

# INGHAM COUNTY BOARD OF HEALTH BYLAWS

## ARTICLE I - NAME, MEMBERS, TERM OF OFFICE, HOW SELECTED

### *Purpose of the Board*

The Board shall identify public health problems and concerns, establish priorities and advise the Commissioners and Health Department regarding community health matters and possible solutions. The Board shall recommend a program of basic health services to the Commissioners. The Board shall assist the Health Department in informing the community, and Commissioners, of Health Department programs. The Board shall review programs and policies.

### *Section 1: Name*

The official name of this entity shall be the Ingham County Board of Health.

### *Section 2: Definitions*

- A. "Board" means the Ingham County Board of Health.
- B. "Commissioners" means the Ingham County Board of Commissioners.
- C. "HSC" means the Human Services Committee of the Commissioners or the designated liaison committee between the Board and the Commissioners.
- D. "Open Meetings Act" means 267 PA 1976, as amended, of the public acts of Michigan.

### *Section 3: Membership of the Board*

The Commissioners shall select 10 residents of Ingham County to sit as members of the Board, less than 50% of whom shall represent health care providers.

### *Section 4: Term of Office*

A term on the Board shall be three calendar years and shall end on December 31 of the third year. A person selected to complete an unexpired term shall serve until December 31 of the third year of that term.

### *Section 5: Attendance Standards*

Resolution 02-012 of the Ingham County Board of Commissioners limits time serving to two consecutive terms or six consecutive years, whichever is greater.

Members who fail to attend a minimum of six meetings per calendar year shall be considered eligible for resignation.

## **ARTICLE II - OFFICERS, TERM OF OFFICE, ELECTION, DUTIES**

### *Section 1: Officers*

The officers of the Board shall number three: Chairperson, Chairperson Pro Tem, and Vice-Chairperson.

### *Section 2: Term of Office*

The term of office shall commence from the date of selection for a period of one year, or until a successor has been selected. Officers shall be eligible for re-election, but shall not serve more than three successive full terms in office equal to 3 years.

### *Section 3: Elections*

To be elected an officer, a member shall receive votes from six or more members at the first regular meeting of each calendar year.

### *Section 4: Duties of the Chairperson*

- A. The Chairperson shall prepare the agenda for each Board meeting and preside at the Board meetings unless she/he delegates these duties to another Board member. Upon approval of the Board, the Chairperson will speak for the Board and represent the Board at meetings of official and community groups when appropriate to participate. The Chairperson shall maintain communication with the Health Officer.
- B. The Chairperson shall meet with the Commissioners, including such individual members, as necessary. She/he shall meet with the HSC, including its individual members, as necessary. She/he shall meet with County administrators, and other officials, task forces as well as individual members of human service agencies, as necessary.

### *Section 5: Duties of the Chairperson Pro Tem*

The Chairperson Pro Tem shall assume the duties of the Chairperson in the Chairperson's absence or by the Chairperson's delegation. The Chairperson Pro Tem shall be responsible to insure the Open Meetings Act is followed.

### *Section 6: Duties of the Vice-Chairperson*

Assist the Chairperson and Chairperson Pro Tem as needed.

## **ARTICLE III - DUTIES & RESPONSIBILITIES OF THE BOARD, ORGANIZATION, PROGRAM, RULE MAKING, PERSONNEL & FINANCIAL FUNCTIONS**

### *Section 1: Duties*

- A. The Board shall advise the Commissioners, including the HSC, on issues of public health problems, public health policy and public health planning.

- B. The Board shall provide a broad-based focal point of community member and health professional input to the Commissioners, HSC, and Health Department on the full range of health care programs and issues in Ingham County.
- C. The Board shall report on a regular and frequent basis to the HSC and participate as requested by the HSC on ad hoc subcommittees.
- D. The Board shall study problems and health issues referred by the HSC and make recommendations for action.
- E. The Board shall establish its own bylaws and periodically review and update to guide its business practices.

#### *Section 2: Organizational Duties*

- A. The Board shall elect its officers and hold regular meetings as established in Articles II and IV.
- B. The Board may create standing committees, subcommittees and special committees as is determined from time to time to be in the best interests of the community and assign or delegate to them such duties and responsibilities as may be deemed appropriate and permissible by law. Nonmembers may serve on committees, subcommittees and special committees but shall not act as chairperson of any of them. The chairperson shall appoint all persons to committees, subcommittees and special committees with approval of the Board.

