

# Deaf Health Community Committee (DHCC)

## A Community Committee of the National Center for Deaf Health Research (NCDHR)

### Governance Guidelines

Adopted this 22 day of June, 2005  
Amended this 28 day of September, 2005  
2<sup>nd</sup> Amended this 24 day of January, 2007  
3<sup>rd</sup> Amended this 15 day of August, 2007  
4<sup>th</sup> Amended this 28 day of January 2008

#### I Mission

The Deaf Health Community Committee is a partnership between Deaf Communities, researchers, and health providers to promote an understanding of the health needs of culturally Deaf<sup>1</sup> people (American Sign Language users), to identify issues essential to creating parity between the Deaf and general population, across the nation.

#### II Vision

The Deaf Health Community Committee will create a nationally recognized model that empowers the culturally Deaf community to achieve its health potential.

#### III Role of DHCC

- Provide community perspectives on plans and priorities for NCDHR activities.
- Participate in the design of proposed research projects and interpretation of research results.
- Understand the mission, goals and organization of the NCDHR.
- Advocate for the community with regard to NCDHR activities, including ensuring that the activities of NCDHR follows a Cultural Model instead of Medical/Pathological Model.
- Assist with dissemination of NCDHR projects, activities and findings to the Deaf community.
- Share Deaf Community's reactions/insight with NCDHR committees and subcommittees.
- Recruit deaf volunteers for research to be conducted by the NCDHR.
- Serve as a representative to the National Community Committee.
- Perform other duties as needed.

#### IV DHCC Members

**1. Membership:** No person shall be denied membership on this Committee because of race, color, sex, creed or disability. Additionally, the DHCC shall strive to foster diversity within the Committee.

**2. Membership Composition:** DHCC shall consist of at least 51% Deaf members who currently use ASL as a primary means of communication. At least 2 members shall be student members. The remainder of the committee shall be familiar with and/or motivated to learn more about deaf culture.

<sup>1</sup> ...we adopted the convention of using the capitalized "Deaf" to describe the cultural practices of a group within a group. We used the lowercase "deaf" to refer to the condition of deafness, or the larger group of individuals with hearing loss without

reference to this particular culture. Using this distinction, Deaf people range from those who are profoundly deaf to those who hear nearly well enough to carry on a conversation in spoken English and use the telephone, called hard of hearing. (Padden and Humphries)

**3. Terms of Membership:** All terms will be 3 years, except for student members whose terms shall be one academic year. Each term starts on November 1 and ends on October 31 at the end of the term.

**4. Renewal of Membership:** Each **non-student** member may serve up to two consecutive terms of three year duration. At the end of the member's first term, DHCC will contact the member to confirm their interest to serve a second term.

**5. Number of Members:** DHCC consists of a minimum of 18 voting members, but no more than 25 voting members.

**6. Staff Role:** The Associate Director of the NCDHR is an ex officio, which is required to attend DHCC meetings and may participate in the committee's discussions and activities, but cannot vote. As needed, all other NCDHR staff and partners will be invited to DHCC as guests.

## **V Prospective DHCC Member Recruitment**

**1. Prospective Members:** DHCC members shall submit names of prospective members to the Outreach Subcommittee. The Outreach Subcommittee will be responsible to contact those individuals as well as recruit other prospective members of DHCC.

### **2. Method:**

a) The Outreach Subcommittee will send letter of interest, questionnaire and brochure to all prospective members.

b) Upon return of letters of interest and questionnaires, the Outreach Subcommittee will review and select individuals based on the membership needs of DHCC (refer to Section IV).

c) The names of the individuals selected by the Outreach subcommittee will be submitted to DHCC to become members of this group.

**3. Orientation:** New members will undergo an orientation prior to attending their first DHCC meeting.

## **VI Meetings of the DHCC Members**

**1. Meetings of the Members:** All DHCC members are expected to attend at least nine (9) DHCC or its subcommittee meetings per year. Members shall give 48 hours notice to the NCDHR Secretary if they are unable to attend a meeting. The DHCC Leadership will coordinate a meeting schedule survey every May and November to select the best possible meeting day/times for the next 6 months.

