Deschutes County Heatlh Services

Public Health Advisory Board By-Laws

Mission Statement:

To promote and protect the health and safety of our community.

BY-LAWS

Article I

NAME AND ADDRESS

The name of this body shall be the Deschutes County Public Health Advisory Board ("the Board"). The permanent address for the Board will be 2577 NE Courtney Drive, Bend, Oregon 97701. The Advisory Board shall carry out the responsibilities of the following mandated board: ORS 431.412 (5) public health advisory board.

Article II

PURPOSE

The Public Health Advisory Board is established to enhance community relations with Deschutes County Health Services to increase public knowledge about public health issues and assist in the betterment of services provided by DCHS. The Board also advises the Board of County Commissioners concerning matters of public health and the operation of the public health system.

Article III

RESPONSIBILITIES

The Advisory Board's responsibilities include providing advice, leadership and guidance in support of the Health Services Department's mission.

The Board shall:

A. Advocate for a strong public health system.

B. Participate in ensuring that the Department operates in accordance with applicable federal, state and local laws and regulations.

C. Work cooperatively with the Addictions & Mental Health Advisory Board and other Department advisory groups to promote service integration, Department benefit and accountability as well as operational efficiency and effectiveness.

D. Promote the services and educational opportunities provided by the Department within the community.

E. Participate in developing and endorsing the priorities and services provided or sponsored by the Department.

F. Participate in planning and reviewing the Department operating budget throughout the year as well as in endorsing the annual priorities and budget.

G. Participate in planning, measuring, and evaluating the Department's progress in meeting its annual and long-term programmatic and financial goals.

H. Assist and provide input to the Department regarding funding and grant decisions.

I. Advocate for the resources necessary to assure the provision of essential public health functions.

J. Participate in informing, educating and empowering people about health issues.

K. Advocate for the monitoring of health status indicators that will help to identify and solve community health problems.

L. Annually review the Department's Strategic Plan and determine the Advisory Board's focus, projects, priorities and progress based on the Strategic Plan.

M. Advise the Board of County Commissioners and the County Administrator on the performance of the local public health system.

Article IV

MEETINGS

Section I. Regular Meetings:

Board meetings will be held, at minimum, once per calendar quarter. The Board Chairperson, in consultation with the Department Director, may call other meetings as necessary. Meetings will be held in a conference room accessible to Board members and the general public.

Section II. Special Meetings or Work Sessions:

Special meetings and work sessions may be called by the Board Chairperson. Public law requires that members of the Advisory Board and the press receive written notice at least 24 hours prior to holding such a meeting.

Section III Quorum:

A majority of the board members, including those in actual attendance as well as those attending by proxy, shall constitute a quorum necessary for the transaction of any and all business of the Board.

Section IV Minutes:

The Board shall cause minutes of all meetings to be prepared and approved in accordance with Oregon Public Meetings law. Health Services Department staff shall prepare, maintain and have available minutes of the Advisory Board meetings, including, without limitation, a recording of all motions and subsequent actions. Announced conflicts of interest shall be noted.

Section V. Voting:

Each Advisory Board member shall have one vote. Any matter coming before the board shall be decided by a majority of members, either physically present or by proxy, and voting. The Chairperson shall refrain from voting except to break a tie. While personal attendance is always preferred, each member is entitled to one vote. Proxy voting is permitted upon any issue which has been included in the notice of the meeting. Members who are physically present are limited to not more than one absent member's proxy, in addition to their own vote. Members who choose to vote by proxy shall notify the Advisory Board chair, Advisory Board secretary or the Advisory Board member to whom the proxy is assigned via email prior to the meeting. Such votes will be documented in meeting minutes. If the matter is not voted on at the meeting for which is was noticed, then all proxies for such matter shall be deemed to have expired.

Section VI. Notice of Meetings:

All members shall be given notice of time, date, location and agenda for the meeting via email at least seven (7) days before a regular Advisory Board meeting. This notice shall be mailed by regular postal service to members who have no access to email.

Notice will be provided for other members of the public who have requested in writing that they be given copies of the official meeting notices. Meetings are public, where deliberations of the Advisory Board will take place, and opportunities for public comment will be provided.

Article V

MEMBERSHIP

Section I. Qualifications & Representation:

The membership of the Board shall provide a balanced representation of the geographic and social diversity of the County and shall be comprised of lay citizens, health professionals and others with a sincere interest in advocating for a strong public health system. The Board shall be composed of at least nine (9) and not more than fifteen (15) individuals. These persons shall be qualified by interest, training, or experience to review and make recommendations for the development and implementation of policies and procedures with regard to the statutory duties and services of Deschutes County Health Services.

The membership should attempt to reflect the varying age, gender, ethnic, socioeconomic, geographic, and professional interests in the County. Members shall serve without remuneration.

Section II. Nominations:

The Advisory Board shall make nominations for membership on the Advisory Board to the Deschutes County Board of Commissioners for approval and appointment

Section III. Ex-Officio Members:
In addition to the appointed Advisory Board members, the Deschutes County Board of Commissioners shall appoint, from among themselves, one member to serve as liaison to the Advisory Board who is expected but not required to attend at least two (2) Advisory Board meetings each calendar year.

