



MARION COUNTY BOARD OF COMMISSIONERS


Board Session Agenda Review Form

Meeting date:

Department: Agenda Planning Date: Time required:

☐ Audio/Visual aids

Contact: Phone:

Department Head Signature: 

TITLE

Issue, Description & Background

Financial Impacts:

Impacts to Department & External Agencies

Options for Consideration:

Recommendation:

List of attachments:

Presenter:

Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)

Copies to:

MARION COUNTY HEALTH ADVISORY BOARD

BYLAWS

1. NAME

This advisory board will be known as the Marion County Health Advisory Board hereinafter referred to as the "Health Advisory Board."

2. MISSION STATEMENT

It is the mission of the Health Advisory Board to serve the interests of the citizens of Marion County by providing leadership (guidance) and advocacy for county health policy and planning, respecting the cultural and ethnic diversity within our communities.

3. PURPOSE OF THE BOARD

The Health Advisory Board is established to fulfill two advisory roles authorized by Oregon Revised Statutes (ORS):

- a. The Health Advisory Board is established pursuant to ORS 431.447 to advise the Board of Commissioners and the Local Health Department regarding matter of importance to the public health of the community.
- b. The Health Advisory Board through the standing subcommittee on Community Mental Health, described below, functions as the Community Mental Health Advisory Committee pursuant to ORS 430.630 to advise the Board of Commissioners and the Mental Health Program Director.

The Health Advisory Board will serve the public interest as described above in an ethical and responsible manner. The Health Advisory Board is subject to the laws applicable to public bodies.

4. GOALS

The Health Advisory Board will:

- a. Advocate for healthy community.
- b. Review and advise on county policy regarding the vision for the health of the community.
- c. Promote and review progress towards achieving the benchmarks in plans presented to the Marion County Budget Committee and Board of Commissioners.
- d. Review, approve, and recommend to the Board of Commissioners the annual Public Health Plan including a minority report from the standing subcommittee if any.
- e. Review, approve, and recommend to the Board of Commissioners the biennial Mental Health Plan including a minority report from the standing subcommittee if any.

5. MEMBERSHIP

- a. **Appointment.** The Health Advisory Board shall be comprised of at least 10, but no more than 20 community members, one (1) of whom may be a student/youth member. Per ORS 430.075, at least 20 percent of the membership of the Health Advisory Board shall be users of mental health services. Board members shall be appointed by the Board of Commissioners' pleasure. Members shall be appointed for terms of four (4) years. Terms of office will be staggered with approximately twenty-five (25) percent of terms expiring each year on February 1. Members may be appointed to any vacant position to serve a new term or the remainder of an existing term. Former members may be considered for appointment to the Health Advisory Board for additional terms following an absence of at least one (1) year from the Health Advisory Board upon recommendation of the Health Advisory Board and appointment by the Board of Commissioners.
- b. **Members.** Vacancies will be filled as they occur and as qualified candidates become more available. Board members shall represent the board spectrum of Marion County residents including advocates, consumers, health professionals, and lay persons. Members shall provide a balanced representation of program areas and populations serviced, and shall reflect the diverse ethnic, age and disability characteristics of consumers of services provided in County Health Department programs. Health Advisory Board members will look for representation of all geographical locales, including rural and urban areas when making recommendations for filling vacancies to maintain representation of the entire community. Representation will also include one member from Local Alcohol and Drug Planning Committee (LADPC) and one member from Intellectual and Developmental Disabilities Advisory Committee (IDDAC).
- c. **Duties/expectation.** Members will complete tasks assigned by the chair and will carry out assignments from committees to which they have been appointed. Members are expected to be knowledgeable about the essential matters confronting the Health Advisory Board, including policy guidelines. Members are expected to assist each other in orientation and education related to Health Advisory Board responsibilities.
- d. **Application.** Potential members are drawn from a pool of applications for volunteer positions with Marion County. Applications are reviewed by staff and Executive Committee members. Applicants who most closely meet the current composition needs for the board will be referred to the full board for consideration.

