

Promotor(a) or Community Health Worker Training and Certification Advisory Committee

Bylaws

1. Name and Legal Authority

The Promotor(a) or Community Health Worker Training and Certification Advisory Committee (Committee) is established under Texas Health and Safety Code § 48.101 and governed by 25 Texas Administrative Code §146.3 and is subject to Texas Government Code Chapter 2110 (State Agency Advisory Committees).

Texas Government Code § 2110.008 (Duration of Advisory Committees) applies to the Promotor(a) or Community Health Worker Training and Certification Advisory Committee.

In accordance with § 2110.006, the Texas Department of State Health Services (DSHS) evaluates the committee annually. If the committee is not continued or consolidated, the committee must be abolished on August 31, 2023.

2. Purpose and Role

The purpose and tasks of the Committee are to advise DSHS and the Texas Health and Human Services Commission (HHSC) on matters as described below:

- A. Implementation of standards, guidelines, and requirements under the Texas Health and Safety Code, Chapter 48, relating to the training and regulation of persons working as promotores or community health workers.
- B. Matters related to the employment and funding of promotores and community health workers.
- C. Recommendations for a sustainable program for promotores and community health workers consistent with the purposes of Texas Health and Safety Code Chapter 48, Subchapter C.

The Committee submits an annual report to the Health and Human Services (HHS) Executive Commissioner by April 30 of each year describing its meetings and actions, how it accomplished tasks, the status of any recommended rules, anticipated activities for the next year, any requested amendments to the rule governing the Committee, and costs related to the Committee.

3. Definitions

Advisory Committee: Promotor(a) or Community Health Worker Training and Certification Advisory Committee

Commissioner: The Commissioner of the Texas Department of State Health Services

Committee Liaison: DSHS staff member providing support to the Committee.

Compensation: Includes receiving payment or receiving reimbursement for expenses

Conflict of interest: A situation in which a member has a personal or private interest where they could benefit from actions or decisions made in their official capacity.

DSHS: Texas Department of State Health Services

Executive Commissioner: Executive Commissioner of the Texas Health and Human Services Commission

HHS: [The Texas Health and Human Services](#) includes the Texas Health and Human Services Commission and [DSHS](#). HHS has hundreds of programs and services that help more than 7 million Texans a month live better lives.

HHSC: The Texas Health and Human Services Commission is an agency within the [Texas Health and Human Services System](#).

High Level of Integrity: For purposes of these bylaws, this means that the member is honest and behaves in a morally upright way, at a level above a normal or average level, such that the public's trust in the member is warranted. A high level of integrity includes disclosing conflicts of interest as required by HHS policy and these bylaws.

Immediate family: Relationships within the third degree by consanguinity or within the second degree by affinity. An adopted child is considered to be a child of the adoptive parent for this purpose. (Texas Government Code §§573.002, 573.022, 573.023, 573.024)

Instructor: An individual approved by the department to provide instruction and training in one or more competencies to promotores or community health workers.

Personal or private interest: An interest that does not include the member's engagement in a profession, trade, or occupation when the member's interest is the same as all others similarly engaged in the profession, trade, or occupation, or if the member merely provides a personal experience, with no personal or private financial interest, in giving feedback on the subject matter.

Program: The Promotor(a) or Community Health Worker Training and Certification Program established by DSHS to provide standards and guidelines for issuance of a certificate.

Promotor(a) or Community Health Worker: A person who, with or without compensation, acts as a liaison and provides cultural mediation between health care providers and social services, and the community through activities such as assisting in case conferences, providing patient education, making referrals to health and social services, conducting needs assessments, distributing surveys to identify barriers to health care delivery, making home visits, and providing bilingual language services. A Promotor(a) or community health worker is a trusted member, and has a close understanding of, the ethnicity, language, socio-economic status, and life experiences of the community he/she serves. A promotor(a) or community health worker assists people to gain access to needed services and builds individual, community, and system capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, patient navigation and follow-up, community health education and information, informal counseling, social support, advocacy, and participation in clinical research.

Robert's Rules of Order: [Robert's Rules of Order](#) Newly Revised is the oldest (1915) and most used guide to parliamentary procedure, a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Because of its age, the book has been adapted many times and has specific rules about

meeting processes.

SME: Subject Matter Expert

TAC: Texas Administrative Code

Training Program: An organization approved by DSHS to deliver a certified training curriculum to promotores or community health workers or instructors.

