

## **SALINE COUNTY HEALTH DEPARTMENT ADVISORY COUNCIL BY-LAWS**

### **ARTICLE I - NAME**

The name of this council shall be the Saline County Health Department Advisory Council (“Advisory Council”).

### **ARTICLE II – PURPOSE AND RESPONSIBILITY**

These by-laws govern the functions and duties, as well as the conduct of all meetings of the Advisory Council.

The purpose of the Advisory Council is to advise and assist the Saline County Health Department’s (SCHD) efforts as part of the local public health system to address public health issues affecting the community. All actions taken or addressed by this Advisory Council are advisory in nature.

The responsibilities of the SCHD Advisory Council shall include:

1. Assist SCHD in assessing the community’s health, including strengths and gaps in the public health system (including rural and/or underserved areas), and help develop strategies to meet identified needs.
2. Ensure, to the extent possible, justice, equity, diversity, and inclusion are intentional considerations of all public health activities.
3. Recommend policies that improve health outcomes.
4. Make recommendations on public health goals and objectives and on strategies to meet stated objectives.
5. Encourage support for the development and implementation of effective public health programs and services.
6. Develop recommendations relevant to existing and proposed public health legislation.
7. Be aware of and familiar with the various funding sources which support programs and services for citizens.
8. Advocate for increased action to improve community health, with the concurrence of the BOCC

9. Advise on public health prevention strategies and initiatives.
10. Develop and publish the annual County public health report.
11. Serve as the Family Planning Information and Education Advisory Committee
12. Serve as the Home Health Advisory Committee.

### **ARTICLE III - MEMBERS**

Section 1. – Number. The Advisory Council shall consist of 11 members’ total (nine voting members and two ex officio members). Council representatives can come from any of the following category areas:

- Health clinic, hospital, or other medical service agency
- Health practitioner
- Senior citizen or agency providing services primarily to senior citizens
- Community-based organizations
- SCHD client/customer or parent/guardian of a client/customer
- School or School District employee
- Community health-related coalition
- Advocate for the age zero to five population
- Environmental Health
- Business Community
- Faith Community
- Racial/Ethnic Population
- Non-profit or community group partnering in public health activities
- Community Mental Health
- Citizen-at-Large

Attempts shall be made to appoint members from a variety of above recommended categories to ensure balanced community health representation. Anyone experiencing a barrier to serving may discuss with the Health Department Director for possible options or accommodations.

## Section 2 – Council Member Responsibilities

- a. Members shall share input they have seen or received from the public with the council and the health department to help ensure that plans and assumptions are based on fact.
- b. Advocate for the health department but even more, advocate for public health in Saline County.
- c. Be flexible and adaptive to change.
- d. Ask questions constantly. Be curious.
- e. Share ideas.
- f. Protect personal health information (PHI) should it occur during a discussion in accordance with HIPAA.
- g. Be engaged with discussion. Ask WHY?
- h. Participate in and contribute to the development of the public health annual report.
- i. Address and call out actions and activities that violate basic human rights to include discrimination in any form.

## Section 3 - Appointment.

- a. Three members of the Advisory Council shall be appointed by position.

1. The Medical Consultant to the Health Department will be appointed to the Advisory Council. This is based on position title and not the person fulling the position.

2. Two ex-officio positions will be filled by a County Commissioner and the Health Department Director. These two positions do not have a vote in the Advisory Council decisions.

- b. The eight remaining positions will be appointed by the Board of County Commissioners with input by the Health Department Director from those who have submitted Expression of Interest forms to the County Administrator's office. In January of each year, the Health Department Director shall solicit potential members through a public notice process to fill vacancies created by term expirations, except for the Chair and two County level ex-officio positions. Solicitation shall include advertising in local newspapers or other public media outlets. Expression of Interest Forms may be submitted to the County Administrator's office at any time during the year to be placed on file for future consideration in filling vacancies and will be valid for two years from the date of submission.

Section 3. – Term Limits. Members of the Advisory Council shall serve a term of three years. Terms shall begin on January 1st and end on December 31st. New members replacing a member who has not completed his or her term will serve the remainder of that term, and then be appointed to a new three-year term by the BOCC. Terms will be staggered to prevent turnover of the majority of Advisory Council members at one time.

