

BY-LAWS OF THE LAWRENCE-DOUGLAS COUNTY HEALTH BOARD
Lawrence, Kansas

On the 10th day of March, 2010, the Board of County Commissioners of Douglas County, Kansas, adopted County Resolution No. 10-6. On the 9th day of March, 2010, the City Commission of Lawrence, Kansas, adopted City Resolution No. 6878. This joint resolution repealed all prior resolutions and made other miscellaneous modifications to the Lawrence-Douglas County Health Board.

ARTICLE I

Name and Membership

Section 1. Name. In the following sections the term “Board” shall mean the Lawrence-Douglas County Health Board.

Section 2. Membership. The membership of the Board was established by the above cited resolution, which specified their number, method of appointment, and term of office. Appointments become effective March 31st each year, but incumbent members hold office until their successors are appointed.

ARTICLE II

Purpose

Section 1. Bylaws. The purpose of these bylaws is to establish rules for the internal organization of the Board, consistent with its powers, in order to maintain the operation of an effective Health Department. Copies of these bylaws and any amendments shall be submitted to the County and City Commissions for their review.

Section 2. The Health Department. The purpose and function of the Health Department shall be to provide the essential public health services as described by the National Association of County and City Health Officials (NACCHO) *Operational Definition of a Functional Local Health Department* for the population of Douglas County. This document can be found at
<http://www.naccho.org/topics/infrastructure/accreditation/OpDef.cfm>

Section 3. The Health Board. The purpose and function of the Health Board shall be to protect and promote the health of the community by identifying and understanding and ameliorating the health issues confronting the community, advocating for evidence-based public health policies and programs and ensuring that the community is involved in and informed about the health status of its citizens. The goal of the Board is to inspire public confidence and trust in the local public health system.

ARTICLE III

Duties

Section 1. The Board. The functions, powers, and duties of the Board are as authorized by state law and by the above cited resolution, and include the following:

- A. Formulate and establish policies for the operation and regulation of the Health Department.
- B. Hire and Evaluate the Director
 - (1) Select and hire the Director or remove the same for just cause as specified by state law.
 - (2) Evaluate the work of the Director and provide a written report of the evaluation to the Director at the end of the first six months of employment and on the anniversary date of hire thereafter.
- C. Financial Responsibilities
 - (1) Review and adopt the annual budget.
 - (2) Review and accept monthly financial reports.
 - (3) Accept the annual audit of Health Department finances.
- D. Public Health Assessment, Policy Development and Assurance
 - (1) Review program performance annually including an evaluation of population health outcomes.
 - (2) Review and update existing Board policies annually.
 - (3) Accept annual report.
 - (4) Engage in on-going strategic planning process that addresses community health issues and identifies strategies for enhancing the Health Department's ability to positively influence the health of the community.

Section 2. The Director. The duties of the Director are as authorized by state law, local resolution and ordinances and fall under the direction of the Board. The responsibilities of the Director organizing and administering an effective Health Department include but are not limited to the following:

- A. Establish and maintain the programs and services of the Health Department, as determined by Board policy, as well as comply with pertinent local and state statutes.
- B. Keep an accurate record of all of the transactions of this office.
- C. Prepare the budget; procure grant and private funds with Board approval.
- D. Prepare the monthly financial reports and quarterly performance reports.
- E. Keep a record of minutes of meetings, Board bylaws and policies, and statistics of the Health Department, and make them readily available to the public after the Board has reviewed and accepted them.
- F. File all financial and performance reports, budget, annual report, and minutes of meetings with the county and city commissions after Board approval.
- G. Be responsible for the employment or termination of employment of all employees of the Lawrence-Douglas County Health Department, subject to such policies made by the Board in this regard and subject to all applicable laws and regulations of the state of Kansas.
- H. Manage and supervise the Lawrence-Douglas County Health Department.
- I. Maintain a working arrangement with the Kansas Department of Health and Environment including mandated and ad hoc reporting of health-related information as requested.
- J. Collect data and information about health needs of all segments of the county and, in collaboration with the Board, research and review solutions, adaptation of services, or new programs to meet these changing needs.
- K. Cooperate with existing agencies and groups providing health related services and coordinate Health Department activities with these whenever possible.
- L. Work with the Medical Consultant/Health Officer.
- M. By City and County Resolution the Director shall serve as secretary and be an ex-officio member without voting power of the Board (see Article IV, Section 5).
- N. Other responsibilities as may from time to time be assigned by the Board of Health.

Section 3. The Medical Consultant/Health Officer. The Medical Consultant/Health Officer is hired by the Director subject to a vote of approval by the Board. The Medical Consultant/Health Officer may serve on a part-time basis, and according to state statute, must be a physician or dentist. The duties of the Medical Consultant/Health Officer shall be to serve as a consultant to the Director of the Health Department on

programs and related medical and professional matters, and as authorized by state law, local resolution and ordinances.

ARTICLE IV

Organization

Section 1. Officers. The officers of the Board shall consist of the Chair, the Vice-Chair and the Treasurer. The Vice-Chair shall also serve as the Chair-elect and succeed the Chair upon completion of his/her term. These officers are elected by the Board at its regular meeting in April of each year, with the new officers assuming duties immediately after conclusion of the election of officers. Their term of office is for one year. The Director of the Health Department or his/her selected representative serves as secretary to the Board. All officers handling Health Department funds must be bonded.

Section 2. Chair. The Chair shall preside at all meetings of the Board unless another member is designated to preside instead. The Chair performs all of the duties assigned to the office by law and by the city and county governing bodies, and shall assume primary responsibility for orienting newly appointed members of the Board. The Chair has such usual powers of supervision and management as pertain to the office of the Chair. In the absence of the Director or Director of Policy and Planning the Chair may counter-sign checks.