4. Committee Composition

The Committee is composed of nine voting members appointed by the DSHS Commissioner as described in Texas Health and Safety Code § 48.101 and 25 TAC § 146.3(d).

This membership includes:

- A. Five promotores or community health workers currently certified by DSHS.
- B. One public member, which may include consumers of community health work services or individuals with paid or volunteer experience in community health care or social services.
- C. One member from the Higher Education Coordinating Board, or a higher education faculty member who has teaching experience in community health, public health or adult education and has trained promotores or community health workers.
- D. Two professionals who work with promotores or community health workers in a community setting, including employers and representatives of non-profit community-based organizations or faith-based organizations.

To the greatest extent possible, the DSHS Commissioner appoints members who reflect the diversity of the state.

5. Member Terms

All members will serve a term of three years, except when appointed to complete the remaining unexpired term of an outgoing member. Members may apply to be reappointed once and serve for one additional term. These terms may be served consecutively. Members must apply for

reappointment through the agency solicitation process. Member terms expire on August 31st of each year.

Members must be appointed for staggered terms so that the terms of three members will expire on August 31st of each year to ensure continuity of committee work.

Regardless of the term limit, a member serves until their replacement has been appointed. This ensures sufficient, appropriate representation.

6. Resignations and Vacancies

If any member of the Committee wishes to resign, the member will contact, in writing, the current Presiding Officer and DSHS Committee Liaison to request the appointment of a successor member.

In the event of a vacancy for any reason, agency staff will work with the DSHS Commissioner to solicit applications as appropriate to fill the vacancy with a representative of the same membership category to serve the unexpired portion of the term of the vacant position. People who submitted applications through the appropriate process within the previous year but were not selected may be reconsidered for membership.

7. Presiding Officer and Assistant Presiding Officer

After August 31st of each year, the Commissioner must appoint a member of the advisory committee as presiding officer. The committee may elect a member of the advisory committee as an assistant presiding officer.

One officer position, either presiding or assistant presiding officer, must be occupied by a promotor(a) or a community health worker member.

Officer Terms

The Presiding Officer and Assistant Presiding Officer will serve a term of one year. The Presiding Officer and Assistant Presiding Officer will serve no more than two consecutive terms.

Regardless of the expiration of the term, the Presiding Officer and Assistant Presiding Officer will serve until a successor is elected or

appointed, respectively. However, the Presiding Officer may not remain in office past his or her membership term.

In the event that Presiding Officer is unable to complete his/her term for any reason, a new presiding officer shall be determined following these same procedures.

Officer Nominations

Members may self-nominate or nominate other members (public members, professional working with promotores or community health workers or higher education member, etc.) in one of the officer positions, either Presiding Officer or Assistant Presiding Officer.

Each officer shall serve until the next appointment of officers.

Officer Roles

The role of the Presiding Officer and Assistant Presiding Officer is to:

- A. Report to DSHS;
- B. Participate in agenda planning and preparation for Committee meetings;
- C. Provide leadership in conducting Committee meetings;
- D. Promote, maintain, and encourage a participatory environment;
- E. Identify the need for, and work with the Committee Liaison, to call meetings to accomplish the work of the Committee;
- F. Ensure the Committee adheres to its charge;
- G. Call for the establishment of subcommittees; and
- H. Confer with DSHS staff to acquire the support needed for Committee operations.

8. Committee Operations and Meetings

A. Meetings

- 1. The Committee meets during regular business hours to conduct committee business four (4) times per year in Austin, via webcasting, or Microsoft Teams, or another location, at the call of the Presiding Officer.
- 2. The Committee is subject to Texas Government Code Chapter 551 (the Texas Open Meetings Act).

B. Quorum

Five members constitutes a quorum for the purpose of transacting official business. Members are responsible for responding in a timely manner to quorum calls for upcoming meetings. If staff know in advance that there will be no possibility of a quorum for an upcoming meeting date, the meeting must be rescheduled. If less than a quorum of the Committee is present, members may not vote upon action items but may take testimony and public comments so long as the meeting is being conducted in accordance with the Texas Open Meetings Act.

