

**West Virginia Traumatic Brain Injury Advisory Board  
Procedural Rules  
Adopted December 2018**

**Definitions**

1. The term “traumatic brain injury,” hereinafter referred to as TBI is defined as an injury to the brain, including brain injuries caused by anoxia due to near drowning, caused by an external physical force. TBI does not include brain dysfunction caused by congenital or degenerative disorders, nor birth trauma. TBI generally results in total or partial functional disability or psychosocial impairment, or both. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as:
  - a. Cognition
  - b. Language
  - c. Memory
  - d. Attention
  - e. Reasoning
  - f. Abstract thinking
  - g. Judgment
  - h. Problem-solving
  - i. Sensory
  - j. Perceptual and motor abilities
  - k. Psychosocial behavior
  - l. Physical functions
  - m. Information processing
  - n. Speech

The West Virginia Traumatic Brain Injury Advisory Board will follow the current West Virginia definition of TBI.

2. The term "Board" refers to the West Virginia TBI Advisory Board.
3. Unless otherwise defined, the term "Chairperson" as used herein shall refer to the Chairperson of the Board.
4. TBI Coordinator refers to the individual hired by the West Virginia University Center for Excellence in Disabilities to provide leadership to the Board and oversee the implementation of the Board’s State Plan.

**Board Purpose**

1. The purpose of the Board is to provide guidance and feedback to state, local, and private partners on design, development, and implementation of statewide services and supports for people with TBI. To this end, the Board’s charge is to work to develop and strengthen West Virginia’s ability to appropriately serve those with TBI by:

- a. Analyzing the needs of people with TBI, their families, and caregivers and proposing strategies to meet those needs;
- b. Reviewing best practices and making subsequent recommendations to partners;
- c. Participating in the development of a statewide plan for TBI;
- d. Involving people with TBI and their families in the development of policies and programs.

### The Advisory Role

1. The role of the Board is advisory in nature and therefore, its function is to advise and assist West Virginia in program planning, development, and evaluation consistent with its stated purpose. In this role, the Board will:
  - a. Recommend policy changes,
  - b. Recommend Program priorities and quality initiatives,
  - c. Establish committees and work groups consistent with its purpose and guidelines.

### Membership

1. The Board will be composed of an odd number of voting members, a minimum of twenty-one and up to twenty-seven, that may include:
  - a. A representative of the West Virginia Statewide Independent Living Council (required)
  - b. Representatives of at least two (2) regional Center for Independent Living (required)
  - c. A Speech-Language Pathologist with TBI expertise
  - d. A Physical Therapist with TBI expertise
  - e. An Occupational Therapist with TBI expertise
  - f. A medical doctor with TBI expertise
  - g. A representative of the state's protection and advocacy agency (required)
  - h. The state long-term care ombudsman (required)
  - i. The state Ombudsman Director
  - j. A representative of the West Virginia University Center for Excellence in Disabilities Advisory Committee
  - k. The Principal Investigator of the federal TBI grant program
  - l. A veterans group representative (i.e., the Disabled American Veterans or Military Order of the Purple Heart)
  - m. The WV Coalition Against Domestic Violence
  - n. Members of the general public who have a TBI or a family member with TBI.
2. People with TBI, family members and guardians shall comprise at least 50% of the Board.
3. The Board may be supported by agency representatives from the following organizations:
  - a. Department of Public Health
  - b. Department of Military Affairs and Public Safety
  - c. Bureau for Medical Services
  - d. Department of Health and Human Resources
  - e. Offices of the Insurance Commission
  - f. Bureau for Behavioral Health
  - g. Department of Homeland Security

- h. Department of Education
- i. Division of Rehabilitation Services
- j. State Assistive Technology Program
- k. West Virginia Healthcare Association
- l. Acute Rehabilitation providers
- m. Department of Veterans Assistance
- n. Medical Education organizations
- o. Other organizations, as appropriate

### Membership Terms

1. Voting members who are elected, not representing a specified agency, will agree to serve three (3) year terms. Those voting members may serve a maximum of two (2) consecutive terms. If a Board member wishes to reapply after having served in any capacity for three (3) consecutive years, he or she may only do so after sitting out for at least one year.
2. Voting members who are representatives of agencies will serve until such time that their assigned executive leader names a new representative.

