

**BYLAWS OF  
THE DISTRICT OF COLUMBIA LACTATION COMMISSION  
2017**

**ARTICLE I. NAME AND PURPOSE**

Section 1     Name

The name of this organization shall be the District of Columbia Lactation Commission, hereafter called the Commission.

Section 2     Purpose

The purpose of the Commission is to:

1. Make recommendations to the Mayor of the District of Columbia and the Department of Health (DOH) regarding legislative, programmatic, and policy ways to improve the District's devise strategies to reduce infant mortality and increase infant and child health outcomes through promotion, awareness, and support of breastfeeding and lactating persons.
2. Produce an annual report of legislative, programmatic and policy recommendations after examining issues germane to the purposes of the Commission, which shall include but not be limited to:
  - a. Recommendations for a library of comprehensive and current breastfeeding and lactation educational material.
  - b. Recommendations for a process to collect and store donated breastmilk.
  - c. Provide outreach and education regarding the availability of donated breastmilk and the breastfeeding and lactation services available in the District of Columbia.
  - d. Guidance on the establishment and staffing of a breastfeeding support hotline.

**ARTICLE II. MEMBERSHIP**

Section 1     Number of Members and Qualifications

The members of the Commission shall be the Public Members. The Commission shall consist of sixteen (16) members, appointed by the Mayor. The Mayor shall designate the Chairperson of the Commission from the Public Members. Of the eleven public members, the two Consumer members are required to be District of Columbia residents. It is strongly encouraged all other Public Members are residents of District of Columbia, although it is not required.

1. Eleven (11) Public Members:
  - a. 2 Neonatologists or Pediatricians
  - b. 2 Social Service or Community Outreach Experts
  - c. 2 Public Health Experts
  - d. 2 Persons with background in breastfeeding and lactation studies
  - e. 1 Gynecologist/Obstetrician
  - f. 2 Consumer Members

2. Five (5) District of Columbia Government Representatives from the following agencies:
  - a. Department of Health (DOH)
  - b. Department of Health Care Finance (DHCF)
  - c. Department of Human Services (DHS)
  - d. Office of the State Superintendent of Education (OSSE)
  - e. Department of Human Resources (DCHR)

Section 2     Compensation

All members of the Commission shall serve without compensation.

Section 3     Quorum

A quorum to transact business shall consist of a majority, plus one, of the voting members. A quorum of the Public Members must be present to conduct business.

Section 4     Open Meetings

The Commission shall abide by procedures defined in the Open Meetings Act (DC Official Code §2-574(1)).

Section 5     Meetings

Regular meetings of the Commission shall be held at a minimum of four in person meetings per year, the regular meeting shall be held on a date and time agreed upon by a quorum. The meetings shall be held in the District and shall be open to the public.

The Chairperson or other Public Members may call a special meeting of the full Commission.

Regular and/or special meetings may be canceled or rescheduled due to inclement weather or other government closure.

Section 6     Notice of Meetings

Written notice stating the place, date and hour of any regular meeting of the Commission shall be delivered personally, electronically, or by mail to each Public Member within a minimum of 72 hours or three business days' notice. Such notices must set forth specifically the subject matter of the meeting, and no other subject matter may be introduced or considered at such meeting. Consistent with the District of Columbia Open Meetings Act (DC Official Code §2-574(1)), all regularly meetings shall be published on either the Board of Ethics and Government Accountability (BEGA) website and/or DOH website.

If regular and/or special meetings must be rescheduled, notice including the date, time, location, and agenda shall be posted for the public on either BEGA website and/or DOH website within 72 hours or three business days (whichever is greater) in advance of the meeting.

Section 7     Electronic Meetings

Public Members of the Commission or any committee designated by the Commission may participate in meetings by means of conference telephone or similar communications equipment

by which all persons participating in the meeting can communicate with each other. Participation in a meeting pursuant to this section shall constitute presence at such meeting.

Section 8 Minutes of Meetings

The Commission shall keep detailed minutes of each meeting, and the Chairperson shall certify their accuracy, as required by Section 2602(b)(7) of the 2009 Ryan White legislation. All acronyms listed in meeting minutes shall be spelled out completely.

The Public Members shall discuss a schedule and rotate responsibilities of taking minutes and preparing a draft of the minutes of each meeting. The Chairperson shall maintain the schedule of meeting minutes' responsibility and send out a reminder of schedule prior to each month's meeting.

A draft copy of the meeting minutes shall be sent to the Chairperson and DOH Representative(s) within 72 hours or three business days of the meeting close. Any member wishing to propose a correction or change to the minutes shall do so at the next regular meeting, and the minutes shall be approved by the Public Members.