C. Voting

1. Members have the right to vote on any subject listed on the agenda. However, members must abstain from deliberating or voting on issues that would provide monetary or other gain to the member, or the member's immediate family, or that could present, or reasonably appear to present, a conflict of interest.
2. The Committee may determine procedural matters by majority vote of the members attending the meeting or may use Robert's Rules of Order as a guide to its operations and proceedings.
3. A member may participate and vote in person or by videoconference call as deemed necessary by agency staff. Other methods of participation and voting may be temporarily permissible if allowances to the OMA are provided.
4. A member may not authorize another individual to represent the member by proxy.
5. For all business except adopting or amending bylaws, a simple majority is needed on a motion duly made and seconded. (A simple majority is defined as more than half of the votes cast by persons entitled to vote who are in attendance with a quorum, excluding abstentions.)

D. Adoption and Revision to Bylaws

1. Bylaws will be adopted and amended pursuant to a two-thirds vote (of members attending the meeting) on a motion duly made and seconded.
2. Committee members or DSHS staff may propose changes to these bylaws. All proposed changes from Committee members, along with the rationale for the changes, should be submitted in writing to the DSHS Committee Liaison at least 30 days before

the next Committee meeting for inclusion in the publication of the agenda in the *Texas Register* and distribution to the members for their consideration. Amendments will be passed and become effective based on a two-thirds vote of members attending the meeting, pending review and approval by DSHS and HHSC staff.

3. The Committee will review the Bylaws by December 31 of every even-numbered year. Members may, in a meeting, consider and vote on Committee-proposed amendments that occur as a result of the biennial review. Amendments may be passed and become effective based on a two-thirds vote of members attending the meeting. However, all amendments are considered pending until they are reviewed and approved by the HHSC Advisory Committee Coordination Office (ACCO) and [DSHS/HHS Office of Chief Counsel (OCC)] staff.
4. All proposed changes are subject to review and approval by ACCO and [DSHS/HHSC] staff.
5. The Bylaws will become effective as of the date they are adopted by the Committee. The Committee will make note of the date of the adoption of the Bylaws in its minutes. Members will sign a Statement by Members when bylaws are amended.

9. Responsibilities of Members

A. Attendance

Members are expected to attend all meetings in person, or by video conference call. A member unable to attend a meeting must notify the Committee Liaison in advance, or in the event of an unforeseen emergency, as soon as practicable. The Committee Liaison will notify the Presiding Officer and appropriate staff. Members may not send a substitute to attend a meeting in their place.

The DSHS Commissioner may remove any member missing three meetings within a one-year period with or without notice to the Program staff.

B. Member expectations:

1. Attend meetings as scheduled in person or by video

- conference call;
2. Participate in subcommittees as assigned, and assist with the transcription of subcommittee minutes;
 3. Review agendas and other information sent by staff prior to each meeting;
 4. Members are responsible for responding in a timely manner to quorum calls for upcoming meetings and other email requests for information;
 5. Participate in discussions at meetings;
 6. Submit travel expenses no later than 14 days after the meeting (if applicable and if reimbursement is desired);
 7. Abstain from deliberating or voting on issues that would provide monetary or other gain to the member, or the member's immediate family, or that could present, or reasonably appear to present, a conflict of interest;
 8. Attend/participate in an orientation session for the Committee;
 9. Complete the Texas Open Meetings Act Training and Public Information Act Training within 90 days of appointment and submit the Certificates of Completion to the Program staff. If a member has taken the trainings within the last five years, a copy of the Certificates of Completion may be submitted to the Committee Liaison in lieu of taking the trainings;
 10. Sign and submit to the Committee Liaison the Statement by Members document within 30 days after appointment. This document includes a Conflict-of-Interest Statement and a Nondisclosure Agreement to which Committee members must agree;
 11. Notify the Committee Presiding Officer and Committee Liaison if a change of status alters the category of membership that the member was filling or if any circumstance occurs that prevents the member from being able to discharge his or her duties;
 12. Maintain a high level of integrity that warrants public trust, including complying with all applicable ethics guidance provided by HHSC's Ethics Officers and all aspects of the Texas Open Meetings Act and Public Information Act; and
 13. Hold and maintain in strictest confidence all confidential information and all agency-generated information in draft form,

until such time as the information or document is released and made public, the HHS Executive Commissioner has approved the release in writing, or the HHS Ethics Policy permits release. This requirement survives the member's tenure on the Committee. In addition, the member must require the member's interpreters, attendants, or other support persons if any, to comply with this requirement. For purposes of these bylaws and the Nondisclosure Agreement, the term "confidential information" includes all information protected by the Health Insurance Portability and Accountability Act (HIPAA), information that has commercial value or use, such as trade secrets, and information communicated in confidence by the HHS System.

