

eHealth Commission

Bylaws

DRAFT

Ver 1.0, September 13, 2017

1. **The “Quorum”** (minimum number of Commissioners) that is required for approval of the following motions:
 - a. There are sixteen (16) Commission members as designated by Executive Order
 - b. For meeting minutes: 50% of Commissioners present will represent a quorum; eight (8)
 - c. For adopting plans, measures, policy recommendations, or other substantive recommendations: 80% of members represent a quorum; thirteen (13)
 - d. The “count” of the quorum present will be conducted within the first 15 minutes of the meeting start, and will not be changed as members arrive late or leave early

2. **Proxy voting**
 - a. Proxy voting may be permitted, when a Commission Member gives their vote to another Commission Member; this proxy must be announced prior to the vote, by the designated “proxy Commissioner” prior to, or during, the voting process
 - b. Whenever possible - when a Commissioner gives proxy to another Commissioner for voting purposes - this proxy designation should be communicated to the chair or co-chair prior to the eHealth Commission meeting where the proxy vote will occur
 - i. When a Commissioner uses a proxy vote, it is required that they review the meeting materials in advance of the eHealth Commission meeting, and communicate their voting preferences to their proxy prior to the meeting
 - c. Voting may also occur via email, whether by proxy or not

3. **Conflicts of Interest**
 - a. Commissioners will announce if any conflict of interest occurs during a voting process, and will excuse themselves from discussion and/or voting as may be appropriate