

## GENESEE COUNTY BOARD OF HEALTH

### BYLAWS

These Bylaws were adopted by the Genesee County Board of Health at its meeting on November 15, 1988. Approved by the Genesee County Board of Commissioners at its meeting on November 22, 1988 and effective December 6, 1988.

**Article I.** Name, Definitions, Members, Term of Office.

Section 1. The official name of this entity shall be the Genesee County Board of Health.

Section 2. Definitions

- a. "Board" means the Genesee County Board of Health.
- b. "Open Meetings Act" means Act 267 P.A. 1976, as amended.
- c. "Local Governing Entity" means the Board of Commissioners of Genesee County.
- d. "Public Health Code" means Act 368 P.A. 1978, as amended.

Section 3. Membership, Appointment, Term of Office

- a. The Board shall consist of up to nine members of which not more than four shall be elected County Commissioners. One appointee shall be an employee or official of the City of Flint with public health expertise or experience (regardless of county of residence); one appointee shall be a resident of the City of Flint with public health knowledge and interest in addressing health inequities; one County Commissioner member shall be the current Chair of the Human Services Committee.
- b. Appointment to the Board shall be made by the Genesee County Board of Commissioners.
- c. The term of office on the Board of Health shall be three years. The terms shall commence at the first meeting of the Board of Health, to be held in January, with term to expire the earlier occurring of termination of membership on the Genesee County Board of Commissioners if the member is a commissioner, resignation or the expiration of the term of office. A person selected to complete an unexpired term of office shall serve the remaining term. There is no limitation to the number of terms any member may serve.

**Article II.** Purpose.

The purpose of this body is to safeguard the public health and safety of the people in Genesee County, through policy development, partnership engagement, and oversight and continuous improvement of the Genesee County Health Department, pursuant to the Public Health Code and other rules, regulations, and procedures adopted by the Local Governing Entity.

**Article III.** Officers, Term of Office, Election, Duties.

Section 1. Officers

The officers of the Board shall be chairperson and vice-chairperson. One of the two officers shall be a Commissioner.

Section 2. Term of Office

The term of office for each officer shall be one calendar year beginning at the first meeting of the Board of Health in January.

Section 3. Elections

To be elected an officer, a member shall receive a majority of the votes cast at the first meeting of the Board of Health in January.

Section 4. Duties of the Chairperson

The Chairperson, with the assistance of the Health Officer, shall prepare the agenda for each Board meeting and preside at the meeting of the Board. Upon the approval of the Board, the Chairperson will speak for the Board and represent it at meetings of official and community groups when appropriate to participate. The Chairperson shall be an ex-officio member, without vote, of each committee established by the Board except when the chairperson is a personally named member of a committee or when serving in the stead of a personally named committee member.

Section 5. Duties of the Vice-Chairperson

The Vice-Chairperson shall assume the duties of the Chairperson in the Chairperson's absence or delegation by the Chairperson. The Vice-Chairperson shall be responsible to see that the Open Meetings Act is followed by the Board.

**Article IV.** Duties, Responsibilities and Functions.

Section 1. Duties – General

- a. The Board shall act as a body to consider community and professional concerns about health problems and public health programs.
- b. The Board shall study health problems and issues and make recommendations for action.
- c. The Board shall approve and recommend to the Board of Commissioners policies governing the operation of the Genesee County Health Department.

Section 2. Organizational Duties

- a. The Board shall elect its officers and conduct regular meetings.
- b. The Board shall create as standing committees of the Board, subcommittees and special committees as it may determine to be in the best interest of the community and/or the department and assign or delegate to them such duties and responsibilities as may be deemed appropriate and permissible by law.
- c. Subcommittees and special committees shall consist of at least one Board member, but no more than a number equal to one less than a majority of Board members. Non-Board members may serve on all subcommittees and special committees except that they may not act as Chairperson. The Board Chairperson shall appoint the members of all committees.
- d. All committees shall be advisory in nature only.
- e. The Board of Health shall review the accreditation report from the Michigan Local Public Health Accreditation Program (conducted by the Michigan Department of Health and Human Services) at the first Board of Health meeting at least 30 days after receipt of the accreditation report. The accreditation cycle occurs every three (3) years.
- f. The Board shall promote and advocate the public health policies and programs to the community.
- g. The Board of Health shall serve as the Food Licensing Board for Genesee County consistent with the provisions of the Public Health Code and Administrative Procedures.

