

Organization and Procedures of the Delaware Public Health and Medical Ethics Advisory Board

Staffing and logistics: The Delaware Public Health and Medical Ethics Advisory Board (hereafter Board) will report directly to the Director of the Division of Public Health. The Director's Office will provide administrative support to the Board and facilitate Board meetings. The Board has established two positions within the Board, Chair and Vice-Chair. The Chairperson is responsible for coordinating deliberations, and the Vice-Chairperson is responsible for coordinating the production of written products and for serving in the Chair's absence. Elected Board members in these positions will serve for a one-year term, with elections held on an annual basis.

Rules of Order: Deliberations of the Board would be informally governed by Robert's Rules of Order. A quorum of at least one half is required to vote.

Receipt of Ethical Issues: A formal request for the services of the Board will be made through the Director's Office. Requests must be approved by the Director prior to receipt by the Chair of the Board. The Board will have the option to abstain from the request through a unanimous vote. The Board will be prepared to deliberate on an emergent basis if requested.

Communication of Board Decisions: Final Board decisions will be communicated on the basis of anonymous majority-minority reporting. However, a motion to use anonymous, number-based reporting can be made prior to reporting.

Open Meetings: The Board is subject to the open meeting requirements of the Freedom of Information Act (FOIA). The Board will give at least seven days' notice to the public of its monthly meetings, post the agenda at the meeting place, and prepare minutes of each meeting. This information will also be posted on the Secretary of State's website. However, FOIA allows the Board to discuss in closed executive session certain confidential matters, the propriety of which can be addressed on a meeting-by-meeting basis in consultation with legal counsel. In the event of an emergency, FOIA authorizes the Board to suspend the requirements of the open meeting laws for the immediate preservation of the public health or safety.