



Bylaws

ARTICLE I. Name and definitions

Section 1 – Name

The name of this body shall be the Office of Alzheimer's, Dementia and Related Disorders Advisory Committee.

Section 2 – Definitions

The following words and phrases when used in these bylaws shall have the meanings given to them in this section unless the context clearly indicates otherwise:

"Act" - The Alzheimer's, Dementia and Related Disorders Act, also known as the Act of Oct. 16, 2024, P.L. 1021, No. 111.

"Committee" - The Alzheimer's, Dementia and Related Disorders Advisory Committee.

"Committee Chairperson" or **"chairperson"** - The Secretary of Aging.

"Office" - The Alzheimer's, Dementia and Related Disorder Office.

"Secretary" - The Secretary of Aging of the Commonwealth.

"Department" - The Department of Aging of the Commonwealth.

Article II. Purpose, Powers and Duties, and Scope

Section 1 – Purpose

The purpose of The Alzheimer's, Dementia and Related Disorders Advisory Committee shall be to support and advise on statewide efforts to reduce the burden of Alzheimer's dementia, and related disorders through risk reduction strategies, promotion of early detection and diagnosis, support for caregivers and families, and strengthening community-clinical relationships.

Section 2 – Powers and Duties

The Committee shall have the following powers and duties:

- (a) Assess the current and future impact of Alzheimer's, dementia and related disorders on residents of this Commonwealth;
- (b) Examine the existing industries, services, and resources addressing the needs of persons with Alzheimer's, dementia and related disorders, their families and caregivers;
- (c) Develop strategies to mobilize a Statewide response to Alzheimer's, dementia and related disorders;
- (d) Advise the department on necessary updates and implementation of the State Plan;
- (e) Consult with various Commonwealth agencies and to make recommendations on regulations, licensure, financing, or any other responsibilities of those Commonwealth agencies relating to Alzheimer's, dementia and related disorders;
- (f) Perform other duties as the Governor may assign relating to Alzheimer's, dementia and related disorders;

- (g) Develop and adopt rules for conducting Advisory Committee meetings, including, but not limited to, the procedure for formally adopting the approval of Committee reports before release to the public.

Section 3 – Scope

All powers and duties enumerated in this section shall be performed in a manner that addresses all areas of Alzheimer's, dementia and related disorders.

Article III. Membership, Chairperson, and Designees

Section 1 – Membership

The advisory committee shall be comprised of the following members:

- (a) The Secretary or a designee;
- (b) The Secretary of Health or a designee;
- (c) The Secretary of Human Services or a designee;
- (d) The Secretary of Labor and Industry or a designee;
- (e) The chair and minority chair of the Aging and Youth Committee of the Senate or designees and the chair and minority chair of the Aging and Older Adult Services Committee of the House of Representatives or designees;
- (f) A member from the Pennsylvania Council on Aging;
- (g) Bureau Director representing the Pharmaceutical Assistance Contract for the Elderly program;
- (h) An individual living with Alzheimer's, dementia or related disorder or a designee;
- (i) A family member of or a caregiver for a person living with Alzheimer's, dementia or a related disorder;
- (j) An attorney with at least five years' experience in providing legal representation to older adults with cognitive diseases and related disorders;
- (k) Three individuals from non-governmental Statewide organizations that advocate for older adults;
- (l) A physician with at least five years' experience in diagnosing and treating Alzheimer's, dementia and related disorders;
- (m) Two individuals who conduct research regarding Alzheimer's, dementia and related disorders;
- (n) An individual representing the local area agencies on aging;
- (o) An individual representing the Commonwealth's hospitals and health systems;
- (p) An individual representing the facilities in the Commonwealth that provides long-term care to individuals;
- (q) An individual representing the Commonwealth's community health centers in rural and urban communities;
- (r) An individual representing older adult day living centers;
- (s) An individual representing the life providers;
- (t) An individual representing a federally qualified health center;
- (u) An individual representing the Pennsylvania Society for Post-Acute and Long-Term Care Medicine;
- (v) An individual representing a Statewide association dedicated to Alzheimer's care, support and research.

Section 2 – Chair

The chair of the Committee shall be the Secretary of Aging or a designee.

Section 3 – Vice Chair

The vice chair of the committee shall be the Secretary of Health or a designee.

Section 3 – Designees

Governmental members and the member who is living with Alzheimer's, dementia or related disorder may appoint a designee to attend and vote at meetings of the advisory committee.

Each member who appoints a designee shall do so by sending a letter to the chairperson stating the name of the designee.

Article IV. Terms of Members, Reappointment, Vacancies, Removal, Resignations, and Expenses

Section 1 – Terms of Members

- (a) The terms of those members appointed by the Governor shall be four-year staggered terms. For members under (a), (b), (c), (d), and (e) of Article III, Section 1, their term shall be concurrent with their service in the office from which they derive their membership.
- (b) Members of the committee shall serve for terms of four years after completion of the initial terms as designated in the act.

Section 2 – Reappointment

- (a) Members shall be eligible for reappointment but shall serve no more than two consecutive full terms;
- (b) Members shall serve until their successors are appointed and qualified, provided they represent the interests of the membership class for which they were appointed.

Section 3 – Vacancies

- (a) Any vacancy on the committee shall be filled by the original appointing authority;
- (b) An individual appointed to fill a vacancy shall serve the balance of the previous member's term.

