

# **CLINICAL LABORATORY TECHNOLOGY ADVISORY COMMITTEE**

## **BY-LAWS**

### **ARTICLE 1**

#### **Name**

The name of this Committee shall be the Clinical Laboratory Technology Advisory Committee (CLTAC).

### **ARTICLE II**

#### **Objectives and Functions**

The committee serves to implement objectives and requirements authorized in Section 1228 of Chapter 3, Division 2 of the California Business and Professions Code.

The committee shall assist the Department of Public Health (hereafter referred to as the Department) by providing advice and making recommendations for the establishment of rules and regulations that will insure the proper administration and enforcement of provisions in Chapter 3, Division 2 of the California Business and Professions Code (hereafter referred to as "the Chapter") as well as provisions in other statutes that impact upon clinical laboratory activity. The Committee also shall function as a means of exchanging information, perceptions and opinions related to clinical laboratory technology and practice.

### **ARTICLE III**

#### **Membership and Term**

The Committee shall consist of twenty-one (21) voting members appointed by the Director of the Department of Public Health from nominees solicited by the Department. Other non-voting, non-reimbursed consultants may be appointed, as necessary, by the Department. Appointments shall be made in a timely manner on an annual basis. They shall be made far enough in advance to have the new appointee's terms begin January 1. New and continuing appointments shall be made public ninety (90) days prior to the expiration date of an expiring term. The members shall represent the following licensed and unlicensed categories:

4 Licensed Clinical Laboratory Scientists (three (3) of whom should represent different specialties such as blood banking, laboratory administration and laboratory science education.)

1 Licensed Clinical Laboratory Bioanalyst

1 Licensed Cytotechnologist

1 Licensed Clinical Chemist

1 Licensed Clinical Microbiologist

- 1 Licensed Clinical Toxicologist
- 2 Licensed Physicians and Surgeons certified in Clinical and/or Anatomic Pathology
- 1 Licensed Physician and Surgeon certified in Internal Medicine
- 1 certified Public Health Microbiologist
- 1 Public member
- 2 Licensed Physicians and Surgeons engaged in office-based laboratory testing
- 1 Registered Nurse engaged in hospital bedside testing
- 1 Respiratory Care practitioner
- 1 Licensed person engaged in laboratory testing in a clinic
- 1 Healthcare (Hospital) Administrator
- 1 Licensed Clinical Laboratory Scientist who is a member of a labor union

The membership term shall be four (4) years unless an appointment is made to fill an un-expired term of a member not completing a term. Appointments of less than four (4) years may be made when necessary for the adjustment of staggered terms. Membership shall be established and term appointments maintained in such a manner as to require a minimum number of new appointments from each category each year, with terms over-lapping as possible, to maintain stability and continuity within the Committee. In order to preserve representation of the various professional constituencies on the CLTAC, with the consent of the incumbent member, current appointments shall be continued with full voting rights and privileges until replacements are seated.

The Chair may recommend to the department that a member absent for three (3) consecutive meetings be replaced by a new appointee to fill the remainder of the un-expired term. A member may not be re-appointed for more than two consecutive terms. Members serve without compensation, but are reimbursed for expenses in accordance with the rules and regulations of the State Board of Control. Non-voting consultants to the Committee will not be reimbursed for their expenses.

At the time of their appointment (reappointment), licensed members shall be actively and currently engaged in clinical laboratory activities requiring the use of their licenses.

A Committee Chair shall be elected annually by the members at the December meeting to serve for the following year beginning in January.

Representatives from the Department shall serve ex officio on the Committee and shall also act as Secretariat.

The Chair is responsible for the conduct of the committee meetings. In the absence of the Chair, the meetings will be conducted by the Chief of Laboratory Field Services.

## **ARTICLE IV**

### **Operational Procedures**

#### A. Voting Rights

Each member shall be entitled to one vote to be exercised in person (physically or electronically). All issues submitted for determination shall be decided by a majority vote of those voting.

#### B. Quorum

The presence in person (physically or electronically) of one-half plus one of the total members in positions filled shall constitute a quorum for the transaction of business. In the absence of a quorum, no official action may be taken by the Committee.

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1. The Committee shall meet at least four (4) times a year. Special meetings may be called (physically or electronically) by the Department, the Chair or 2/3 of the committee, in order to advise on emergent issues related to the laws and regulations of the Chapter.
  2. The Department shall send written notice of the place, date, time and agenda of each meeting of the Committee to each member address as shown on the records maintained by the Committee. A notice shall be sent at least fourteen (14) days before the date of the meeting.
  3. The Chair or the Department may solicit opinions and comments from members by telephone and mail (physical or electronic), between regular meetings of the committee, but such will not be regarded as expressions or actions of the Committee unless they are confirmed at a future meeting in which a quorum is present.
  4. All meetings of the Committee shall be open to the public. Any presentation to the Committee by non-members present shall be approved by the Chair prior to the meeting. Approval will be considered only if such presentation is either relevant to the agenda or otherwise can be accommodated during the meeting. The conditions of the sub-section shall apply to all standing subcommittees and ad hoc committees.
  5. The Department and each committee member shall be invited to submit agenda items at least twenty (20) days before each meeting, except when a special meeting is called a shorter time may be necessary for setting an agenda. The Department or the Chair, with the concurrence of the Department, may request special meetings.

6. The proceedings of the Committee shall follow the current edition of Robert's Rules of Order, newly revised.
- D. These By-laws may only be amended or repealed by two-thirds (2/3) of the members of the Committee.
- E. Subcommittees

Subcommittees may be established by the Department as needed. Subcommittee chairs and members shall be appointed by the Committee Chair in agreement with the Department. Membership on such committees may include non-Advisory Committee members; however, there must be at least one Advisory Committee member and one Department Liaison represented on any subcommittee. Notices of subcommittee meetings will be sent to subcommittee members and the interested public requesting these notices. Subcommittee members only may vote on the issues before the subcommittee. Subcommittee meetings are open to the public.
- F. The Committee or the Department may request consultants to present information for consideration on matters under discussion by the Committee. Consultants may respond to questions and participate in discussion relevant to their presentation at the discretion of the Chair or by a majority vote of the Committee members.
- G. Advice shall be sought from the Committee on all regulations developed by the Department related to clinical laboratory technology and practice.
- H. Minutes

A record shall be made by Department staff of actions taken by the Committee and, after approval by the Committee, shall be made available to members and to the regulated community. Such a record shall be recognized as a public document and need not contain details of discussions leading to actions taken and recorded.
- I. The Committee functions shall be administered by Laboratory Field Services (LFS) for the Department. The appropriate Deputy Directors shall be notified by LFS of the place, time and agenda of all scheduled meetings and shall be provided with records of actions taken by the Committee following each meeting.