

**Association of Alaska Community Health Aide Program Directors  
Review and Approval Committee (RAC) Bylaws, adopted December 2019**

**Article I: Name and Authority**

Section I. Name

The name of the committee shall be the Review and Approval Committee (RAC).

Section II. Authority

RAC is a subcommittee of the Alaska Association of Community Health Aide Program Directors (AACHAPD) and operates under the authority of the current Community Health Aide Program Certification Board (CHAPCB) Standards.

Section III. Organizational Year

The organizational year shall be January 1 to December 31.

Section IV. Location

The office of the committee, for the transaction of business, shall be Alaska Native Tribal Health Consortium (ANTHC) Community Health Aide Program (CHAP). RAC records shall be housed at that office.

**Article II: Purpose and Mission**

Section I. Purpose

Review and provide advice regarding CHA training centers and their requirements for certification by CHAPCB.

Section II. Mission

Ensure that training centers achieve and maintain minimum standards for training Community Health Aides/Practitioners.

**Article III: Membership and Voting**

Section I. Membership

1. Training center director or curriculum coordinator for each training center.
2. 6 members appointed by AACHAPD

## Section II. Voting

Each RAC committee member or their designee is entitled to vote on all matters presented at the meeting. Voting may occur in person, by telephone, and electronically.

## Section III. Conflict of Interest

Members who have a conflict of interest may request that they be allowed to abstain from voting on a particular issue. Where the conflict of interest is unclear, the RAC Chairperson shall determine whether a conflict exists.

## **Article IV: Executive Committee, Duties, and Terms of Office**

### Section I. Executive Committee

- Chairperson
- Chair Elect
- Secretary

### Section II. Duties

**Chairperson:** The Chairperson shall chair meetings and may be a member of all committees. S/he will write and distribute the agenda. S/he will appoint ad hoc committees and designate a chairperson. S/he will represent RAC to interested groups or agencies and will make quarterly reports to AACHAPD.

**Chair Elect:** The Chair Elect shall fulfill the duties of the Chairperson in her/his absence and perform duties as assigned by the Chairperson. The Chair Elect shall succeed should the office of the Chairperson become vacant.

**Secretary:** The Secretary shall ensure minutes of meetings are recorded and draft is distributed to members within three weeks of meeting, assist with RAC documents, and perform other duties as assigned by the Chairperson.

### Section III: Terms of Office and Membership

1. The terms of all offices shall be two calendar years. The terms of the Chairperson and Chair-Elect can be extended with the approval of the committee.

## 2. Term of Membership

- a. The term of membership shall be three years, except for the training center directors/coordinators, which are indefinite appointments. Membership shall be staggered so that no more than three members' terms expire in a given year.
- b. New members shall be appointed by AACHAPD as seats become vacant. Members may be reappointed indefinitely.
- c. It is expected that RAC members will participate and attend this working committee, either in person or electronically. If a member is not able to attend 2 consecutive meetings, a replacement may be appointed by AACHAPD.

## Section IV. Eligibility and Qualification of Executive Committee

Members can reasonably commit to the term of office and meeting attendance.

## Section V: Elections and Vacancies

Officers shall be elected by a majority vote of RAC membership at the last meeting of the calendar year.

Chair Elect shall succeed to Chairperson. If both the Chairperson and the Chair Elect are vacant, the Secretary shall succeed the Chairperson.

Elections for positions not filled by succession shall be held annually at the "face to face" meeting which most closely precedes January of each year. Newly elected members to the Executive Committee shall assume offices on January 1, following the election.

Vacancies in the Executive Committee will be filled by consensus of remaining Executive Committee officers until elections can be held at the next meeting with a quorum in attendance.

## Section VI: Compensation

RAC members including honorary members shall not receive salary, wages, bonuses, or other compensation for their services. They may, with prior approval of AACHAPD, receive reimbursement for expenses incurred (other than salary) as a result of their duties as a member of RAC.

## **Article V: Meetings**

### Section I. Meetings

RAC shall meet at least quarterly either in person or through video teleconference/telephone or other electronic means. RAC may hold additional meetings as needed.

When in the opinion of the Chairperson there is insufficient business to warrant an in-person meeting, it can be cancelled. Meetings cannot be cancelled consecutively. Meetings shall comply with federal guidelines regarding public or open meetings.

### Section II. Quorum

A quorum shall consist of five members present either in person or telephonically. Once a quorum has been established, business can be conducted until the meeting is adjourned.

### Section III. Special Meetings

Special meetings can be called by the Chairperson or membership. Documents requesting a special meeting and stating the agenda, with the signature of the voting RAC members requesting the meeting, shall be sent to the Secretary who shall then cause a meeting to be scheduled within 14 days and send meeting notices to the general membership within 7 days.

### Section IV. Notice

Notice to membership that a meeting is scheduled and setting forth the draft agenda shall be sent at least two weeks prior to a regular meeting and five working days prior to a special meeting.

### Section IV. Executive Sessions

All meetings shall convene and adjourn in open session. RAC may discuss any matter in closed or executive session (RAC members and invited guests only) by a simple majority vote. That an executive session will be, or was, held shall be recorded in the minutes. Matters discussed in executive session are not to be discussed outside of that session nor recorded in the minutes. No action or vote shall be taken in executive session. Voting on a particular motion can only be done in open session.

## **Article VI: Subcommittees of RAC**

Subcommittees of RAC may be formed and meet as needed to deal with special issues until resolved.

### **Section I. Site Review Teams**

- a. For the five year on-site review of a CHA training center, the site review team will consist of at least three RAC members or special appointees.
- b. Team leadership shall be limited to individuals with past RAC review experience, if possible.
- c. No more than one member from the same region may serve on a site review, nor shall a member from the program being reviewed serve as a member of that review team.
- d. The expenses of the site review teams are paid by the training center being reviewed. RAC is supported with in-kind staff and technical assistance from ANTHC CHAP Statewide Services.
- e. With the approval of the review team leader and the host training center, other individuals may participate in the review to learn and be mentored in the process. Expenses for these individuals are paid by their employer.

## **Article VII: Rules of Order**

In the absence of any provisions to the contrary, all meetings of RAC shall be governed by "Roberts Rules of Order" as described in its current issue.

## **Article VIII: Amendments to RAC Documents**

### **Section I. Amendments to RAC Bylaws and Standards**

Requested amendments to RAC Bylaws and RAC Standards may be proposed and approved by a majority vote of RAC members and forwarded to AACHAPD for consideration.

RAC Bylaws and RAC Standards must be approved by the affirmative vote of the majority of the AACHAPD.

RAC Standards are determined by and restricted to the CHAPCB Standards and Procedures concerning training centers. They may not be amended significantly without prior changes in those CHAPCB Standards and Procedures.

Section II. Amendments to RAC Tools

In addition to its Bylaws and Standards, RAC shall have documents regarding policy, procedure, and process. Requested amendments to these documents shall be approved by a majority vote of RAC members.

Those documents that pertain directly to training center requirements (and any amendments to those documents) shall require approval by AACHAPD.

**Article IX: Indemnification and Liability**

RAC members shall be covered by Article IX Indemnification and Liability of the AACHAPD Bylaws.

**Certification**

I hereby certify that the foregoing Bylaws, as amended, were approved and adopted at a duly called and convened meeting of the AACHAPD held on the Fourteenth day of November, 2023 in Anchorage, Alaska.

Attest:

Sheri Onate\*                      11/14/23  
\_\_\_\_\_  
Chairperson RAC                                      Date

Carole Knuth\*    11/14/23  
\_\_\_\_\_  
Chairperson AACHAPD                                      Date

\*Original signatures on file