

Portage County Combined General Health District

By-Laws

Adopted November 17, 2015

ARTICLE I – MISSION

To promote public health, prevent disease, and protect the environment, utilizing leadership and partnership to empower individuals and communities to achieve optimal health.

ARTICLE II – BOARD DUTIES

Section 1:

The role of the Board of Health is to adopt policies and to make such orders and regulations as are necessary for the promotion of health and prevention of disease and the abatement or suppression of nuisances. The Board shall make such orders and establish such policies as are needed for the administration of the health district in meeting the stated mission, goals, and standards of the Ohio Department of Health, and requirements of the Ohio Public Health Council. Power and authority to perform such quasi-legislative, executive, and administrative functions are specified or implied in appropriate sections of the Ohio Revised Code.

Section 2:

The Board may hear appeals from public health orders issued by health district staff for extenuating circumstances with a view to either affirm, grant extensions of time, provide waivers where allowable, or refer to the local legal authority for appropriate legal action.

ARTICLE III – MEETINGS

Section 1:

The regular meeting of the Board of Health shall be held monthly. If there is not a quorum, said meeting shall be held at the discretion of the President of the Board, but in no event shall the Board meet less than once in each calendar month.

At its January meeting, the Board of Health shall establish the day, time, and place of its regularly scheduled monthly meetings for the following year.

Notice of the monthly meeting shall be given to all Board members at least five days in advance of the meeting and shall include at least an agenda and minutes of the previous meeting.

Notice of all meetings shall be given to media at least 72 hours in advance of the meeting.

Section 2:

Special meetings may be called either by the President, or, in the case of his or her absence, the Vice-President, or by any three members of the Board of Health. All special meetings shall be held at the offices of the Board of Health or at a location determined by the President or Board.

At least 72 hours prior notice shall be provided for each special meeting unless an emergency condition warrants meeting with shorter notification.

Section 3:

A majority of the members of the Board shall constitute a quorum. An action of the Board of Health shall be effective if a majority of the quorum consents. Members whose position is vacant due to death, resignation, or failure to appoint will not count for the purpose of determining a quorum for that meeting.

Section 4:

All meetings of the Board and committee meetings are open meetings. Executive sessions may be held that meet the requirements of Section 121.22 of the Ohio Revised Code—provided that requisite motion with statement of purpose is passed by a roll-call vote in open session.

ARTICLE IV – OFFICERS

Section 1: Election

A. The elected officers of the Board of Health shall be the President and Vice-President. These officers shall be elected each year at the March meeting of the Board of Health.

B. The Health Commissioner shall serve as Secretary to the Board of Health as required by the Ohio Revised Code.

Section 2: Duties

A. The President shall conduct all meetings of the Board, sign records thereof, and perform generally all the duties performed by presidents of like bodies or commissions. The President shall have a vote on all issues and shall be, ex-officio, a member of all committees with the right to vote.

B. The Vice-President shall perform the duties of the President in his or her absence and provide the President with assistance required.

Section 3: Authority

An individual Board of Health member has no authority to order or direct health district staff. The Board's authority comes by a majority vote of the Board at a meeting of the Board.

Section 4: Orientation of New Members and Continuing Education

Board of Health members are expected to become knowledgeable about the duties, operations, and functions of the health district through reading of materials provided to members at Board of Health meetings, consultation with the Health Commissioner, staff presentations at Board of Health meetings, membership in the Ohio Association of Boards of Health and National Association of Local Boards of Health, and, when available, participation in Ohio Department of Health training. The President may appoint an orientation committee for new members.

Each Board of Health member must complete two hours of continuing education annually. The continuing education credits shall pertain to ethics, public health principles, and a member's responsibilities. Credits may be earned in these topics at pertinent presentations that may occur during regularly scheduled board meetings throughout the calendar year or at other programs available for continuing education credit. Continuing education credits earned for the purpose of license renewal or certification by licensed health professionals serving on boards of health may be counted to fulfill the two-hour continuing education requirement.

ARTICLE V – COMMITTEES

The President of the Board shall appoint members to standing committees and to advisory committees on which Board of Health member representation is required by Board of Health regulation.

Notice of all committee meetings shall be given to local media at least 72 hours in advance of the meeting. Minutes of all committee meetings shall be incorporated into the minutes of the regularly scheduled monthly Board of Health meeting.

ARTICLE VI – PROCEDURE

The Board shall adopt its own rules of procedure but shall rely on the newly revised Robert's Rules of Order for questions of parliamentary procedure, except where they are inconsistent with the standing rules of the Board or are contrary to existing laws of the State of Ohio.

ARTICLE VII – COMPENSATION AND EXPENSES

Board of Health members voluntarily forgo compensation for their service.

Members shall receive reimbursement for travel expenses at rates established by the Director of Budget and Management pursuant to section 126.31 of the Ohio Revised Code for attendance at up to 18 regular and special meetings each year, and for attendance at meetings and seminars authorized by the Board of Health.

ARTICLE VIII – AMENDMENTS

These by-laws may be amended at any regular meeting of the Board, provided that the amendment has been submitted in writing at the previous regular meeting.