#### *Section 3: Program Duties*

- A. The Board shall participate in state and local organizations, conferences and seminars as deemed necessary for education and information of members.
- B. The Board shall serve as the Ingham County Sanitary Appeals Board pursuant to the Ingham County Sanitary Ordinance.

#### *Section 4: Rulemaking Policies*

The Board shall recommend to the Commissioners the adoption of rules, regulations, and resolutions deemed necessary for the protection and promotion of health and safety of the County's inhabitants.

#### *Section 5: Financial Duties*

- A. The Board shall review the Health Department's annual budget request and make recommendations about the budget to the Health Department, Commissioners and the HSC.
- B. The Board shall review grant programs submitted by the Health Officer and shall make recommendations to the Health Department, Commissioners and the HSC, as necessary.

## **ARTICLE IV - MEETINGS, QUORUM, MINUTES**

### *Section 1: Meetings*

The Board shall meet at least ten times a year. The time and place of regularly scheduled meetings shall be determined at the first annual meeting in January, following the election of officers. Meeting dates may be amended or changed by a recommendation and notification of the membership.

### *Section 2: Special Meetings*

The Board may meet in a special meeting at the call of the Chairperson. Public notice shall be given for all special meetings as required by the Open Meetings Act. The Board shall meet at least annually with HSC designees.

### *Section 3: Order of Business*

The agenda for Board meetings shall include: Call to Order, Roll Call, Reading and Correcting of Minutes, Addition of Items to the Agenda, Limited Public Comment (not to exceed 5 minutes each), and Adjournment.

### *Section 4: Open Meetings*

All meetings of the Board shall be open to the public as required by the Open Meetings Act, except that closed sessions may be held as permitted by the Open Meetings Act. Upon appointment to the Board, each new member shall receive a copy of the Open Meetings Act.

### *Section 5. Quorum & Requirements for Board Action*

A quorum of the Board shall be six or more members present at a properly called meeting. Except as otherwise provided in these bylaws, action is taken by the Board when a majority of the quorum present at a properly called meeting supports that action in a vote taken at the meeting.

### *Section 6: Minutes*

The Board shall keep minutes of each meeting and shall meet the provisions of the Open Meetings Act in this regard.

## **ARTICLE V - RULES & ORDER OF BUSINESS AT MEETINGS**

### *Section 1: Rules of Order*

When not otherwise provided in these bylaws, Robert's Rules of Order, Revised, shall govern the process and procedures of Board meetings.

### *Section 2: Nonsmoking*

Tobacco use shall be prohibited at Board meetings.

## **ARTICLE VI - AMENDMENTS TO BYLAWS, EFFECTIVE DATES, SUSPENSION OF RULES**

### *Section 1: Amendments to Bylaws*

- A. The Board may alter, amend, change, modify or repeal any or all of these bylaws at a properly called meeting of the Board pursuant to the provisions of this Article.
- B. Any proposed change to these bylaws shall be submitted to the entire Board in writing not more than 30 days and not less than seven days prior to a properly called meeting of the Board at which the proposed change is to be considered and acted upon. The affirmative vote of six or more members of the Board present at the meeting shall be necessary to change, alter, modify, repeal or amend any or all of these bylaws.
- C. After these bylaws have taken effect, changes in these bylaws shall only be in sections submitted to the entire Board pursuant to Article VI, Section 1(B). Amendments to proposed changes shall not result in changes in these bylaws inconsistent with the title of the section to be amended.
- D. An addition to these bylaws that is not consistent with the title of a section already existing shall be submitted, pursuant to Article VI, Section 1(B), as a proposed new section. Amendments to a proposed new section shall not result in language inconsistent with the title of the proposed new section that was submitted to the entire Board under Article VI, Section 1(B).
- E. Any section proposed to be amended may be repealed. Any section proposed to be repealed may be amended, instead, so long as Article VI, Section 1(C) is followed.

### *Section 2: Suspension of Rules*

Article V of these bylaws may be suspended during a meeting of the Board by a vote of six or more members.

### *Section 3: Adoption of these Bylaws (Effective Date)*

These bylaws shall take effect at the next regular meeting of the Board, following the meeting at which they were adopted by the Board, so long as the requirements set out for notification or proposed changes in these bylaws in Article VI, Section 1(B) were met before the Board meeting at which these bylaws were adopted. Adoption of these bylaws shall be by six or more Board members at a properly called meeting.

### *Section 4: Precedence of State Law*

If any of these bylaws, or any program thereof, are found in conflict with state or federal law, the Board, upon deliberation, may modify the aforementioned bylaw.