Failure to comply with member expectations numbers 6-12 above are grounds for dismissal and may result in removal from the Committee.

C. Committee member may not:

1. Claim or appear to represent HHSC, DSHS, or the Committee in any legislative or advocacy activities without written approval from the Committee Presiding Officer and the HHS Ethics Office in coordination with the HHS Government and Stakeholder Relations Office and the Program staff. A member is not prohibited from discussing a report that has been formally adopted by this Committee, so long as he or she does not purport to represent HHSC or DSHS. However, members may represent themselves or other entities in the legislative or advocacy process.
2. Accept payment for any services offered to the member because of his/her position on the Committee.
3. Disclose confidential information or draft information (from any source including grants, requests for proposals, and contracts) acquired through his or her participation on the Committee until such time as that information or document is released and made public, the HHS Executive Commissioner has approved the release in writing, or the HHS Ethics Policy permits release. Members cannot disclose confidential information using any form of communication including written, digital, verbal, and social media.

4. Fail to require the member's interpreters, attendants, or other support persons, if any, to keep confidential information or draft information (from any source including grants, requests for proposals, and contracts) acquired through the member's participation on the Committee until such time as that information or document is released and made public, the HHS Executive Commissioner has approved the release in writing, or the HHS Ethics Policy permits release. This includes all forms of communication including written, verbal, and social media.

A violation of any of these items are grounds for dismissal and may result in removal from the Committee.

10. Removal from the Committee

The DSHS Commissioner may remove a member from the Committee for the following reasons, including:

- A. A member votes or deliberates on an issue that would provide monetary or other gain or that presents a conflict of interest to the member, the member's immediate family, or an entity with which the member is closely affiliated.
- B. A member refuses to sign or violates the Statement by Members, which includes the Conflict-of-Interest statement and Nondisclosure Agreement, or another Nondisclosure Agreement.
- C. A member does not maintain a high level of integrity that warrants public trust, including complying with all applicable ethics guidance provided by HHSC's Ethics Officers and all aspects of the Texas Open Meetings Act and Public Information Act.
- D. A member changes status that alters the category of membership that the member was filling.
- E. A member claims or appears to represent HHSC, DSHS, or the Committee in a legislative or advocacy activity using his/her title or position on the Committee without approval from the Committee Presiding Officer and the HHS Ethics Office in coordination with the HHSC Government and Stakeholder Relations Office and Program staff. A member is not prohibited from discussing a report that has been formally adopted by this Committee, so long as he or she does not purport to represent HHSC or DSHS. However, members may represent themselves or other entities in the legislative or advocacy process.

- F. A member receives payment for any services requested because he or she holds a position on the Committee.
- G. A member discloses confidential or draft information acquired through his or her participation on the Committee not in accordance with the Bylaws.
- H. A member fails to require his or her interpreter, attendant, or other support person, if any, to keep confidential any information or draft information acquired through the member's participation on the Committee as required by the Bylaws.
- I. A member, in a 12-month period, misses 3 meetings with or without notice to Program staff.

The DSHS Commissioner may remove a member who has violated the conflict-of-interest provisions or made a statement in violation of the Statements by Members form. Decisions to remove a member of the Committee due to violations of this nature will require input from HHS legal counsel.

11. Subcommittees

The Presiding Officer may establish subcommittees that meet at other times for purposes of studying and making recommendations on issues the Committee determines appropriate to the purpose and tasks of the Committee. A subcommittee may be created for a limited period and will cease to exist when the assigned tasks are completed or upon determination of the Presiding Officer or Program staff, or it may be a standing subcommittee. The Presiding Officer and agency staff will evaluate the need for all existing subcommittees annually.

Subcommittee Membership

Subcommittees shall be composed of no more than four members of the committee and no more than three nonmembers.

The presiding officer may appoint members of the committee to serve on subcommittees and to act as subcommittee chairpersons. The presiding officer may also appoint nonmembers of the committee to serve on subcommittees.

Sub-committee Member Term

Subcommittee members and nonmembers shall serve for a term of one

year expiring August 31st of each year.

