

# Healthy Living with Hearing Loss (HL2)

A Community-Based Partner of  
Rochester Prevention Research Center (RPRC):  
and associated with Hearing Loss of Association America, Rochester NY Chapter

## Governance Guidelines

Adopted this 15 day of January, 2014

### **Mission Statement**

To study the relationship between hearing loss and health by partnering with the community of people with hearing loss, clinicians and researchers.

### **Name:**

The group will be called Healthy Living with Hearing Loss, HL2.

### **Purpose:**

- A. The HL2 Committee is a partnership between people with hearing loss, researchers, and health providers to better understand the potential cause and effect relationship of hearing and overall health, to improve the health of people with hearing loss and to bring awareness and recognition of hearing loss to the medical community.

### **Vision Statement**

- A. To affect public policy supported by evidence-based research, to identify health risks associated with hearing loss and promote solutions.
- B. The HL2 will create a nationally recognized model that empowers people with hearing loss to achieve their health potential.

### **Role of HL2**

- A. Provide community perspectives and make decisions on plans and priorities for RPRC activities. Participate in the design of proposed research projects and interpretation of research results.
- B. Understand the mission, goals and organization of the RPRC.
- C. Assist with dissemination of RPRC projects, activities and findings to HL2
- D. Share HL2 reactions/insight with RPRC committees and subcommittees.
- E. Recruit volunteers for research to be conducted by the RPRC
- F. Recruit potential members for HL2
- G. Serve as a representative to the National Community Committee(NCC)

### **Membership**

- A. Membership shall consist of people with hearing loss, clinicians, researchers, students, and health providers.
- B. HL2 shall strive to foster diversity within the Committee.
- C. HL2 shall consist of at least 51% members with hearing loss who currently use speech as a primary means of communication. The remainder of the committee shall be familiar with and/or motivated to learn more about hearing loss.
- D. Members: HL2 consists of a minimum of 9 voting members, but no more than 19 voting members.

### **HL2 Membership Meetings**

- A. Meetings of the Members: HL2 members are expected to attend HL2 or its subcommittee meetings. Members shall give 48 hours' notice to the RPRC Secretary if they are unable to attend a meeting.
- B. Meetings will be the 3<sup>rd</sup> Wed. of each month, minimum of 9 meetings yearly. Changes regarding the time of the day, day of the week, week of the month will be determined on an annual basis by majority vote.
- C. Place of Meetings: Meetings may be held at the Saunders Research Building, 265 Crittenden Blvd and/or an alternative place as needed. If an alternative meeting place is necessary, it will be announced one week prior to the meeting.
- D. Meeting Agenda: HL2 meetings will be open to the public. The Leadership Team (LT) may close a portion of the meeting to the public and all guests to conduct a business meeting.
- E. Quorum: A minimum of 51% HL2 members shall constitute a quorum for the transaction of business at HL2 meetings.
- F. Voting: prior to conducting a vote, at least 51% of those present must have hearing loss and vote passage is by a simple majority, 51% or higher.
- G. Meeting cancellation due to inclement weather will be based on city school district closings.

### **HL2 Leadership Team (LT) – Terms and Eligibility of Officers/LT**

- A. Officers: There shall be four (4) officers of HL2: (1) Past Chair, (2) Chair, (3) Vice-Chair and (4) Assistant Vice-Chair. Chair and Vice-Chair shall be an individual with hearing loss.
- B. Terms: All four (4) Officers shall serve one (1) year term. After serving one term as Chair, the Chair will automatically become Past Chair.
- C. Election of the Vice-Chair: Election of the Chair and Vice-Chair will take place annually in October.