Section 3. Vice-Chair. The Vice-Chair shall normally fill the office of the Chair in the absence of the Chair. The Vice-Chair also serves as the Chair-Elect and serves in the capacity of Chair once the current Chair's term has ended. In the event the office of Chair becomes vacant before the end of the term, the Vice-Chair succeeds to that office and the Board elects a new Vice-Chair for the unexpired term.

Section 4. Treasurer. The Treasurer, Chair, Director or Director of Policy and Planning are authorized to sign checks and savings withdrawals. Two signatures are required to sign checks and savings withdrawals. In the absence of the Director or Director of Policy and Planning, the Treasurer may counter-sign checks.

Section 5. Secretary. The Secretary, in consultation with the Chair, shall prepare the written agenda for each regular meeting. The Secretary keeps the Board informed on all communications pertaining to programs, services and operation of the Health Department. The Secretary records and signs the minutes of all meetings and is responsible for the safekeeping of all Board documents.

ARTICLE V

Meetings

Section 1. Regular meetings. Regular meetings of the Board shall be held monthly at such time and place as designated by a majority of the entire Board, and an agenda shall be distributed by the Director to the Board no later than two business days prior to the meeting. A public notice shall be provided by appropriate means of distribution such as e-mail and posts to the Department website.

Section 2. Special meetings. Special meetings may be called by the Chair, and shall be called by the Chair if requested by three or more Board members. Notice of special meetings shall be given to members of the Board by the Director of the Health Department at least two days prior to the meeting. Notice may be by telephone, e-mail or mail, will provide the time and place agreed upon, and no business other than that stated in the notice shall be transacted at the special meeting. Public notice shall be provided by appropriate means of distribution such as e-mail and posts to the Department website.

Section 3. Executive Sessions. For the purposes of discussing personnel, legal and other items of business allowed by and conforming to state of Kansas law, the Board may move into Executive Session for the purposes of discussion. No final action may be taken while in Executive Session.

Section 4. Compensation of Board Members. All actual, lawful and necessary expenses incurred in the performance of the Board's official duties will be paid by Health Department funds upon presentation of a written statement.

Section 5. Quorum. Four (4) voting members shall constitute a quorum for the transaction of any business at a regular or special meeting.

Section 6. Attendance. If a Board member misses two (2) consecutive meetings without notice, the Chair will contact said member to evaluate the situation. If any member is absent for three (3) consecutive meetings or a total of four (4) in a calendar year without notice the Chair may recommend to the respective appointing governing body the advisability of replacing that member.

ARTICLE VI

Conduct of meetings

Section 1. Parliamentary Authority. Meetings shall be conducted according to *Robert's Rules of Order, Newly Revised*, in all cases where they are applicable and not inconsistent with these bylaws. These rules are detailed on the website located at <http://www.robertsrules.com/>.

Section 2. Additions to Agenda. Any matter or subject not appearing on the agenda of a regular meeting shall also be considered if a majority of members present vote consideration.

Section 3. Board Action. The Board shall take action on each item presented at the conclusion of discussion of that item.

Section 4. Rules and Policies. Rules and policies for the Health Department may be adopted or amended at any regular meeting, or special meeting called for that purpose, by a majority vote of the Board.

Section 5. Committees.

- A. Executive Committee. The Chair, Vice-Chair and Treasurer will serve as the Executive Committee and may meet on the lack of a quorum to handle urgent matters. Additionally, Executive Committee and Director of Administrative Services, or the Director of Policy and Planning as an alternate when the matter involves the Director of Administrative Services, shall serve as the committee of final appeal for employee conflict resolution matters.
- B. Permanent Committees may be created by action of the Board and as an amendment to these bylaws.
- C. Temporary Committees may be appointed by the Chair or created by action of the Board. The Board shall be represented, but membership on such a Temporary Committee need not be limited to only Board members. The Chair of the Board shall serve as, or designate, the Chair of such a Temporary Committee. Any Temporary Committee shall be appointed or created for specific purposes.

Section 6. Citizen Communications. The Board will consider and respond to communications from citizens or groups which concern the policies or operation of the Health Department.

Section 7. Open Meetings. Except as provided in Article V Section 3 all meetings of the Board will be open to the public. In order to insure an orderly meeting and to allow citizens to express their opinions, the following procedures regulating public participation in Board meetings will be observed:

- A. Any citizen may introduce an item; the Board will take the issue and any recommendation under consideration and will place the item on the agenda of the next regular meeting.
- B. All agenda items will be first fully discussed by the Board, after which citizens present will be invited to discuss or express their opinions on the item.
- C. Each citizen wishing to discuss an agenda item should obtain recognition from the Chair, stand, give his/her name, and speak only to the item of the agenda that is under discussion.

- D. The Chair may, at his/her discretion, limit the length of presentation or discussion to insure the orderly conduct of Board business, provided that the decision of the Chair may be over-ridden by a majority of the Board present.

Section 8. Proxies. No proxies shall be permitted to serve on the Board in lieu of appointed members.

ARTICLE VII

Amendments

Section 1. These bylaws may be amended at any regular meeting of the Board by a majority of those members present, provided the proposed amendment has been presented in writing at a meeting one (1) month in advance, and the proposed amendment has been placed on the agenda.

Section 2. These bylaws rescind and replace all previous By-laws which may pertain to the Board.

Adopted: August 28, 1984

Amended: August 25, 1986
July 16, 1990
March 20, 2000
November 20, 2006
August 20, 2007
September 20, 2010

Reviewed: October 14, 2008
January 19, 2016