**2. Place of Meetings:** Meetings shall be held at NCDHR, 120 Corporate Woods and/or an alternative place as needed. If an alternative meeting place is necessary, it will be announced one week prior to the meeting.

**3. Meeting Agenda:** The Leadership Team consists of the DHCC Chair, Former Chair, Vice-Chair, and Assistant Vice-Chair. These officers will communicate with the NCDHR's ex-officio to set meeting agendas. DHCC meetings will be open to the public for the first hour. The second hour will be closed to the public and all guests. (Approved Feb. 6, 2008)

**4. Quorum:** A minimum of 8 voting members shall constitute a quorum for the transaction of business at DHCC meetings.

**5. Voting:** In a business meeting, any votes brought before the DHCC must pass by a simple majority, prior to conducting a vote, at least 51% of those present must be Deaf. This excludes amendments made to the Governance Guidelines which must pass by a 2/3 vote. (See section XII)

## VII DHCC Officers

### 1. Roles of the Past Chair:

- Act as a mentor to and assist current Chair when needed.

### 2. Roles of the Chair:

- Presides DHCC meetings.
- Chairs the Leadership team to plan agenda and appoint DHCC representatives for NCC with Leadership Team.
- Creates Ad Hoc subcommittees as deemed necessary and appoints Ad Hoc subcommittee chairs.
- Participates in NCDHR's Evaluation Committee.
- Contact person for all internal and external inquiries.
- Conduct duties and/or participate events as deemed necessary.

### 2. Roles of the Vice-Chair:

- Presides DHCC meetings in the event that the Chair is unable to attend.
- Participates in Leadership Team meetings.
- Chairs the DHCC Evaluation Subcommittee.
- Appoints Assistant Vice-Chair.

### 3. Roles of the Assistant Vice-Chair:

- Presides DHCC meetings in the event that the Chair and the Vice-Chair are unable to attend.
- Participates in Leadership Team meetings.
- Chairs the DHCC Governance Guidelines Subcommittee.

## VIII Terms and Eligibility of DHCC Officers

**1. Officers:** There shall be four (4) officers of DHCC: (1) Past Chair, (2) Chair, (3) Vice-Chair and (4) Assistant Vice-Chair. Past Chair, Chair and Vice-Chair shall be Deaf. All DHCC members are eligible to become Officers after serving at least one year on DHCC.

**2. Terms:** All four (4) Officers shall serve one year terms. After serving one term as Chair, the Chair will automatically become Past Chair. After serving one term as Vice-Chair, the Vice-Chair will automatically become Chair.

**3. Election of the Vice-Chair:** Election of the Vice-Chair will take place annually in October.

**4. Appointment of Assistant Vice-Chair:** The elected Vice-Chair shall appoint an Assistant Vice-Chair. There is no automatic promotion for the Assistant Vice-Chair.

**5. Special Elections:** In the event that an officer resigns from the position, an election shall take place at the next DHCC meeting. The newly elected officer shall finish the remainder of the term.

## **IX National Community Committee (NCC) Representation**

**1. Representation:** The DHCC Leadership Team will appoint at least two DHCC members to become an NCC Representative and an Alternate. (Approved Feb. 6, 2008)

## **X Ad Hoc Subcommittees and Special Assignments**

**1. Authorization:** Ad Hoc Subcommittees and/or Special Assignments, with defined purposes and specified terms of duration shall be authorized by the DHCC Chair as deemed necessary.

**2. Eligibility:** Any member may serve as a subcommittee chair or serve in a special assignment.

## **XI Policy and Process Regarding Participation in Community Events**

**1. NCDHR Policy:** The Deaf Community is an integral part of NCDHR. Therefore, NCDHR should make every effort to become involved in community events as a participant and sponsor. However, due to limited resources, participation and/or sponsorship shall be pre-approved and prioritized based on (1) importance of a community event, (2) relevance to NCDHR's mission, (3) NCDHR's budget and (4) the event must be open to the public.

**2. Process:** Proposals for participation and/or sponsorship shall be reviewed by the DHCC and recommended to the NCDHR's Administrative Group for approval.

## **XII Amendment of Governance Guidelines**

In a business meeting, these Guidelines may be amended by two-thirds (2/3) majority of the voting members. Prior to conducting a vote, 51% of those present must be Deaf. (Left as is)