



Department  
of Health

# **New York State Advisory Council on Lead Poisoning Prevention By-laws.**

**May 2, 2023**

# New York State Advisory Council on Lead Poisoning Prevention DRAFT Bylaws

- **Draft bylaws for the Council were forwarded to the members for consideration, discussion, and potential adoption**
- **It is the recommendation of Division of Legal Affairs that the Council adopt formal bylaws.**

# Draft Bylaw Overview

## I. Chairperson

## II. Code of Ethics and Conflict of Interest.

### A. Code of Ethics

- Members shall comply with Section 74 of Public Officers Law

### B. Conflict of Interest

- Applies to activities of the full council and its committees

## III. Department of Health Liaison

# Draft Bylaw Overview

## IV. Meetings of the Council

### A. Regular Meetings

- Annually in the spring
- Additional meetings at the request of the Chairperson or the majority of the Council

### B. Meeting Notices

### C. Quorum

- A majority of the appointed, voting members of the Council shall constitute a quorum for the transaction of any business or the exercise of any power or function of the Council.

# Draft Bylaw Overview

## D. Open Meetings

- Meetings of the Council shall be publicized and conducted in accordance with the requirements of Article 7 (Open Meetings Law) of the Public Officers Law.

## E. Public Comment Period

- At least some portion of every regular Council meeting shall be set aside for public comment.

## F. Order of Business

- Requires setting aside time to develop agenda for next council meeting.

# Draft Bylaw Overview

## V. Committees

A. Standing committees

B. Ad Hoc committees

C. Committee actions

- All committee matters requiring action or a formal recommendation shall be passed by a vote of a majority of the members appointed to serve on the committee.

## VI. Office of the Council

# Draft Bylaw Overview

## VII. Amendment of Bylaws

- These Bylaws may be amended by the affirmative vote of the majority of the voting members of the Council at any regular or special meeting, provided that notice of the proposed amendment has been given at a prior meeting and that a copy of the proposed amendment has been sent by the liaison to each member of the Council at least ten business days prior to the vote.

## VIII. Annual Report

- Annual reporting requirements per NYS Public Health Law 1370-B:
- Since 2008, the Council has put all of the information required by statute, including meeting minutes, on the NYSODH website:  
[https://www.health.ny.gov/environmental/lead/advisory\\_council/](https://www.health.ny.gov/environmental/lead/advisory_council/)

# Questions & Discussion