Additionally, the Director of the Health Services Department and the County Health Officer will be Ex-officio members of the Board. Ex-officio members do not have voting rights. The Board may appoint other Ex-officio members as appropriate.

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Section IV. Attendance:

Advisory Board members shall endeavor to attend all meetings in person. Three (3) consecutive unexcused absences shall constitute grounds for removal.

Section V. Removal:

Any member may be removed whenever the best interests of the Health Services Department or the Board will be served. The member whose removal is placed in issue shall be given prior notice of his/her proposed removal and a reasonable opportunity to appear and be heard at a meeting of the Board. A member may be removed pursuant to this section by not less than two-thirds (⅔) of the total number of members then serving on the Board, or by majority vote of the Board of County Commissioners.

Grounds for removal from the Board include without limitation, taking a position that is in conflict with the mission of the Board and/or Health Services Department and obtaining three (3) consecutive absences from Board meetings without prior notification to the Board Chair.

Article VI

TERMS OF OFFICE AND VACANCIES

Section I. Term and Length of Service:

Board members shall serve staggered terms of office and be assigned a position number with expiration date to assure even rotation. A full term is three (3) years. The Founding Board will be assigned initial terms of 1, 2, or 3 years by the Board of County Commissioners in order to initiate staggered rotation.

After a Founding member finishes his or her initial term, they may apply for nomination for a second term. A member appointed to serve the unexpired term of another member shall begin their membership on the first day of the month immediately following the date it is approved. Regular terms shall begin and expire on September 1. A member may not initiate a new term on the board if the member has already served for 8 years or more.

Section II. Vacancies:

A vacancy occurs when a Board member's term expires, or when a Board member moves out of the service area, dies, resigns, or is removed from the Board. When a vacancy occurs on the Board, the nominating committee shall select a replacement to complete the unexpired term and recommend appointment of such replacement to the Board by the Board of County Commissioners.

Article VII

OFFICERS

Section I. Officers:

The Board shall elect a Chairperson, Vice-Chairperson and Secretary each to serve a two-year term which can be renewed for a third year upon consent of the Board and acceptance of the nominee. In Addition, The Vice-Chairperson shall be eligible for election to the Chair after Chairperson's term ends.

Section II. Elections:

Elections of new officers shall take place prior to the end of the calendar year with the new term beginning at the Board's first regular meeting in January. Terms will begin and end January 1, unless the election took place after such date, in which case the term will begin immediately or when feasible. In the event that nominations for Officer positions are not received by the scheduled election, a six (6) month extension will be offered to the current officer. In the event that only one nominee is available for an Officer position, the Board may elect that nominee through consensus.

Section III. Duties:

Duties of the officers are as follows:

1. Chairperson:
    a. Shall prepare the agenda with the Director's assistance
    b. Shall conduct the meeting in accordance with parliamentary procedure and comply with the rules and regulations of County and State with regard to public meetings.
    c. May call special meetings of the Board as are necessary.
    d. Shall serve as an Ex-Officio member of all committees.

2. Vice-Chairperson:
    a. Shall assist the Chairperson as needed.
    b. Shall serve as Chairperson during such time as the Chairperson is absent or unable to serve.
3. Secretary:
    a. Shall maintain all minutes of Board proceedings.
    b. Shall perform additional duties that may from time to time be prescribed by the Board.

Article VIII

COMMITTEES

Section I. Standing Committees:

The Board shall appoint standing committees and their membership at its discretion. Membership may include Board members, staff, and other community members at the discretion of the Board.

Section II. Executive Committee:

The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, Secretary and Health Services Department Director. The Executive Committee shall have the authority to act on behalf of the entire Board for matters of routine business, but shall report to the entire Board its actions as reflected in carefully maintained minutes. The Health Services Department Director shall be a non-voting member of the Executive Committee.

Section III. Ad-Hoc Committees:

Ad-Hoc Committees may be established by the Board as needed and may consist of additional individuals from the community chosen for their expertise and knowledge and concern about a specific issue or a field of endeavor. Once an Ad-Hoc Committee has completed all assigned tasks and reported same to the Board it shall expire.

Section IV. Public Meetings:

All Committee meetings shall be open to the public.

Article IX

CONFLICT OF INTEREST

No Board member shall be an employee of Deschutes County Health Services Department or an immediate family member of an employee. An exception is allowed for individuals who serve in an on-call, temporary, or limited duration capacity with the Department.

Article X

PARLIAMENTARY AUTHORITY

Meetings shall be conducted using the general guidelines of Robert's Rules of Order.

Article XI

ADOPTION, AMENDMENT

The Public Health Advisory Board shall review, revise, and recommend approval and adoption of these By-Laws. After Board approval, the By-Laws shall be delivered to the Board of County Commissioners for final approval and formal adoption.
Commissioners.

Adopted this 29th day of June, 2011

The Deschutes County Board of Commissioners

Tammy Baney, Chair

Anthony DeBone, Vice Chair

Alan Unger, Commissioner

ATTEST:

Recording Secretary