair from the roster of current members of the subcommittee.

#### Accountability/Reporting

The EHDI subcommittees are accountable to the EHDI Advisory Committee and will provide a report of subcommittee activities at EHDI Advisory Committee scheduled meetings as indicated.

#### Meetings

Each subcommittee will determine the frequency and location of subcommittee meetings. Notices for these meetings will be sent to all members of each committee.

#### Majority Vote

Those in attendance at committee meetings will make decisions of the subcommittees. The majority vote of the members attending a meeting who are eligible to vote will be the action of the committee.

## **Section 7** **Amending these By-Laws**

#### Amendments to the By-Laws

These by-laws may be amended through a formal vote of the EHDI Advisory Committee members.