

**BY-LAWS  
LANE COUNTY  
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, per Lane Manual: Makes recommendations to the Director of Health and Human Services and the Public Health Administrator and advises the Board of Health and Board of County Commissioners on matters of public health, planning, policy development, control measures, funding, public education and advocacy; and, acts in a community liaison capacity to provide a link between the community and the Public Health Division.

In addition to the above-cited, the committee shall also have the following responsibilities:

- A) Shall act as the Ambulance Service Area Advisory Committee to advise and assist the Director in duties as described in Lane Code Chapter 18.
- B) Shall participate in annual review of Permitted Products list for use of herbicides by the Department of Public works, as described in Lane Code Chapter 15.

**ARTICLE III**

**MEMBERSHIP**

A) The Committee shall consist of twelve (12) members, each of whom shall serve four terms of not more than 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. Five non-designated members shall be appointed directly by individual County Commissioners. All members serve at the will of the appointing commissioner(s), per LM 3.506 (2)(e).

B) The Committee shall consist of community members 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 include: five (5) persons “licensed by this state as health care practitioners” and seven (7) “persons who are informed on and interested in public health matters”. (As provided by Oregon Law regarding County board of health; formation, composition, advisory board). 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. All vacant positions shall follow the recruitment and selection procedures established in the County’s Advisory Committee Administrative Procedures or Lane Manual provisions and/or the appointment process for individual Commissioner-appointed positions.

B) A member who is absent from three (3) consecutive meetings or from four meetings within a period of six (6) months may have their incumbency terminated. If the incumbency is terminated, selection will proceed in accordance with the County’s stated Administrative Procedures or Lane Manual provisions and/or the appointment process for individually Commissioner-appointed positions.

## **ARTICLE V**

### **OFFICERS**

A) The Officers of the Committee shall be elected to serve for two (2) years 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.

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 every other year in October.
- D) The officers will serve as the Nominating Committee and will report to the Advisory Committee in September of odd numbered years with a slate of officers.

## **ARTICLE VI**

### **MEETINGS AND VOTING**

- A) The Committee shall meet at least monthly. The Committee, by a vote of the majority present, may determine to cancel an upcoming monthly meeting. No more than three meetings in a given 12 month period may be cancelled.
- B) Open Meetings Law/Special Meetings: All meetings of the Committee shall be conducted in accordance with the Oregon Open Meetings Law, ORS 192.610 – 690. Regular, subcommittee and special meetings shall be open to the public. 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 County Administrator's Office. (For guidance, consult the Lane County Advisory Committee's Information handbook.) Notice of special meetings shall state the purpose for which the meeting is called. At any special meeting, only the business stated in the notice of the meeting may be transacted.
- C) Rule of Order: Meetings of the Committee shall be conducted according to Robert's Rules of Order, latest revision, unless otherwise specified in these By-Laws.
- D) Voting: 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) Quorum: Seven (7) of the Committee members shall constitute a quorum for the transaction of business at any meeting of the Committee. 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.
- F) No member may speak for the Committee except by designation by the Committee for a special purpose.
- G) Notice: All members shall be given notice of time, date, location, and purpose of the meeting at least three (3) days before a regular Committee meeting.
- H) Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflict of interest shall be noted. Minutes of all meetings shall be maintained by the

Department of Health & Human Services. Staff for recording the proceedings of the Committee shall be provided by the County.

- I) Virtual Participation: Virtual participation by phone or video conferencing constitutes attendance for meeting and quorum purposes.

## **ARTICLE VII**

### **CONFLICT OF INTEREST**

Committee members shall comply with ORS 244, in determining whether or not to participate in a Committee decision, based on the member or their relative actual or potential conflicts of interest. A conflict of interest transaction is a transaction with Lane County Public Health in which a Committee member or their relatives has a direct or indirect economic or financial interest. Conflict of interest or the appearance of conflict of interest by the Committee members, employees, consultants and those who furnish goods or services to Lane County Public Health must be declared.