Section 4. – Orientations. Each member of the Advisory Council shall participate in SCHD Advisory Council orientation to give them an understanding of current SCHD structure, current public health programs to include possible future projects and local, regional, state and national public health issues

Section 5. – Attendance. The Health Department Director shall contact any member who has had two consecutive unexcused absences from the Advisory Council meetings. If no response is received in thirty days or if the member states that he/she does not wish to remain a member, the new vacancy will be brought before the BOCC to appoint a replacement member as outlined in Section 2.b above. If the member states that he/she wishes to remain on the Advisory Council, he/she shall be considered a member in good standing, provided the member does not miss the third consecutive Advisory Council meeting. Members who will not be available for regularly scheduled meetings shall contact the Health Department Director through e-mail to ensure accountability.

Section 6. – Removal. Members of the Advisory Council serve at the pleasure of the BOCC and may be removed by a majority vote of the BOCC at their discretion. The Advisory Council can recommend to the BOCC the removal of an Advisory Council member upon a two-thirds (2/3) vote of the remaining Advisory Council members.

Section 7. – Voting. Each member except the two ex-officio members shall be entitled to one vote on each matter submitted for elevation to the BOCC for consideration. A minimum of five voting members of the Advisory Council must be present to constitute a quorum. If the quorum requirement is met, then a majority vote of the members present is needed to approve items.

## **ARTICLE IV – MEETINGS**

Section 1. All meetings of the Advisory Council shall follow the general rule of order and the Kansas Open Meetings Act.

Section 2. Regular Meetings. The Advisory Council shall develop a schedule of regular meetings that shall be held at least quarterly.

Section 3. A written agenda stating the date, hour and location of each meeting shall be delivered through e-mail to each Advisory Council member not less than seven days before each meeting. Any necessary supporting documents will be provided along with agenda.

Section 4. Agenda and any accompanying documents will be available on the Health Department website five days prior to regular meetings for public viewing/downloading.

Section 5. All meetings and proceedings of the Advisory Council, committee or sub-committee are open to the public.

Section 6. The support staff of the Health Department shall provide all normal secretary functions of the Council including all minutes, agendas, correspondence, and attendance.

## **ARTICLE V – OFFICERS**

The Advisory Council Officers will consist of the Chair and the Vice-Chair. The position of the Council Chair and Vice-Chair will be elected from the members of the Advisory Council. The Vice-Chair shall serve as the Chair in the event the Chair is unable to attend the meeting.

## **ARTICLE VI – COMMITTEES**

Committees may be established as deemed appropriate by the Advisory Council.

## **ARTICLE VII – TASK FORCE**

Task forces may be appointed by the Advisory Council as needed to accomplish specific short-term objectives.

## **ARTICLE VIII - RECORDS**

All records of the Advisory Council shall be kept at the SCHD. Disclosure of records maintained by the Advisory Council is governed by the Kansas Open Meetings Act. All records shall be maintained digitally. Previous minutes, agendas' etc. will be available on the SCHD website.

**ARTICLE IX - AMENDMENTS**

The Advisory Council may recommend by a two-thirds vote of these present amendments to these by-laws at any regular or special meeting of the Advisory Council for subsequent submission to the BOCC for approval. Proposed by-laws revisions shall be submitted to the BOCC as a SCHD agenda item for consideration during a regularly scheduled meeting.

**ARTICLE X – SPOKESPERSON**

The Health Department Director shall be the official spokesperson for the Advisory Council representing the Advisory Council to the BOCC, media, other interested parties and the general public.

**ARTICLE XI – CONFLICT OF INTEREST**

When any matter comes before the Council in which a member has personal or financial interest, said member shall, prior to the vote being taken, announce a conflict of interest and shall abstain from voting. The abstaining member shall be counted for quorum purposes.

**ARTICLE XII – EMERGENCY SUSPENSION OF COUNCIL**

In the event of a natural disaster, public health emergency or other event, the Health Department Director may suspend the meeting or meetings as appropriate during such event.

THESE BY-LAWS APPROVED \_\_\_\_\_ OF \_\_\_\_\_, \_\_\_\_\_ BY:  
(day) (month) (year)

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CHAIRMAN, SALINE COUNTY BOARD OF COUNTY COMMISSIONERS