Section 3. Financial Duties

- a. The Board shall review, may revise, and may recommend to the Board of Commissioners the Health Department's proposed annual budget.
- b. The Board shall review and may recommend to the Board of Commissioners contracts and other appropriate financial matters.

**Article V.** Meetings, Quorum, Minutes.

Section 1. Meetings

- a. The Board shall meet at least once a month. The time and place of regularly scheduled meetings shall be determined at the first annual meeting in January each year.
- b. Members shall notify the Health Officer if unable to attend meeting.

Section 2. Special Meetings

The Board may meet in special meetings at the call of the Chairperson or upon written request of at least three or more members of the Board with proper public notice given as required by the Open Meetings Act.

Section 3. Agenda

The agenda for each meeting shall be prepared by the Chairperson with the assistance of the Health Officer.

Section 4. Public Comment Periods

The Board shall provide one (1) time period when persons wishing to address the Board may be heard. The time period shall be observed after correspondence is considered. The Board reserves the right to limit the time one (1) person or group may speak. It also reserves the right to limit the number of times an individual or group may speak on a single issue if more than one (1) wishes to address the Board regarding that issue.

Individuals wishing to be placed on the Board of Health agenda should submit in writing, at least ten (10) days before the meeting, a statement that includes subject matter, estimated time needed, individuals(s) appearing and how they can be contacted.

Section 5. Quorum and Requirements for Board Acts

A quorum shall be a simple majority of the Board members. No action may be taken by the Board unless at least a simple majority of Board members support that action in a vote taken at a meeting properly called and held.

Section 6. Minutes

The Board shall cause minutes to be taken of all regular and special meetings and committee meetings in conformance with the Open Meetings Act.

**Article VI.** Rules and Order of Business of Meetings.

Section 1. Rules of Order.

When not otherwise provided for in these Bylaws, Roberts' Rules of Order shall govern the process and procedures of all meetings of the Board and its committees.

**Article VII.** Amendment to Bylaws; Effect Suspension of Rules.

Section 1. Amendments

- a. The Board may alter, amend, change, modify, or repeal any or all of these Bylaws at a properly called meeting of the Board pursuant to the provisions of this Article and subject to the approval of the Board of Commissioners.
- b. Any proposed change in the Bylaws shall be submitted to the entire Board in writing not more than 30 days and not less than 7 days prior to a properly called meeting of the Board at which the proposed change is to be considered and acted upon. The affirmative vote of a quorum of the Board members shall be required to change, alter, amend, modify, or repeal any or all of the Bylaws.
- c. After these Bylaws have taken effect, changes shall only be in sections submitted to the entire Board pursuant to Article VII. Section 1(b). Amendments to proposed changes shall not result in changes in these Bylaws inconsistent with the title of the section to be amended.
- d. An addition to these Bylaws, that is not consistent with the title of a section already existing, shall be submitted as provided for in Article VII. Section 1(b) as a proposed new section. Amendments to a proposed new section shall not result in language inconsistent with the title of a proposed new section that was submitted to the entire Board under Article VII. Section 1(b).
- e. Any section proposed to be amended may be repealed. Any section proposed to be repealed may be amended instead, so long as Article VII. Section 1 (c) is followed.

Section 2. Suspension of Rules

Article VI of these Bylaws may be suspended during a meeting of the Board by an affirmative vote of a quorum of the members present.

Section 3. Adoption of Bylaws: Effective Date

These Bylaws shall take effect after approval by the Board of Commissioners at the next regular meeting of the Board of Health following the meeting at which they were approved by the Board of Commissioners if the requirements set out for ratification of proposed change in the Bylaws in Article VII. Section 1 (b) were met before the Board of Health meeting at which these Bylaws were adopted. Adoption of these Bylaws shall be made by affirmative vote of a quorum of the Board of Health members at a meeting properly called and held.

Section 4. Precedence of State Law.

If there is any conflict between a provision contained in these Bylaws and state law, state law shall supersede that provision of these Bylaws.

Revised 9/26/1989, Board of Commissioners Meeting Minutes

Revised 2/22/2000, Resolution 00-56

Revised 6/12/2019, Resolution 2019-299

