

Community Advisory Board (CAB) Bylaws

Article I: Name

The name of this organization shall be the Community Advisory Board (CAB) for the INSPIRE-D , hereafter referred to as the “Board.”

Article II: Purpose

The Board shall serve as an advisory body to support and guide the INSPIRE - D, with the primary objective of reducing the incidence of diabetes among underserved populations, particularly the Hispanic community. The Board shall ensure the project remains responsive to the community’s cultural, linguistic, and health needs, while advancing equitable access to preventive healthcare services and education.

Article III: Membership

Section 1: Composition

The Board shall be comprised of 8-12 diverse individuals representing various sectors of the community, including but not limited to healthcare providers, community leaders, nonprofit representatives, educators, and individuals with lived experience related to diabetes or public health issues.

Section 2: Membership Criteria

To be eligible for membership, individuals must demonstrate:

- A commitment to addressing health disparities and improving access to healthcare.
- Experience or knowledge relevant to diabetes prevention, health education, or community engagement.
- Strong connections to the Hispanic community or other underserved populations.

Section 3: Selection Process

Members shall be nominated and selected through a formal application and review process conducted by the project team. The Board shall strive to maintain a balance of expertise, perspectives, and community representation.

Section 4: Term of Membership

Members shall serve a term of two (2) years. Terms may be renewed at the discretion of the Board and the project leadership team.

Section 5: Resignation and Removal

A member may resign at any time by submitting written notice to the Board Chair. Members may be removed by a two-thirds (2/3) vote of the Board for failure to meet responsibilities or conduct detrimental to the project’s mission.

Article IV: Structure and Committees

Section 1: Steering Committee

The CAB shall have a **3-member Steering Committee** consisting of the Project Director, Chair of the board, and one project staff. The Steering Committee will serve as the leadership body providing strategic guidance and direction for the Board, but they will be responsible for administrative tasks. Project staff will handle logistical and administrative functions, including preparing agendas, scheduling meetings, and distributing materials.

The Steering Committee is responsible for:

Providing high-level guidance and ensuring the Board's activities align with the project's mission and goals.

- Offering strategic direction for the implementation of project activities and community engagement.
- Supporting subcommittees in their focus areas by offering guidance and feedback.

The Steering Committee will meet as needed to offer insights, in addition to regular Board meetings.

Note: Administrative tasks such as scheduling meetings, preparing agendas, and distributing materials will be managed by the project staff, allowing the Steering Committee to focus solely on guidance and direction

Section 2: Subcommittees

The Board may establish **subcommittees** to address specific areas of focus or tasks that align with the project's goals. Subcommittees may include but are not limited to:

- **Outreach and Engagement Subcommittee:** Responsible for developing and implementing strategies for community outreach, engagement, and education.
- **Healthcare Access Subcommittee:** Focused on improving access to culturally sensitive healthcare services and supporting partnerships with healthcare providers.
- **Evaluation and Monitoring Subcommittee:** Tasked with reviewing data, evaluation frameworks, and tracking the progress of project goals.

Each subcommittee shall be chaired by a member of the Board and consist of other members appointed by the Steering Committee. Subcommittees will meet as needed and report back to the full Board during quarterly meetings.

Article V: Roles and Responsibilities

Section 1: Responsibilities of the Board

The Board shall:

- Provide strategic guidance and recommendations to ensure the project aligns with community needs.
- Assist in developing culturally sensitive and linguistically appropriate health programs and outreach strategies.
- Support efforts to build partnerships with local organizations, healthcare providers, and other stakeholders.
- Review and provide input on project activities, progress, and outcomes.
- Advocate for the project within their respective networks to raise awareness and promote participation.

Section 2: Responsibilities of Individual Members

Members are expected to:

- Attend all scheduled meetings (in-person or virtually) or notify the Board Chair if unable to attend.
- Participate actively in discussions and provide thoughtful feedback.
- Act as ambassadors for the project by sharing information within their networks and communities.
- Contribute to the development and review of project materials, reports, and educational resources.

Article VI: Meetings

Section 1: Regular Meetings

The Board shall hold meetings once every 2 months to review project progress, discuss strategic goals, and provide feedback. The time and location (in-person or virtual) shall be determined by project staff in consultation with the Steering Committee.

Section 2: Special Meetings

Special meetings may be called by the Steering Committee or at the request of one-third (1/3) of the Board members. Members shall be notified of the time, place, and purpose of the meeting at least five (5) days in advance.

Section 3: Quorum

A quorum shall consist of a majority (50% + 1) of the Board members. No official business may be conducted without a quorum.

Article VII: Officers

Section 1: Officers of the Board

The officers of the Board shall be the Chair, Vice-Chair, and Secretary. Officers shall be elected by the Board and serve for a term of two (2) years, with the possibility of re-election.

Section 2: Duties of Officers

- **Chair:** The Chair shall preside over all meetings and act as the primary liaison between the Board and project leadership.
- **Vice-Chair:** The Vice-Chair shall support the Chair and assume their duties in the event of their absence.
- **Secretary:** The Secretary shall be responsible for keeping minutes of all meetings, distributing meeting materials, and maintaining Board records, with assistance from project staff.

Article VIII: Decision-Making

Section 1: Voting

Each Board member shall have one (1) vote. Decisions shall be made by a majority vote of members present, provided there is a quorum.

Section 2: Consensus-Based Decision Making

Where appropriate, the Board may seek consensus-based decisions, ensuring all members' voices are heard and considered before a vote is taken.

Article IX: Amendments

These bylaws may be amended by a two-thirds (2/3) vote of the Board members present at any regular or special meeting, provided that notice of the proposed amendments is given to all members at least ten (10) days prior to the meeting.

Article X: Conflict of Interest

Board members shall disclose any potential conflicts of interest regarding decisions or recommendations made by the Board. Members with a conflict shall abstain from voting on related matters.