6. TERMINATION

- a. **Removal by Board of Commissioners.** All Health Advisory Board members serve at the pleasure of the Marion County Board of Commissioners. The Board of Commissioners may remove a Health Advisory Board member on its own motion or upon the recommendation of the Health Advisory Board.
- b. **Removal by advisory board.** If the Health Advisory Board determines by a majority vote that a member should be removed, the chair of the Health Advisory board shall report that recommendation to the Board of Commissioners for its consideration.

- c. **Resignation.** Resignations by members shall be submitted in writing to the Health Advisory Board chair or the appointing authority and announced at the next regular scheduled meeting. The chair/appointing authority shall forward a copy of the resignation to the director of the Health Department and the Board of Commissioners.
- d. **Reasons for dismissal.** The Board of Commissioners may remove a member when it determines that it is in the interest of the Health Advisory Board or the county to do so.
- e. **Vacancies.** The position will be considered vacant upon the death, removal or resignation of the member.

7. ATTENDANCE

All Health Advisory Board members are expected to attend regularly scheduled meetings. More than two absences by any member during any 12-month period may result in the member being deemed to have resigned and a recommendation may be made to the Board of Commissioners that the member be removed. Following a second absence, the member will be contract by the Health Advisory Board chair to determine the cause(s) for the member's absences. The chair may, based upon discussion with the member, recommend to the member that he/she resign. If no written resignation is received in 30 days following such a recommendation, the Health Advisory Board may recommend to the Board of Commissioners that the member be removed.

8. MEETINGS

- a. **Public Meetings Law.** The Health Advisory Board is a public body subject to the public meetings and records law as stated in ORS Chapter 192. All meetings will be open to the public.
- b. **Regular meetings.** The Health Advisory Board will meet at least quarterly. Regular meetings may be canceled or changed to another specific place, date and time provided that actual notice is given.
- c. **Notice.** The Health Advisory Board will provide for and give public notice, reasonably calculated to give actual notice, to board members, interested persons, news media that have requested notice, and the general public. Notice shall include the date, time, and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner that maximizes the potential of the public to be aware of the proceedings and to participate. Whenever possible, matters resulting in a recommendation to the Board of Commissioners will be deliberated during a minimum of two meetings to assure maximum participation.
- d. **Special meetings.** Special board meetings may be called by the Health Advisory Board chair by notifying all members and the general public through a news media notice not less than 24 hours prior to the time of the special meeting. A special meeting should be called only if necessary to conduct business that cannot wait until the next regularly scheduled meeting.

When possible, notice should be provided as soon as possible to encourage public participation.

- e. **Place of meeting.** Health Advisory Board meetings are generally held at the Health and Services Building, 3180 Center Street NE, Salem, Oregon 97301. Members may attend either in person or electronically by conference call so long as persons in attendance and on the telephone can both hear and communicate with each other.
- f. **Quorum.** The majority of the appointed membership of the Health Advisory Board will constitute a quorum for the transaction of all business meetings.
- g. **Decision making procedure.** Each Health Advisory Board member will be entitled to one vote on all issues presented at meetings at which the member is present and is in compliance with Article XII – Conflict of Interest. A majority vote is the primary decision-making method and is defined as a majority of the appointed membership.
- h. **Minutes.** The staff member assigned to the Health Advisory Board will cause meeting minutes to be prepared. Minutes will include a description of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting. Minutes will be distributed to the members at least one week prior to the next meeting. Minutes will also be distributed to the Board of Commissioners and posted on the County Health Department’s website.
- i. **Agendas.** Items may be placed on a meeting agenda by any Health Advisory Board member or by county staff. The agenda will be distributed to members at least five (5) calendar days prior to a regular meeting.

9. OFFICERS

- a. **Composition.** The Health Advisory Board will have a chairperson, a vice-chair person, and such other officers as the Health Advisory Board deems appropriate.
- b. **Chair and vice-chair appointment.** The members of the Health Advisory Board will elect the chair and vice-chair, who shall serve at the pleasure of the Board of Commissioners. Health Advisory Board members may recommend persons to the Board of Commissioners for appointment to the chair and vice-chair positions. The chair and vice-chair will serve a one (1) year term and may service two (2) consecutive terms
- c. **Chair responsibilities.** The chair will act as leader of the convened meeting and as the parliamentarian. The chair will enforce Health Advisory Board directives, guidelines and membership rules and will guide the conduct of public meetings. The chairperson is the official spokesperson to the media.
- d. **Vice-chair responsibilities.** In the absence of the chair, the vice-chair will assume the chair’s responsibilities. If neither the chair nor vice-chair is available for publicly-convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.
- e. **Vacancies or removal of officers.** The Board of Commissioners may remove a chair or vice-chair on its own motion when it determines that it is in the interest of the Health Advisory