- D. Appointment of Assistant Vice-Chair by the elected Vice-Chair. There is no automatic promotion for the Assistant Vice-Chair.
- E. LT members are expected to attend at least seven (7) HL2 LT Meetings or its subcommittee meetings yearly. LT members shall give 48 hours' notice to the RPRC Secretary if they are unable to attend a meeting.
- F. Special Elections: In the event that an officer resigns from the position, an election shall take place at the next HL2 meeting. The newly elected officer shall finish the remainder of the term.
- G. Roles of the Chairperson:
  - 1 Presides at HL2 meetings.
  - 2 Chairs the LT, plans agenda and appoints HL2 representative and an alternate to the National Community Committee (NCC) with LT.
  - 3 Creates Ad Hoc subcommittees as deemed necessary and appoints Ad Hoc subcommittee chairs.
  - 4 Participates in RPRC Evaluation Committee.
  - 5 Serves as contact person for all internal and external inquiries.
  - 6 Assigns a representative to serve on the RPRC Executive Committee.
- H. Roles of the Vice-Chairperson:
  - 1 Presides at HL2 meetings in the event that the Chair is unable to attend.
  - 2 Participates in LT meetings.
  - 3 Appoints Assistant Vice-Chair with Chairperson.
- I. Roles of the Assistant Vice-Chair:
  - 1 Presides at HL2 meetings in the event that the Chair and the Vice-Chair are unable to attend.
  - 2 Participates in LT meetings.
- J. Roles of the Past Chair:
  - 1 Acts as a mentor to and assist current Chair when needed.
  - 2 Chairs the HL2 Governance Guidelines Subcommittee.

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

- A. Authorization: Ad Hoc Subcommittees and/or Special Assignments, with defined purposes and specified terms of duration shall be authorized by the HL2 Chair as deemed necessary.
- B. Eligibility: Any HL2 member may serve as a subcommittee chair or serve in a special assignment. Non HL2 members may be recruited by LT to serve on special committees

**X. RPRC and Staff Role:**

- A. The Director/Associate Director of the RPRC will designate a RPRC Staff Community Liaison who will be required to attend HL2 meetings and may participate in the committee's discussions and activities, but cannot vote at HL2 business meetings.
- B. Staff Community Liaison will be a permanent representative of the HL2.
- C. RPRC staff and partners will be invited to HL2 meetings as guests.
- D. RPRC staff representative(s) will be assigned to take meeting minutes, disseminate meeting agenda and minutes, maintain HL2 list serve (or similar electronic mailing list), coordinate and facilitate financial matters between RPRC and HL2, and coordinate other event activities such as NCC meeting itineraries.

**XI. Policy and Process Regarding RPRC Participation in Community Events**

- A. HL2 is an integral part of RPRC. Therefore, RPRC 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 RPRC name's mission, RPRC's budget and the event must be open to the public.
- B. Process: Proposals for participation and/or sponsorship shall be reviewed by the HL2 and recommended to the RPRC Administrative Group for approval.

**XII. Policy and Process Regarding Conduct and Ethics of HL2 Members and Representatives**

- A. HL2 Relationship and Interaction with RPRC Students, Interns, Staff, and Administration: As equal partners in Community-Based Participatory Research (CBPR), HL2 and RPRC will strive for all interactions to be based on mutual respect, transparency, and recognition of knowledge, expertise, and resource capabilities of all participants in the process, utilizing open and accessible communication. When in doubt, contact HL2 LT first.
- B. HL2 relationship and Interaction with University of Rochester and Entities (i.e., Centers for Disease Control & Prevention (CDC), Community Advisory Council (CAC), UR Human Resources, etc.): HL2 and University of Rochester will strive for all interactions to be based on mutual respect, recognition of knowledge, expertise and resource capabilities of all participants in the process, utilizing open and accessible communication. Any official HL2 business contact with University of Rochester and Entities must be approved by HL2 LT.
- C. HL2 Members Conduct and Behavior:
  - 1. Members will act in good faith, honesty, integrity, due diligence, and reasonable competence. They will serve and represent the interests of people with hearing loss.

2. Members must inform HL2 if they will receive financial, organizational, or work-related benefits from any pending HL2 decision. The LT team may ask him/her to abstain from voting and/or participating in discussion on this decision.
3. Failure to comply with the code of conduct may receive a warning or a dismissal by the HL2 LT.

**XIII. Governance Guidelines Update**

- A. Review and update every three (3) years.
- B. Amendments can be made by two-thirds (2/3) of quorum present at HL2 meeting. Prior to conducting a vote, 51% of those present must be individuals with hearing loss.

Updated 4/1/14  
M.C. Chizuk  
HL2 Chair