Subcommittee Operations and Meetings

- A. Except as set out in #D below, subcommittee(s) will follow the general rules of the Committee as applicable.
- B. Subcommittee(s) must keep minutes of the meetings and report back to the full body.

- C. Recommendations developed by a subcommittee must be voted on by the subcommittee members with a simple majority needed on a motion to move the recommendations forward to the full body duly made and seconded.
- D. The presence of a quorum of the full Committee at a subcommittee meeting:
 - 1. Constitutes a full Committee meeting that requires posting appropriate notice of the meeting as a full Committee meeting in accordance with the Texas Open Meetings Act; and
 - 2. Requires the subcommittee meeting to be held in compliance with the Texas Open Meetings Act to include posting appropriate notice of the subcommittee meeting.

12. Subject Matter Experts

DSHS recognizes the value of subject matter experts (SMEs) to provide information to the Committee and subcommittees as it develops recommendations relative to its purpose and tasks. The primary role of a SME is to provide objective, independent information, and analysis to be considered by the Committee. SME participation will be subject to the request of Committee members and will fall within the following guidelines:

- A. A SME may be invited to provide information on specific subjects and topics at the discretion of voting Committee members, the Presiding Officer or Presiding Officer, and DSHS staff;
- B. An invited SME may be recognized by staff, the Committee Presiding Officer, or Assistant Presiding Officer to provide information or analysis during allotted time periods at a specified Committee or subcommittee meeting;

- C. SMEs will participate in questions and answers at the direction of the staff, Committee Presiding Officer, or Assistant Presiding Officer;
- D. All SMEs will participate and serve at the pleasure of the Committee;
- E. SMEs do not hold any official capacity on the Committee or subcommittees and do not have rights of deliberation or the right to vote on any Committee activities or decisions;

- F. SMEs should only take part in discussion on the topic for which they are invited to the meeting. Comments on any other topic should be restricted to public comments with the same restrictions as the general public;
- G. SMEs should disclose any conflicts of interest they may have prior to providing information to the Committee;
- H. None of the information or guidance contained in this section shall prevent any individual from participating in or providing comments to the Committee as allowed under the Texas Open Meetings Act.

13. Responsibilities of Support Staff

The DSHS Promotor(a) or Community Health Worker Training and Certification Program will be present at and provide reasonable administrative and technical support and coordination for all Committee and subcommittee activities. The DSHS Committee Liaison will coordinate as needed to provide reasonable accommodations and supports needed by a committee member requiring accommodations to enable him or her to fully participate in Committee and subcommittee meetings and activities.

Staff is expected to perform the following tasks:

- A. Develop effective working relationships with Committee members;
- B. Solicit nominations for membership in accordance with the appropriate HHS procedures;
- C. Assist the Committee with resources to guide the development of the annual report filed with the Executive Commissioner each April.
- D. Serve as liaison between members and operating agencies' staff;
- E. Plan, coordinate, and organize Committee and subcommittee meetings and activities, including:

1. Schedule meeting dates and ensure meeting sites are set up;
 2. Notify members of upcoming meeting dates, times, and locations;
 3. Develop the agenda in collaboration with the Presiding Officer or Assistant Presiding Officer and support materials for each meeting;
 4. Prepare and submit the final agenda, including statutorily required notices for firearms, etc. to the Office of Chief Counsel;
 5. Link accessible public meeting materials to the meeting agenda posted in the *Texas Register* website in a timely manner and on the DSHS and HHS website;
 6. Serve as point of contact for the public including ensuring that contact information, agendas, and meeting support materials are easily accessible on the DSHS and HHS website;
 7. Prepare and distribute information and materials for member review;
 8. Prepare and maintain Committee records and documentation in accordance with the DSHS records retention policy, including member training certificates and signed Statements by Members; and
 9. Assist eligible members with travel arrangements and reimbursement.
- F. Coordinate as needed to provide any accommodations and supports required for a Committee member who has a disability to enable the member to fully participate in Committee meetings and activities; and
- G. Staff may perform other duties within staff discretion provided the necessary resources are available.

14. Compensation and Travel Reimbursement

To the extent permitted by the current General Appropriations Act, a member of the Committee, who is not employed by a state agency, other than DSHS, may be reimbursed for his/her travel to and from meetings if funds are available and in accordance with the HHS Travel Policy. Other members are responsible for their own travel expenses.