The approved meeting minutes as corrected and certified by the Chairperson shall be posted for the public on either BEGA website and/or DOH website. Storage of Commission records and archives, including meeting minutes, shall be maintained by DOH Representative(s) and made available to Public Members and the public by a request submitted to DOH.

Section 9 Agenda of Meetings

A draft agenda shall be prepared for each regular meeting of the Commission by the Chairperson in conjunction with other Public Members. The Chairperson shall send a call for agenda items to the Public Members and District of Columbia Government Representatives within one week prior to the meeting. No later than five (5) business days prior to a meeting, members or non-members with proposed agenda item(s) for consideration may submit the item(s) in writing, or by telephone to the Chairperson. The draft agenda shall be posted for the public on either BEGA website and/or DOH website within 72 hours or three business days prior to the meeting. The draft agenda will be approved by the Public Members at the start of each meeting. The final agenda shall be posted for the public on either BEGA website and/or DOH website within 72 hours or three business days after the meeting.

Section 10 Resignations

Resignation from the Public Members must be in writing and received by the Chairperson and DOH Representative(s) to be submitted to the Mayor through the Mayor's Office of Talent and Appointments (MOTA).

Section 11 Removal for Non-Attendance

The Mayor may remove, after notice and hearing, any member of the Commission for neglect of duty, incompetence, misconduct, or malfeasance in office.

If a Public Member does not attend at least 50% of regular meetings or provide a response to the Chairperson and/or DOH Representative(s) that adequately explains special circumstances that caused this non-attendance, the Public Members shall recommend the member's removal to MOTA. Following such action, a letter shall be sent to MOTA to request removal of the non-attending member. Written notice of all such actions shall be authored by the Chairperson and provided to the Public Members and District of Columbia Government Representatives at the same time correspondence is sent to MOTA.

**ARTICLE III. OFFICERS**

Section 1 General

The only officer of the Commission shall be the Chairperson. The Mayor shall designate the Chairperson of the Commission from the Public Members.

Section 2 Terms of Office

Public Members of the Commission shall serve three-year terms, with the exception that of the members first appointed. Three members shall be appointed to a one-year term, four members shall be appointed to two-year terms, and three members shall be appointed to three-year terms. Members of the Commission may be reappointed.

Section 3 Vacancies

A vacancy on the Commission shall be filled in the same manner that the original appointment was made. A person appointed to fill a vacancy shall serve only for the unexpired term of the original appointment, but may be reappointed.

Section 4 Duties and Responsibilities of the Members

The duties and responsibilities of the members are as follows:

1. The Chairperson shall:

To comply with all Mayor's Orders, statutes, and rules governing or outlining the authority of the Commission. The Chairperson shall remember that it is not the function of the Commission to run or operate an agency. The management of an agency is the responsibility of the agency head. The Chairperson shall also:

- a. Convene and preside at all meetings.
- b. Prepare and set, in consultation with other members, the agenda of meetings.
- c. Ensure that each member is respected, and is permitted an opportunity to speak, or to have his or her say, on matters.
- d. Maintain order and decorum at all meetings.
- e. Ensure that the agency staff liaison maintains all meeting minutes.
- f. Interact with agency director and agency staff liaison on behalf of the Commission.

- g. Serve with fairness and impartiality.
  - h. Serve as the chief spokesperson of the Commission for Commission actions.
  - i. Ensure that all individuals appearing before the Commission shall be treated with respect, dignity, fairness, and impartiality.
  - j. Provide written testimony, if required, before the Council of the District of Columbia on proposed legislation, proposed rules, or the annual fiscal year budget on behalf of the Commission.
2. The Public Members shall:
- a. Attend regular meetings.
  - b. Be active and participating members of the Commission.
  - c. Serve on at least one sub-committee.
  - d. Other duties as assigned.
3. The District of Columbia Government Representatives shall:
- a. Serve as an advisor of their respective agency.
  - b. Attend regular meetings.

#### **ARTICLE IV. SUB-COMMITTEES**

##### Section 1 Sub-Committees

The Commission may establish sub-committees as necessary.

#### **ARTICLE V. PARLIAMENTARY AUTHORITY**

##### Section 1 Fiscal Year

The designated fiscal year of the Commission shall be October 1st to September 30th of the following year.

##### Section 2 Parliamentary Authority

The most recent edition of *Robert's Rules of Order* shall serve as the Parliamentary Authority for the Commission.

#### **ARTICLE VI. AMENDMENTS**

##### Section 1. Amendments

The Commission shall review the Bylaws annually. In order to amend the Bylaws, notice of the proposed amendment shall be delivered personally, electronically or by mail to each of the Public Members at least one week prior to the time of the vote on the proposed amendment. The Bylaws shall be amended by a 2/3 vote of the Public Members.

Bylaws certified by Public Members:

Angela McClain  
Chairperson, Public Members

January 22, 2018  
Date