Board or the county to do so. The Health Advisory Board may recommend removal of a chair or vice-chair or other officer by a majority vote of the Health Advisory Board when it determines that it is in the interest of the Health Advisory Board or the county to do so. If the chair is removed, the Health Advisory Board may elect one of its members for recommendation to the Board of Commissioners for appointment to serve out the remainder of the term of office.

10. STANDING COMMITTEES

- a. **Appointment.** The Health Advisory Board may authorize the chair to appoint members to standing committees. Standing committees for the Health Advisory Board will include the Executive Committee.
- b. **Committee Responsibilities.** Standing committees will be responsible for the duties as set forth within this article.
- c. **Executive Committee.** The executive committee is composed of the chairperson, vice-chairperson, and the past chairperson. The Health Department Administrator and management staff serve as ex officio members of the executive committee. The executive committee is authorized to act and make decisions that cannot be delayed during interim between board meetings and will report any actions that it takes at the next board meeting for ratification. The executive committee may create or dissolve task groups or ad hoc committees as needed to carry out purpose or functions of the Health Advisory Board.
- d. **Committee Reports.** All appointed standing committee are required to report their information and/or recommendations to the Health Advisory Board.

11. SPECIAL COMMITTEES

The Health Advisory Board may authorize the chair to appoint members to special committees as necessary to deal with specific problem or issues. All appointed special committees are required to report their information and or recommendations to the Health Advisory Board. The chair, upon appointment of members to special committees, shall inform the full Health Advisory Board of the action taken at the next meeting of the board.

12. CONFLICTS OF INTEREST

- a. **Declaration.** The Health Advisory Board is subject to ORS 244.020, 244.040(1), and 244.120 to 244.130, defining conflict of interest and establishing protocols for members of public bodies in Oregon. Health Advisory Board members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.
- b. **Potential conflict defined.** A potential conflict of interest exists when a Health Advisory Board member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is

associated. The Health Advisory Board member may participate in an action declaring the potential conflict and announcing its nature.

- c. **Actual conflict defined.** An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the Health Advisory Board member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action, except when the members vote is necessary to achieve a quorum. When a vote is necessary to achieve a quorum, the member may vote, but may not participate in any discussion or debate on the issue out of which the actual conflict arises.

13. AMENDMENT TO BYLAWS

- a. **Initiated by board/commissioner/committee.** The Health Advisory Board may propose amendments to the bylaws. Any recommendations agreed upon by the majority of the Health Advisory Board shall be forwarded to the Board of Commissioners for its approval. In accordance with Administrative Policy 209, bylaws will be submitted to the Board of Commissioners by the committee chair every three years for review
- b. **Initiated by Board of Commissioners.** The Board of Commissioners may initiate changes to the bylaws. These changes will be submitted to the Health Advisory Board for review and consultation prior to the Board of Commissioners' adoption.
- c. **Distribution.** Upon the Board of Commissioner's approval of the bylaw amendments, the County Health Department will make any required revisions to the bylaws and distribute them to all members of the Health Advisory Board.

14. COMMUNITY RELATIONS/PUBLIC INPUT

Any member of the public will be welcome to attend and provide input at Health Advisory Board meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the Health Advisory Board may attend meetings or contact either the chair, the vice-chair, or staff of the County Health Department. Arrangements will be made and time will be allotted at meetings as appropriate to ensure board public participation.

If you require interpreter services, an assistive listening device, large print material or other accommodations for free, call 503-585-4903 at least 48 hours in advance of the meeting.

ADOPTED BY MARION COUNTY HEALTH ADVISORY BOARD,

this _____ day of _____ 2017.

APPROVED BY THE MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Date: _____

*Marion County Health Advisory Board By-Laws
Revised: September 1, 2017*