

BYLAWS
FUNERAL DIRECTING ADVISORY BOARD
Originally Adopted by the Board June 13, 1978
Current Version Adopted October 17, 2016

1. Functions and purposes of the Board.
 - a. Consider any matters relating to the practice of funeral directing, undertaking or embalming, including any matter pertaining to the administration and enforcement of any applicable laws, rules or regulations and the development of policies and guidance and advise the Commissioner thereon;
 - b. Recommend to the Commissioner the establishment of such laws as may be deemed necessary in respect to the practice of funeral directing;
 - c. Recommend to the Commissioner the promulgation of rules and regulations not inconsistent with law, as may be deemed necessary, and the amendment or repeal thereof;
 - d. Recommend to the Commissioner the commencement of any investigation into improper practices of licensees;
 - e. Report, within forty-five days after receipt, on any proposed regulations, amendments thereto, or repeal thereof,
 - f. May review, at the request of the Department, applications for registration of funeral directing students or registered residents and make recommendations to the Commissioner for the acceptance or rejection thereof;
 - g. May delegate one member of the Board to attend any formal disciplinary hearing and subsequent proceedings involving an alleged violation of any law, rule or regulation relating to the practice of funeral directing, if requested by the accused licensee. The Board shall not delegate a member who practices funeral directing, embalming or undertaking in the same judicial district as an accused licensee.
2. The Board shall have no executive, administrative or appointive powers or duties.
3. Officers.
 - a. The officers shall be a chairman, vice-chairman and secretary.
 - b. The Board shall annually elect from its members a chairman and vice-chairman. Such election shall take place during a regular mid-year meeting of the Board.
 - c. The Commissioner of Health shall designate an officer or employee of the Department to act as Secretary, who shall not be a member of the Board. .
4. Duties of chairman.
 - a. Presides at meetings
 - b. Appoints subcommittees with the consent of the members of the Board.
 - c. Calls special meetings as frequently as the Board's business may require or upon the request of the Commissioner of Health.
 - d. Represents Board before the Commissioner.
 - e. Fixes dates of meetings.
 - f. Rules on matters of order and procedure at meetings.

5. In the absence of the chairman, the vice-chairman shall preside, and if both are absent, the members of the Board at the meeting shall elect a temporary chairman.
6. Secretary.
 - a. Records and distributes minutes.
 - b. Prepares periodic reports of Bureau of Funeral Directing activities at the request of the Board.
 - c. Prepares agenda of meetings.
 - d. Notifies the members of the Board of the date, time and place of regular meetings at least ten days before the date of the meeting.
 - e. Refers recommendations of the Board to the Commissioner.
7. Meetings.
 - a. Meetings shall be held at least once every three months on such dates, times and places as the members of the Board shall have agreed upon at the preceding meeting.
 - b. Written notice of the date, time and place of meeting shall be mailed by the secretary to all members at least ten days before the date of the meeting.
 - c. Quorum- a quorum of the board shall consist of not less than six members.
 - d. Special meetings-to be held as frequently as the Board's business may require or upon the request of the Commissioner at the call of the chairman.
8. Committees—such as the Board may from time-to-time require in the fulfillment of its functions to be appointed by the chairman with the consent of the members of the Board.
9. Order of business.
 - a. Minutes of previous meeting.
 - b. Reports, if any, by Department representatives.
 - c. Unfinished business including any sub-committee reports.
 - d. New business.
10. Amendments to bylaws by a majority vote of the members of the Board present at any regular or special meeting.