Members eligible for such reimbursement are subject to rates established in the General Appropriations Act. Staff will assist members in making reservations and requesting reimbursement. Committee members appointed as community health workers, or public members may be reimbursed for their travel to and from meetings if funds are available. Committee members who are appointed as members representing higher education or professionals working with promotores or CHWs are responsible for their own travel expenses. Committee members are responsible for providing the required information as per instructions provided within 14 calendar days of the meeting.

A member who would like to seek travel reimbursement must:

- A. Keep accurate record of allowable travel expenses (as per the HHS Travel Policy) during travel to attend Committee meetings; and
- B. Submit receipts and appropriate documentation to the Committee Liaison in a timely manner.

Bylaws approved on _____ by a two-thirds vote of members attending the meeting.

Presiding Officer
Printed Name

Signature

DSHS
Printed Name

Signature

Statement by Members

- The Department of State Health Services (DSHS) and the Promotor(a) or Community Health Worker Training and Certification Advisory Committee (Committee) are not bound in any way by any statement or action on the part of any Committee member except when a statement or action is in pursuit of specific instructions from DSHS or the Committee.
- The Committee and its members may not claim or appear to represent HHSC, DSHS or the Committee in any in any legislative or advocacy activity using his/her title or position on this Committee without approval from the Committee Presiding Officer and the HHS Ethics Office in coordination with the HHSC and Stakeholder Government Relations Office. Committee members are not prohibited from discussing a report that has been formally adopted by this Committee, so long as members do not purport to represent HHSC or DSHS. Committee members are not prohibited from representing themselves or other entities in the legislative or advocacy process.
- A Committee member may not accept payment for services that are requested because of the members' title or position on this Committee.
- A Committee member shall not accept or solicit any benefit that might reasonably tend to influence the member in the discharge of the member's official Committee duties.
- A Committee member shall not knowingly solicit, accept, or agree to accept any benefit for having exercised the member's official powers or duties in favor of another person.
- A Committee member shall complete the Texas Open Meetings Act Training and the Public Information Act Training within 90 days of appointment and submit the Certificates of Completion to the Committee Liaison. A member has taken the training within the last five years may submit a copy of the Certificate of Completion to the Committee Liaison in lieu of taking the training.
- Nondisclosure agreement. A Committee member may not disclose confidential information or agency-generated information in draft form acquired through his or her committee membership, unless HHSC has released and made public the information or document, the DSHS Commissioner has approved the release in writing, or the HHS Ethics Policy permits release. This requirement survives the member's tenure on the Committee. In addition, the member must confirm that he or she will require the member's interpreters, attendants, or other support persons, if any, to comply with this requirement. For purposes of the Nondisclosure Agreement, the term "confidential information" includes all information protected by the Health Insurance Portability and Accountability Act (HIPAA), information that has commercial value or use, such as trade

secrets, and information communicated in confidence by the HHS System.

- Conflict of Interest Statement. A committee member agrees to disclose any personal or private interest that the member or their immediate family have in a measure, proposal, or decision pending before DSHS. ("Personal or private interest" does not include the member's engagement in a profession, trade, or occupation when the member's interest is the same as all others similarly engaged in the profession, trade, or occupation, or if the member merely provides a personal experience, with no personal or private financial interest, in giving feedback on the subject matter.) If there is a direct personal or financial interest in a motion under consideration, the member further agrees to disclose that fact in a public meeting and will recuse themselves from any Committee deliberations or decisions on that matter.

I have been provided a copy of the Promotor(a) or Community Health Worker Training and Certification Advisory Committee bylaws. I understand that as a member of the Committee I must adhere to the bylaws.

Advisory Board Member Signature

Date

Printed Name

Revisions Tracking Page

Document Version #	Revision Date	Revisions / Purpose	Author
1	5/18/2018	Bylaws developed.	ACCO, DSHS CHW Program
2	1/30/2020	Bylaws revised to align with TAC §§146.1-146.8. Formatting changes done for accessibility.	ACCO, DSHS CHW Program
3	2/14/2023	Bylaws updated to align with the DSHS Advisory Committee Coordination Office (ACCO) template. Added definitions and expanded language in some sections for clarification. Updated Section 4 on "Committee Composition" to align with TAC §§146.1-146.8, which added one CHW member and removed one public member.	ACCO, DSHS CHW Program, DSHS Policy Department Legal Services Division.