

**SHASTA COUNTY HEALTH & HUMAN SERVICES AGENCY
PUBLIC HEALTH ADVISORY BOARD
BY-LAWS**

ARTICLE I – NAME

The name of this board shall be the Shasta County Public Health Advisory Board (“Advisory Board”).

ARTICLE II – PURPOSE AND RESPONSIBILITY

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

The purpose of the Advisory Board is to advise and assist the Health and Human Services Agency (“the Agency”) on the Agency’s efforts to address public health issues affecting the community, and report to the County of Shasta Board of Supervisors (“Board of Supervisors”) on a periodic basis.

The responsibilities of the Public Health Advisory Board shall include:

1. Assist the Agency 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 unmet needs.
2. Recommend policies that improve health outcomes.
3. Make recommendations on public health strategies, goals and annual budget.
4. Encourage support for the development and implementation of effective public health programs and services.
5. Develop recommendations relevant to existing and proposed public health legislation.
6. Assist in the production of written reports for presentation to the Board of Supervisors.
7. With the concurrence of the Board of Supervisors, advocate for increased action to improve community health.
8. Advise on public health prevention strategies and initiatives and report in turn to the Public Health Director, Board of Supervisors, and the public.
9. Such other duties as assigned by the Board of Supervisors or Public Health Director.

ARTICLE III – MEMBERS

Section 1 – Number. The Advisory Board shall consist of at least 9 and no more than 15 representatives from the following categories:

- Health clinic, hospital, or other medical service agency
- Health practitioner
- Senior citizen or agency providing services primarily to senior citizens
- Community-based organization
- Public Health Branch client/customer or parent/guardian of a client/customer
- School, School District, or County Office of Education
- Community health-related coalition
- Advocate for the age zero to five population, or a representative of the Shasta County Children and Families First Commission
- Environmental Health Agency
- Business Community
- Faith Community
- Ethnic Population
- Non-profit or community group partnering in public health activities
- Other government agency
- Board of Supervisor district representatives (up to one each from five districts)

Attempts shall be made to appoint Advisory Board members from as many of the above categories as possible. No current Agency employee may serve on the Advisory Board. Except as otherwise provided in Section 8. of this Article, a vacancy shall not prevent the Advisory Board from conducting business.

Section 2 – Appointment.

- a. Five members shall be appointed by the Board of Supervisors as district representatives (up to one each from five districts) that are individually selected by each member of the Board of Supervisors. Vacancies shall be filled by recommendation from the applicable supervisor and appointment by the Board of Supervisors.
- b. The remaining members of the Advisory Board shall be appointed by the Shasta County Board of Supervisors from proposed names submitted. In January each year, the Membership Committee shall solicit potential members through a public notice process to fill vacancies created by term expirations, except those five positions appointed by the Board of Supervisors. Solicitation shall include advertising in local newspapers or other public media outlets. Throughout the year, vacancies shall be filled similarly, but recommendations for prospective membership may be solicited from existing Advisory Board members, or prior applicants, without formal public

advertising. Potential members shall complete an application, which shall be reviewed by the Membership Committee. The Membership Committee and Director of Public Health, and/or his or her designee, shall conduct interviews to determine the most appropriate candidate(s). The Membership Committee shall forward the name(s) to the entire Advisory Board, who shall vote on whether to approve the name(s) for submission to the Board of Supervisors. The Health & Human Services Agency - Public Health Branch shall submit the name(s) to the Clerk of the Board of Supervisors for placement on the agenda.

Section 3 – Term. Members of the Advisory Board shall serve for a term of three years that shall begin on April 1 and end on March 31. New members replacing a member who has not completed his or her term will serve for the remainder of that term, and then may be reappointed to a new 3 year term by the Board of Supervisors.

Section 4 – Orientations. Each member of the Advisory Board shall participate in Public Health orientations to give them understanding of current Agency organizational structure, public health programs, as well as local, statewide, and national public health issues.

Section 5 – Attendance. The Membership Committee shall contact any member who has had two consecutive unexcused absences from Advisory Board 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 Membership Committee or applicable Supervisor shall recommend a replacement to the Board of Supervisors. If the member states that he/she wishes to remain on the Advisory Board, he/she shall be considered a member in good standing, provided the member does not miss the third consecutive Advisory Board meeting.

Section 6 – Removal. Members of the Advisory Board serve at the pleasure of the Board of Supervisors and may be removed by a majority vote of the Board of Supervisors. The Advisory Board shall have the right to recommend to the Board of Supervisors the removal of an Advisory Board member upon a two-thirds (2/3) vote of the Advisory Board.

