

C. Representative of Part C	1
D. Specialty providers	3-5
E. Representative of Montana Genetics Program	1
F. Primary care/medical home provider	2-5
G. SSI representative	1
H. Representative of the School for the Deaf & the Blind	1
I. Parents, Let's Unite for Kids (PLUK)	1
J. Regional clinic medical directors	3

Substitution of committee members can be granted by chairperson.

IV. Organization

The committee shall select the chair and vice-chair of the Committee and each shall serve the respective office for two years. Terms may be longer upon approval of the committee. The vice-chair may succeed the chair.

Staff assistance shall be provided by and coordinated through the Program. Such assistance shall include technical assistance and assistance with record keeping, meeting facilities, meeting planning, and materials. Independent technical assistance as needed to enable the Committee to make effective recommendations shall also be arranged through the Program.

V. Meetings

Meetings shall be held at least two times during a calendar year. At least one meeting must be an in-person meeting while other meetings may be conducted through electronic means. Meeting notification is responsibility of the program. Accurate and complete minutes of the proceedings of the Committee will be kept in the office of the Program. All subcommittees and other designated sub-groups of the Committee shall similarly keep accurate and complete minutes and shall report to the Committee for inclusion in the official minutes.

Committee members are expected to attend meetings. Non-attendance of two or more consecutive meetings without excusal may result in removal from the committee.

All meetings shall be open to interested parties and to the general public.

Notification of meetings and agendas are a responsibility of CSHS.

VI. Compensation

Committee members, with the exception of parents or family members of CYSHCN are not compensated for their service to the Committee. The Department may reimburse members for mileage or airfare, meals, child care, and lodging if the members' organizations or agencies do not pay these expenses. In addition, a stipend of \$75 for each meeting day is available for parents or family members attending committee meetings. Invited guests will be paid for mileage, airfare, meals and lodging at state rates.

VII. Amendment of Charter

The Advisory Committee Charter may be altered by action of the Committee. Proposed changes should be submitted in writing to the committee chair. Proposed changes will be discussed during a committee meeting and action taken at the following meeting.

VIII. Voting

Voting will occur by consensus (general agreement).