

BYLAWS
OF
THE WYOMING TELEMEDICINE/TELEHEALTH CONSORTIUM

PURPOSE

This document establishes the Bylaws of the Wyoming Telemedicine/Telehealth Consortium. The mission of the Consortium is to facilitate the operation of a statewide interoperable telemedicine/telehealth network using existing internet protocol based communication and videoconferencing infrastructure and telecommunication services to the extent possible.

AUTHORITY

The Consortium is established pursuant to Wyoming Statute § 9-2-117(a)(vi).

MEMBERSHIP

The Office of Rural Health, in collaboration with the State Health Officer or designee and the State Chief Information Officer or designee, shall represent the Department of Health in the Consortium. Other Consortium members shall be appointed by the Director of the Department of Health.

Members will be considered inactive if they have not attended at least two meetings of the consortium in the previous twelve (12) months.

VOTING AND QUORUM

A quorum shall be required to conduct official business. A quorum shall be a majority of the active members of the consortium. Each member shall have one vote. Actions shall be taken only by a majority vote.

AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the active members of the Consortium.

MEETINGS

Meetings shall be held at regular dates and times as determined by the Consortium. Special meetings shall be held at the call of the Chair, or of one-half of the active members of the Consortium. Minutes shall be kept and distributed to members and other interested parties. Meeting participation by electronic means shall be allowed.

OFFICERS

The Chair shall be appointed by the Director of the Department of Health. The Vice-Chair, Secretary, and Treasurer shall each be elected by the Consortium membership for a two-year term beginning in July.

These Officers collectively make up the Executive Committee. The Executive Committee is collectively responsible for determining the Consortium's mission and purpose, ensuring effective organizational planning, securing adequate financial resources for the Consortium to fulfill its mission, and articulating the Consortium's purpose and goals to gain support from the community and enhance the Consortium's public image.

Any vacancy occurring in an office other than the Chair shall be filled/elected by the Consortium at its next meeting.

A. Duties of the Chair:

- The Chair shall create a purposeful agenda and preside at the Consortium meetings;
- Appoint people to committees and assign committee chairs;
- Serve as the contact for Consortium issues;
- Set goals and objectives with the Executive Committee and ensure they are met; and
- Hold members accountable for attending meetings.

B. Duties of the Vice-Chair:

- The Vice-Chair shall fulfill the Chair's duties when the presiding officer is absent or when that office becomes vacant until appointment of a new Chair;
- Assist the Chair in the execution of his or her Consortium duties;
- Serve on committees as requested to learn the operations of the Consortium; and
- Work closely with the Chair in preparation of assuming the duties of that office.

C. Duties of the Secretary:

- The Secretary shall schedule and notify Consortium members of upcoming meetings;
- Assure that an agenda has been prepared and distributed with all materials in advance of Consortium meetings;
- Prepare the official minutes of the meeting recording motions, discussions, votes, and decisions; and
- Distribute the minutes to members in advance of the next meeting for approval.

D. Duties of the Treasurer:

The Treasurer shall serve as chair of the Finance committee and assist the Office of Rural Health in planning the financial direction of the Consortium.

COMMITTEES

The following standing Committees are established as recommended by the Consortium Strategic Plan adopted by the membership on August 31, 2021.

A. Steering Committee

The Steering Committee is responsible for the overall direction and leadership of the Consortium. The Steering Committee ensures communications and coordination between Committees, consortium members and other stakeholders. The Steering Committee's members include the Officers and the Chairs of the three standing committees, and additional chosen members of the Consortium.

B. Finance Committee

The Finance Committee is responsible for education and outreach to consumers, seeking additional funding opportunities, fundraising, and exploring potential membership funding structures.

C. Strategic Partners and Outreach Committee

The Strategic Partners and Outreach Committee is responsible for developing relationships with potential sponsors, partners, legislators and other stakeholders. This responsibility includes exploring broadband access issues with providers, partnering with schools and aging, and other identified strategic partners.

The Consortium may create additional ad hoc committees as needed.

EFFECTIVE DATE

These Bylaws were approved at a meeting of the Consortium on February 22, 2022.

These Bylaws are effective upon signing by the Chair, and shall remain in effect until amended or until dissolution of the Consortium.

ADOPTION



James F. Bush, M.D., M.A.C.P., Chair Wyoming Telehealth Consortium Date: 02/22/2022