In situations which a conflict of interest exists for a member, the member shall declare and explain the conflict of interest. No member of the Committee shall vote in a situation in which a conflict of interest exists for that member.

## **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**

### **SUBCOMMITTEES**

A) Establishment of Subcommittees: The Committee, at regular or special meetings, may establish standing or special subcommittees at its discretion. A majority of voting members present is required to establish a standing or special subcommittee.

B) Membership on Subcommittees: The Committee shall appoint members of any standing or special subcommittee established by the Committee. The members of any standing or special subcommittee shall elect their own chair.

- 1) Each subcommittee will consist of a minimum of three members of the PHAC
  - 2) Subcommittee members, as PHAC members, may nominate individuals with expertise related to the subcommittee focus to participate on the subcommittee.
- C) All members of subcommittees shall adhere to the Conflict of Interest rules as stated in Article VII, Conflict of Interest
- D) Standing Committees:
- 1) Ambulance Service Area Subcommittee (ASAsc) – The ASAsc shall provide to the PHAC, in its role as the Ambulance Service Area (ASA) Committee, recommendations that might improve the efficiency and effectiveness of ambulance service areas as outlined in Lane Code 18.
    - a) Membership: the ASAsc shall consist of:
      - i) Three representatives from the PHAC
      - ii) Two representatives of ASA providers
      - iii) Two representatives of PSAP providers
      - iv) ASA and PSAP providers will nominate their representatives for ratification by the ASAsc; nominees will be representative of rural and urban providers. Members shall serve two-year terms, not to exceed two terms
      - v) Subcommittee meetings will be open to participation by all ASA and PSAP providers in issue discussions
    - b) Responsibilities: the ASAsc will meet quarterly to:
      - i) Review quarterly reports from ASA and PSAP providers to verify compliance with code requirements
      - ii) At the request of the Director, review and provide recommendations related to problems involving a non-compliant provider
      - iii) At the request of the Director, review and provide recommendations related to reassignment of ambulance service areas, including requests for assignment of new providers and requests for revocation of a service area assignment
      - iv) At the request of the Director, review and provide recommendations regarding requests for a new ASA or for changes to all or part of an existing ASA
      - v) At the request of the Director, review and provide recommendations regarding requests for modifications of Response Time Zones, Exceptions criteria, &/or Delayed Response Area

- vi) At the request of the Director, review and provide recommendations regarding complaints submitted to Lane County
  - vii) At the request of the director, confirm current licensure with the State of Oregon for all ASA providers
  - viii) Present any recommendations to the PHAC for consideration in their role as the ASAAsc Committee. Recommendations may then be forwarded to the Director for review and response
- c) Decision making: the ASAAsc members shall seek to come to consensus on any actions to be forwarded to the PHAC for consideration in their role as the ASA Committee.
- 2) Permitted Products Review Subcommittee (PPRS) – The PPRS shall convene annually to review requested Permittee Products submitted by Lane County Public Works/Roads, as outlined in Lane Code, Chapter 15. The PPRS will review products requested to ensure minimal harm to human health, based upon criteria establish in Lane Code Chapter 15.
- a) Membership: The PPRS shall consist of three PHAC members, including a minimum of one officer, and the Public Health Administrator.
  - b) Responsibilities: The PPRS shall convene annually to:
    - i) Review health-related criteria established in Lane Code and report findings and recommendations to the Board of Health and the Director of Health and Human Services
    - ii) Review Public Works recommended Permitted Products, herbicides list to evaluate requested products based upon specific health-related criteria established in Lane Code. The Subcommittee will report recommendations to the full PHAC for review and discussion. Final recommendations from the PHAC shall be forwarded to the Public Health Administrator
  - c) Decision making: the PPRS shall seek to come to consensus on any recommendations to be forwarded to the PHAC.

## **ARTICLE X**

### **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.