

Bylaws

Florida Injury Prevention Advisory Council

ARTICLE 1 - NAME

The name shall be the FLORIDA INJURY PREVENTION ADVISORY COUNCIL. A short title shall be the "Council" for this document.

ARTICLE 2 - COMPOSITION AND MEMBERSHIP

The Council membership will include representation from agencies, professions and organizations, as well as the public, which are regularly engaged in injury prevention. The Council is created to be an advisory body to the Office of Injury Prevention, Florida Department of Health. The Council will provide advice and expertise to the department in the preparation, implementation, and periodic review of the injury prevention program and implementation of the Florida Injury Prevention Strategic Plan.

The Council shall consist of Council members and Goal Team Leaders as appointed by the Secretary of the Department of Health. The members of the Council shall include at a minimum of one member from each of the following categories:

- hospitals and trauma centers;
- physicians, nurses, and emergency medical services providers;
- the university system, research facilities, and area health education centers;
- injury preventions advocacy groups and non-profit agencies;
- law enforcement;
- injury prevention specialists and health educators working in areas such as epidemiology, motor vehicle safety, water and boating safety, and poisoning prevention;
- lay persons, injury victims and survivors;
- state agencies, offices or commissions with responsibilities related to injury prevention.
- Two members from the department, at least one of whom shall be from a county health department.

The Secretary of the Department of Health shall make appointments to the Council. Additional appointments based on recommendations from the Office of Injury Prevention may be made as deemed appropriate by the Secretary of the Department of Health.

Council membership shall be on a voluntary basis, and members shall receive no compensation for services. Members may be reimbursed for per diem and travel expenses in accordance with the rules and regulations of the State of Florida, Department of Health.

Members missing three consecutive meetings in a two-year period may be replaced by the Secretary of Health, upon the recommendation of the Manager of the Office of Injury Prevention.

ARTICLE 3 - PURPOSE

The Council shall:

1. Promote and sustain a collaborative environment among all advocates of injury prevention in Florida.
2. Coordinate with any and all agencies involved in injury prevention whether they be private, nonprofit, government, quasi governmental, volunteer or any other such group
3. Foster the awareness and education of Florida's public regarding injury prevention in their communities.
4. Participate as members on injury prevention boards and commissions.

5. Provide information on the effectiveness of for proposed or existing state policies related to injury prevention.
6. Review surveillance data to help identify and prioritize injury problems within the state.
7. Review injury prevention strategies to reduce morbidity and mortality throughout Florida.
8. Monitor and evaluate the goals of the Florida Injury Prevention Strategic Plan and corresponding action plans.
9. Assist in strategic plan implementation.
10. Participate in an ongoing strategic planning process.
11. Advocate on local and state levels for injury prevention.

ARTICLE 4 – CHAIR PERSON

A rotating chairperson will be designated by the Office of Injury Prevention in consultation with the Council. The chairperson shall facilitate at all regular and special meetings of the Council. The chairperson shall conduct the meetings in accordance with *Robert's Rules of Order*.

ARTICLE 5 - MEETINGS

If funds are available to reimburse travel expenses, the Council shall hold a minimum of two face-to-face meetings a year as determined by the Council and the Manager of the Office of Injury Prevention. The Council and the Manager of the Office of Injury Prevention or upon the written request of five or more members of the Council may determine additional telephone conference calls.

The year shall be the same as the state's fiscal year beginning July 1, and ending June 30.

A majority of the members of the Council present shall constitute a quorum.

ARTICLE 6 - COMMITTEES

The standing committees of the Council shall include, but shall not be limited to a team for each goal in the Florida Injury Prevention Strategic Plan.

The Manager of the Office of Injury Prevention and the Council shall establish standing and adhoc subcommittees of the Council as determined necessary.

ARTICLE 7 - AMENDMENTS

These bylaws may be repealed or amended upon a majority vote of the Council by recommendations brought forth by:

1. A written recommendation of five or more members of the Council.
- 2, A written recommendation of the Manager of the Office of Injury Prevention.

Approved 11/28/05