

Guidelines of the Governor's Expert Emergency Epidemic Response Committee

A. CREATION

The Governor's Expert Emergency Epidemic Response Committee, hereinafter referred to as the "Committee," was created by statute in Section 24-32-2104 (8)(a), C.R.S., and its members are appointed pursuant thereto.

B. ORGANIZATION

1. The Committee includes 19 voting members and 3 ex officio non-voting members and a functional back-up for each of the members.

2. The Executive Director of the Department of Public Health and Environment shall serve as the chair of the Committee.

3. Voting

I. Voting members or functional back-ups must be present or in contact through telecommunications media, e.g., phone, radio, e-mail to vote. Functional back-ups may vote only if the voting member is not present.

II. Only the four members listed in the statute that have designees are able to have their designee vote for them. The four members listed in the statute are:

The Attorney General or the Attorney General's designee;

The president of the Board of Health or the president's designee;

The president of the state medical society or the president's designee; and

The president of the Colorado Health and Hospital Association or the president's designee.

III. Ex officio members do not have voting privileges. The ex officio members are: the Executive Director of Public Safety or designee, the Adjutant General and the Disaster Coordinator for the American Red Cross.

IV. Per §24-32-2104 (8)(a)(III), C.R.S., a majority of the membership of the Committee, not including vacant positions, shall constitute a quorum. With 19 voting members, a quorum is achieved when 10 members are present or in contact as described in subparagraph 3(I) above.

4. Subcommittees or special advisory committees may include non-committee members. They are to be appointed by the chair or by consensus of the Committee as needed to advise and confer with the Committee concerning the public health issues within the state. Any subcommittee so established and appointed:

I. Shall act only in an advisory capacity to the Committee.

8/7/2001

II. Any matter of direct concern to an advisory subcommittee shall normally be referred to it for consideration and recommendations but final action shall remain with the Committee.

III. Subcommittees are to be chaired by a Committee member.

C. PROCEDURES AND RULES OF ORDER

1. Meetings of the Committee.

I. All meetings shall be open to the public except when executive session is announced as authorized by law §24-6-402 (3)(a) C.R.S.

II. Meetings shall be conducted generally in keeping with the Newly Revised Robert's Rules of Order, but shall be as informal as circumstances permit.

III. The chair may participate in discussion and vote as any other member.

IV. The agenda or order of business may be changed by the chair or by a majority vote of the Committee members present.

V. It is understood that the Committee's function is to advise the Governor. The chair or designee shall serve as the official spokesperson for the Committee, but no member shall be prohibited from stating his or her personal/professional opinions, provided they are clearly identified as such.

VI. The duties of the Committee supersede regular employment and volunteer activities.

It being the desire of the Committee to meet its responsibilities to the people of Colorado, and, in the most efficient and conscientious way possible, to discharge its duties under the law, the Governor's Expert Emergency Epidemic Response Committee does by resolution hereby adopt these guidelines on the 6th day of April 2006.