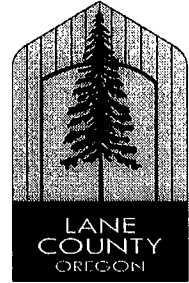


W9b

AGENDA COVER MEMO

AGENDA DATE: February 19, 2003
TO: Board of County Commissioners
FROM: Department of Health & Human Services
PRESENTED BY: Rob Rockstroh



AGENDA ITEM TITLE: IN THE MATTER OF AMENDING THE BYLAWS OF THE
PUBLIC HEALTH ADVISORY COMMITTEE

I. MOTION

To amend the Bylaws of the Public Health Advisory Committee.

II. ISSUE OR PROBLEM

The Bylaws of the Public Health Advisory Committee are not consistent with the Lane Manual.

III. DISCUSSION

A. Background/Analysis:

The Bylaws of the Public Health Advisory Committee currently state that "Whenever a vacancy occurs during a term, the replacement shall be appointed only to fill the unexpired portion of the term." Lane Manual 3.506(2)(g) states that "If the unexpired portion of the term is for six months or less, the appointment shall be for both the unexpired portion plus a full term." The Public Health Advisory Committee Bylaws are being amended to adhere to the Lane Manual. This proposed modification was approved by the Public Health Advisory Committee at their May 14, 2002 meeting.

B. Alternative/Options

1. To approve the amendment of the Public Health Advisory Committee Bylaws.
2. Not to approve the amendment of the Public Health Advisory Committee Bylaws. The Bylaws would remain out of compliance with the Lane Manual.

C. Recommendation

To approve item one above.

IV. IMPLEMENTATION/TIMING

Upon approval by the Board, the Public Health Advisory Committee Bylaws will be amended.

V. ATTACHMENTS

Board Order
Public Health Advisory Committee Bylaws

BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER:) IN THE MATTER OF AMENDING THE BYLAWS OF THE
) PUBLIC HEALTH ADVISORY COMMITTEE

WHEREAS, policies governing advisory committees are outlined in Lane Manual 3.506; and

WHEREAS, the Bylaws of the Public Health Advisory Committee do not conform with the policies of Lane Manual 3.506.

NOW THEREFORE, IT IS HEREBY ORDERED that the Bylaws of the Public Health Advisory Committee be revised as outlined in Attachment A.

DATED this _____ day of February, 2003.

Peter Sorenson, Chair
Board of County Commissioners

APPROVED AS TO FORM

Date 2/7/03 Lane County
J. Laidlaw
OFFICE OF LEGAL COUNSEL

ATTACHEMENT A
PUBLIC HEALTH ADVISORY COMMITTEE BYLAWS

**BYLAWS
PUBLIC HEALTH ADVISORY COMMITTEE**

ARTICLE I

NAME

This committee shall be known as the Public Health Advisory Committee, hereinafter referred to as the Committee.

ARTICLE II

RESPONSIBILITIES AND OBJECTIVES

The committee has the following authorities and responsibilities:

A) Purpose: The Committee recommends to the Public Health Administrator and advises the Board of Health and the Board of Commissioners on matters of public health, including: planning, policy development, control measures, funding, public education, advocacy, and community liaison. The Committee provides a link between the community and the Public Health Program.

ARTICLE III

MEMBERSHIP

A) The Committee shall consist of twelve (12) members, each of whom shall serve four (4) years expiring August 31, limited to two (2) consecutive terms, but staggered over the four-year period among the members. However, in circumstances when the Board deems it in the County's best interest, the Board may reappoint an incumbent to more than two consecutive terms.

B) The Committee shall consist of citizens with a broad public health interest and concern, not limited to single interests or issues. Committee representation shall include geographic, socioeconomic, and professional interests. Membership shall total twelve (12) to include: seven (7) at-large representatives, and five (5) health members, including: a physician, dentist, nutritionist, health educator, and an "at-large" professional. Public members with diverse backgrounds are preferred. County employees are not eligible for membership.

ARTICLE IV

VACANCIES

A) Vacancies may occur because of death, illness, resignation or other reasons. When such a situation occurs, the Committee shall notify the County Administrator's Office, who will request that the Board of County Commissioners declare a vacancy. Whenever a vacancy occurs during a term, the replacement shall be appointed only to fill the unexpired portion of the term. However, if the unexpired portion of the term is for six months or less, the appointment shall be for both the unexpired portion plus a full term.

B) A member who is absent from three (3) consecutive meetings shall receive a certified letter from the Chairperson of the Committee that, if the member fails to attend the next meeting, the Chairperson may request that the Board of County Commissioners declare a vacancy and appoint a replacement.

ARTICLE V

OFFICERS

A) The Officers of the Committee shall be elected to serve for one (1) year or until their successors are elected. Officers shall consist of the following:

- 1) Chairperson – Presides at all meetings of the Committee and prepares agendas. The Chairperson must represent the views of the Committee at all times in Committee business.
- 2) Vice-Chairperson – Acts in the absence of the Chairperson.
- 3) Secretary – Acts in the absence of the Chairperson and Vice-Chairperson, and shall be responsible for the maintenance of accurate minutes of topics discussed, motions and votes by name, meeting notices and communications.

B) An Officer may be removed from office for misconduct or neglect of duty in office as determined by a majority vote of the Committee.

C) Elections will occur annually in October.

D) The officers will serve as the Nominating Committee and will report to the Advisory Committee in September with a slate of officers.

ARTICLE VI

MEETINGS AND VOTING

- A) The Committee shall meet at least monthly.
- B) All meetings of the Committee shall be conducted in accordance with the Oregon Open Meetings Law, ORS 192.610 – 690. The Committee is responsible for complying with the requirements of the law, including advance public notice of the agenda and written minutes, which shall be filed with the Community Relations Office. (For guidance, consult the Lane County Advisory Committee's Information handbook.)
- C) Meetings of the Committee shall be conducted according to Robert's Rules of Order, latest revision, unless otherwise specified in these By-Laws.
- D) Each member of the Committee shall be entitled to one (1) vote on all issues at meetings at which the member is present, except as provided in Article VII (Conflict of Interest). No proxy votes shall be allowed.
- E) Seven (7) of the Committee members shall constitute a quorum for the transaction of business at any meeting of the Committee.
- F) The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee, except as noted in Article IX.
- G) No member may speak for the Committee except by designation by the Committee for a special purpose.

ARTICLE VII

CONFLICT OF INTEREST

In accordance with ORS Chapter 244, no Advisory Committee member shall participate in a decision in which he or she has a private pecuniary interest. Affected members shall disqualify themselves from participation by written notification to the Board of County Commissioners as mandated by ORS 244.120, or if on a single issue, notification of the Committee.

ARTICLE VIII

ROLE OF STAFF

The staff person assigned to a Committee will provide the following administrative support: prepare and disseminate meeting notices; provide background information on agenda items; prepare and distribute minutes. Staff should also provide new appointees the By-Laws, purpose and past minutes of the Committee.

ARTICLE IX

AMENDMENTS TO BY-LAWS

The Committee, by two-thirds vote of members present, may recommend amendments to these By-Laws. Amendments shall become effective only upon approval of Legal Counsel and the Board of County Commissioners.

ARTICLE X

SUBCOMMITTEES

This Committee shall have the authority to establish subcommittees.

Original By-Laws Dated January 4, 1991
Proposed Amendment Dated May 14, 2002