Section 4 – Removal

In addition to the provisions of Article IV, Section 1 (a) and (b), members may be removed from the advisory committee for the following reasons:

- (a) A member who fails to attend three consecutive meetings shall forfeit his or her seat unless the chairperson, upon written request from the member, finds that the member should be excused from a meeting;
- (b) A member shall forfeit his or her seat if he or she no longer represents the interests of the membership class for which he or she was appointed. Specifically, a member meeting this threshold shall no longer be employed or associated with the interests of the respective qualification for which he or she was appointed.

Section 5 – Resignations

Any member desiring to resign from the advisory committee shall submit his or her resignation in writing to the chairperson.

Section 6 – Expenses

- (a) Members may not receive compensation or remuneration for their service as advisory committee members;
- (b) Nongovernmental committee members shall be entitled to reimbursement for travel and related actual expenses accrued in the performance of their duties as members, in accordance with Commonwealth travel policy;
- (c) Committee members who are not appointed members of the committee may not receive reimbursement.

Article V. Meetings, Quorum, Voting, and Amendment of Bylaws

Section 1 – Meetings

- (a) The committee shall meet at quarterly (4 times per year);
- (b) Meetings shall be held at such times and places as scheduled by the chairperson;
- (c) The chairperson may call special meetings of the committee, provided notice is sent to members at least seven (7) calendar days in advance.

Section 2 – Quorum

- (a) A simple majority of the current committee membership shall be present to constitute a quorum in order to vote on any matter during regular or special meetings.
- (b) Participation at a meeting may be done by means of teleconference or a similar communication device. A member participating by teleconference, or a similar communication device shall count towards a quorum.
- (c) If a quorum is not established, the committee may conduct any business that does not require a vote, including, but not limited to:
 - 1. Acceptance of reports from Workgroups;
 - 2. Informational updates; and
 - 3. Presentations.

Section 3 – Voting

- (a) Each member, or designee appointed in conformance with Article III, Section 3, shall be entitled to one (1) vote on each matter submitted to a vote of the members;
- (b) A simple majority of the quorum is needed in order to approve any matters requiring a vote, including approval of committee reports and recommendations, with the exception of amendments to the bylaws as outlined in Article V, Section 4;
- (c) With the exception of Article V, Section 4, any matter that requires a vote by the committee shall be provided to the members at least seven (7) calendar days prior to the meeting at which the vote will be taken;
- (d) With the exception of Article III, Section 3, the voting rights of the members shall be

exercised by the members personally and may not be exercised by alternates, by proxy, or the like;

- (e) All votes shall be conducted by voice.

Section 4 – Amendment of Bylaws

- (a) The bylaws may be amended by a two-thirds vote of the current advisory committee membership at any regular or special meeting duly convened;
- (b) In order to be considered, proposed amendments must be submitted to each committee member in writing at least fourteen (14) calendar days prior to the meeting at which the vote will be taken;
- (c) Amendments will go into effect immediately upon passage.

Article VI. Establishment, Composition, Duties, and Rules of Workgroups

Section 1 – Establishment

The advisory committee shall establish workgroups which may research and study the following areas:

- (a) Risk Reduction;
- (b) Early Detection and Diagnosis;
- (c) Caregiving;
- (d) Community/Clinical Linkages;
- (e) Additional topics as the disease continuum.

Section 2 – Composition

- (a) The committee chairperson shall appoint workgroup members, who may include those who are not members of the committee and who have expertise pertaining to the specific topics and tasks assigned;
- (b) The committee chairperson shall appoint workgroup members to serve as chairperson and as needed, vice chairperson for each workgroup;
- (c) Each workgroup shall be comprised of at least five members;
- (d) The terms of workgroup members shall be concurrent with their service on the committee;
- (e) Any member desiring to resign from a workgroup shall submit his or her resignation in writing to the committee chairperson and workgroup chairperson;
- (f) Workgroup members may receive reimbursement to the extent permitted under Article IV, Section 6.

Section 3 – Duties

The workgroups shall have the following powers and duties:

- (a) To study and report on the topics assigned by the workgroup;
- (b) To facilitate the creation of the reports and, with the permission of the workgroup, invite individuals to assist in preparation of reports for the workgroup;
- (c) To approve reports and recommendations for submission to the committee;
- (d) Nothing in this section shall be construed to prohibit the chairperson, with concurrence by the workgroup, from establishing additional workgroups or ad hoc workgroups to assist the workgroup.

Section 4 – Rules

- (a) Workgroups shall meet at the discretion of the workgroup chairperson;
- (b) Workgroup meetings shall be held at such times and places as the workgroup chairperson shall decide;
- (c) A simple majority of the current workgroup membership shall be present to constitute a quorum in order to vote on any matter;
- (d) Participation at a meeting may be done by means of teleconference or a similar communication device. A member participating by teleconference, or a similar communication device shall count towards a quorum;
- (e) Each committee member, or designee appointed in conformance with Article III, Section 3, shall be entitled to one (1) vote on each matter submitted to a vote of the members;
- (f) A simple majority of the quorum is needed in order to approve any matters requiring a vote, including approval of reports and recommendations;
- (g) Voting rights of the workgroup members shall be exercised by the member personally and may not be exercised by alternates, by proxy, or the like;
- (h) All votes shall be conducted by voice or via email when specifically requested by the workgroup chair.