### Membership Committee

1. The Board will maintain a membership committee. This committee will be charged with:
  - a. Assisting in identifying and recruiting potential Board members, not representing a specified agency
2. Membership Committee Procedures
  - a. WVU Center for Excellence in Disabilities will advertise for vacant voting membership positions as vacancies arise.
  - b. Those interested in being a member will complete an application. The application must include the interested parties' experience and relevance with TBI, category of membership and availability to attending meetings.
  - c. All applications will be forwarded by staff to the Board for review prior to the next scheduled Board meeting. Voting on applicants may take place either prior to or during the next schedule Board meeting. A simple majority vote is required to establish an applicant as a new voting member. All voting for membership will be anonymous.
  - d. Results of electronic balloting will be reviewed/presented at the subsequent meeting (sooner if necessary to fill a vacancy more quickly).
  - e. New members will be notified of their appointment to the WVU Center for Excellence in Disabilities.

### Membership Attendance & Voting

1. In order for a Board to be successful, members must attend and participate. Upon the second consecutive meeting missed, the WVU Center for Excellence in Disabilities will contact the individual to notify them that if the next scheduled meeting is missed, they will be vacating their position. After the third consecutive absence, the vacancy will be replaced due to inactivity.

2. Attendance may be in person, by phone, or by videoconference.
3. Voting members who are representatives of agencies may name a proxy, in writing to the Board Chairperson, to attend meetings and vote in his/her absence. This is not an encouraged practice, but is allowable. Voting members who are elected rather than representing agencies may not name proxies to the Board.
4. Electronic voting by email or electronic poll or survey software may take place between regular meetings to conduct the business of the Board. Where possible, voting in meetings is preferable.
5. Except in elections of members and officers, most voting will begin as open. At any time, a voting member may ask that a vote be cast anonymously according to Robert's Rules of Order.

## Officers

1. Board officers (Chairperson and Vice-Chairperson) will be elected to serve a one-year term. Elected officers may be re-elected to hold up to six (6) consecutive one-year terms.
  - a. During the September meeting of each calendar year, a call for nominations will go out to the voting membership.
  - b. Between September and October 31 of each calendar year, nominations will be accepted.
  - c. A member may nominate another voting member, or him or herself.
  - d. During the month of November, the TBI Coordinator will verify the willingness of each nominee to serve and will obtain relevant information relating to leadership experience from each nominee. That information will be shared prior to the December meeting of each calendar year, at which time voting members will elect new officers.
  - e. The officers will be elected by a majority vote of members present following nominations. All voting for officer positions will be anonymous.
2. The duties of these offices are:
  - **Chairperson:** Work with WVU Center for Excellence in Disabilities to plan Board meetings; act as a Chairperson for the meetings, and; appoint ad-hoc and standing committee chairs.
  - **Vice-Chairperson:** Chair meetings when the Chairperson is unavailable; fill the Chairperson position should that individual leave the Council in mid-term, and; complete the term until elections.

## Meetings

1. The Board will meet four times each year (per quarter) typically in March, July, September, and December.
2. Special meetings of the Board may occur at the request of one-third, or nine, of the total voting members.
3. Members may attend in person, by phone, or via videoconference.
4. Meetings will typically be scheduled for two to four hour blocks of time.
5. Board meetings will follow an agenda to be developed by the Chairperson and the WVU Center for Excellence in Disabilities.
6. Roberts Rules of Order will be adhered to.

7. Board members appointed as people with TBI, families, and caregivers who are not being provided mileage or compensation by their employer to attend the meeting will be eligible for a \$25 stipend per meeting plus reimbursement for mileage to and from the meeting. Mileage will be reimbursed at the current state rate.
8. All meetings will be open to the public. Members of the public may only provide comment during the time designated as “public comment.”
9. A quorum is required for decision making purposes. A quorum of the Board is one-third of the total voting members, or nine.
10. Each voting member of the Board will have one vote. Voting members will abstain from voting in cases where a conflict of interest may exist. A simple majority vote of those present is required to approve any item.
11. WVU Center for Excellence in Disabilities will maintain minutes of all Board meetings. Minutes will be distributed to members within one month following the meeting. At a minimum, the minutes of Council meetings shall include:
  - a. Board members present/absent,
  - b. Discussions and recommendations made by the Board,
  - c. Responses to any questions or recommendations made at the previous Board meetings and
  - d. Specific assignments to be carried out following the meeting including what is to be done, who is responsible and date of completion.
12. Until the Rehabilitation Fund Board is dissolved, meetings of the TBI Advisory Committee and the Rehabilitation Fund Board will be held jointly.

### Amendments to Procedural Rules

1. The Board will be provided any recommended amendments to procedural rules prior to their regularly scheduled meetings, at which time discussion, edits, and final vote will be held. Amendments must be approved by a 2/3 vote of the currently seated voting members.

### Dissolution of the Board

1. The Board may be dissolved if it is no longer needed to carry out the work outlined under the Board Purpose. In order to dissolve the Board, a motion to dissolve must come before the Board by a voting member. A quorum must be present and at least 2/3 of the currently seated members must vote for dissolution.