Section 7 – Compensation. All members of the Advisory Board shall serve without compensation. Childcare and/or transportation costs associated with performing appropriate Advisory Board business are reimbursable upon approval of the Advisory Board Chairperson. Childcare reimbursement shall require submission of an original receipt, and transportation and/or travel costs shall be paid in accordance with rates and in a manner consistent with County employee travel reimbursement.

Section 8 – Voting. Each member shall be entitled to one vote on each matter submitted to a vote of the Advisory Board. Fifty percent plus one (50% + 1) of the active members shall constitute a quorum. Actionable items are decided by majority vote. A majority is defined as 50% + 1 of the members present and voting.

ARTICLE IV- MEETINGS

Section 1 – All meetings of the Advisory Board shall be scheduled, called, noticed, and conducted in accordance with the provisions of the Ralph M. Brown Act (Brown Act) (commencing with Section 54950 of the Government Code). Except as may otherwise be provided in the Brown Act or these by-laws, meetings of the Advisory Board shall be governed by the latest edition of Robert’s Rules of order.

Section 2 – Regular Meetings. The Advisory Board shall develop a schedule of regular meeting that shall be held at least quarterly.

Section 3 – A written agenda stating the date and hour of each meeting shall be delivered or mailed to each Advisory Board member not less than five days before each meeting.

ARTICLE V – OFFICERS

The officers of the Advisory Board shall consist of the following:

- a) Chairperson
- b) Vice-Chairperson
- c) Parliamentarian (Immediate Past - Chair Person)

The Chairperson shall preside at all meetings of the Advisory Board. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, members present shall appoint a member to preside over the meeting.

Section 1 – Election. The Chairperson and Vice-Chairperson shall be elected by the Advisory Board members at the March meeting each year, and shall assume the duties of such office at the April meeting.

Section 2 – Removal. The Chairperson or Vice-Chairperson may be removed from office and relieved of duties by 2/3 majority vote of the Advisory Board.

Section 3 – Vacancy. Upon resignation or removal of the Chairperson, the Vice-Chairperson shall ascend to the office of the Chairperson. An election for the vacant office of Vice-Chairperson shall be conducted.

ARTICLE VI – COMMITTEES

Section 1 - Standing Committees.

- a. Membership Committee-There shall be a Membership Committee that is a standing committee responsible for recruitment of new members and nomination of new officers.

- b. Executive Committee – There shall be an Executive Committee that is a standing committee that consists of the Chair, Vice Chair, Immediate Past Chair, Chair of the Membership Committee, and a member at large who is chosen by the Advisory Board. Input and participation from the Public Health Director and/or his or her designee is welcomed, but attendance is not mandatory.

The purpose of the executive committee is to:

1. Address items that may arise between regularly scheduled meetings of the Advisory Board.
 2. Determine if special meetings, telephone polling of members, or other emergency action might be needed.
 3. Call a special meeting of the Advisory Board.
 4. Discuss, set and prepare the agenda and minutes for the next Advisory Board meeting.
 5. Ensure that results from any above actions are placed on the agenda for Advisory Board ratification
- c. All meetings of standing committees shall be scheduled, called, noticed, and conducted in accordance with the provisions of the Brown Act.

Section 2 – Other Committees. Additional committees may be established as deemed appropriate by the Advisory Board as either standing or ad hoc committees. Ad hoc committees shall focus on a single topic and shall be time-limited.

ARTICLE VII – TASK FORCE

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

ARTICLE VIII – RECORDS

Clerical duties shall be performed by Health & Human Services Agency - Public Health Branch staff as designated by the Director of Public Health. All records of the Advisory Board shall be kept at the Health & Human Services Agency - Public Health Branch. Disclosure of records maintained by the Advisory Board is governed by the California Public Records Act (commencing with Section 6250 of the Government Code). All records shall be maintained in a manner consistent with Shasta County Administrative Manual Policy 1-500.

ARTICLE IX – AMENDMENTS

The Advisory Board may recommend by a two-thirds vote of these present amendments to these by-laws at any regular or special meeting of the Advisory Board for subsequent submission to the Board of Supervisors for approval. Proposed bylaws revision shall be

Reviewed and approved by PHAB on 2/10/04
Reviewed and approved by BOS on 3/23/04
Reviewed and approved by PHAB on 3/10/10
Reviewed and approved by BOS on 4/13/2010

submitted to the Board of Supervisors as a Health & Human Services Agency - Public Health Branch agenda item for consideration during a regularly scheduled meeting.

ARTICLE X - SPOKESPERSON FOR ADVISORY BOARD

Unless designated otherwise by a majority vote of the Advisory Board, the Chairperson and Vice-chairperson shall be the only official spokespersons representing the Advisory Board to the Board of Supervisors, media, other interested parties and the general public.

ARTICLE XI – CONFLICT OF INTEREST

The Advisory Board and its members shall abide by the conflict of interest laws of the State of California.