

**SACRAMENTO COUNTY PUBLIC HEALTH ADVISORY BOARD  
BYLAWS**

**ARTICLE I – NAME**

The name of this organization shall be the Sacramento County Public Health Advisory Board (the Advisory Board). The primary role of the Advisory Board is to advise the Sacramento County Board of Supervisors and County Department of Health Services (DHS) on policy issues related to public health and primary care. Two (2) Advisory Board members also serve as representatives on the Sacramento County Human Services Coordinating Council (HSCC) and one (1) Advisory Board member serves as a representative on the First 5 Sacramento Advisory Committee (First 5).

**ARTICLE II - OBJECTIVES AND FUNCTIONS**

The objectives of this Board shall be to perform the following functions for Sacramento County:

1. Identify local public health and primary care needs and priorities;
2. Encourage the development of appropriate public health and primary care services;
3. Coordinate and sponsor various forums on public health and primary care issues;
4. Advise the Board of Supervisors, First 5, and/or the HSCC on the nature, scope and impact of all major policy issues regarding public health and primary care; and
5. Perform other responsibilities as requested by the Board of Supervisors, DHS, County Health Officer, HSCC, or First 5.

In support of these objectives, the Advisory Board shall:

1. Review DHS budget priorities and make recommendations to DHS and the Board of Supervisors;
2. Advise and comment on public health and primary care impacts from proposed County plans and/or proposals for program revision(s) or development;
3. Oversee the work of designated committees addressing public health and primary care issues, and bring forth their recommendations to the HSCC, First 5, and/or Board of Supervisors as appropriate;
4. Propose recommendations to DHS regarding development and improvement of the County's delivery of health care and related public health and primary care services; and

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5. Facilitate the review of County proposals for federal and state funding and make recommendations to the Director of DHS, as requested.

### **ARTICLE III - MEMBERSHIP**

#### **Section 1 – Size and Composition of Advisory Board**

Membership of the Advisory Board shall consist of no less than twelve (12), and no more than fifteen (15) voting members, duly appointed by the Board of Supervisors. To ensure youth representation, one (1) Advisory Board seat shall be designated for a member between the ages of 16 and 24.

Members of the Advisory Board shall be residents of, or employed in, Sacramento County. All reasonable efforts shall be made to ensure that membership on the Advisory Board is broadly representative of the demographic characteristics of Sacramento County.

The County Health Officer and the Chief of the DHS Primary Health Services Division serve as ex-officio, non-voting members of the Advisory Board. Ex-officio members act as liaisons between the Advisory Board and the County by apprising Advisory Board members of relevant County priorities and initiatives.

Advisory Board members must attend 75% of scheduled Advisory Board meetings in a year, or must have an excused absence. Members may not have more than two (2) consecutive unexcused absences to remain in good standing.

#### **Section 2 – Term of Appointment and Membership on the Advisory Board**

The full term of appointment for Advisory Board members is three (3) years. Advisory Board members are eligible to serve two (2) consecutive, three-year terms. The term of service shall begin on January 1st of the year following their election, and conclude three years later on December 31<sup>st</sup>.

Appointments to the Advisory Board shall be staggered so that approximately one-third of the appointments expire each year.

No voting member of the Advisory Board may serve more than two (2) consecutive terms. However, former Advisory Board members who have not served on the board for at least one (1) year may apply for re-appointment.

If a member is appointed to fill an unexpired term of more than one (1) year, it will be considered the member's first full term. If a member is appointed to

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fill an unexpired term of one (1) year or less, the member will be eligible for two (2) additional, consecutive terms.

### **Section 3 – Voting**

Each Advisory Board member is entitled to cast one (1) vote. Ex-officio members are non-voting roles. All matters submitted for determination, except amendments or revisions to the bylaws (as outlined in ARTICLE VIII, below) shall be decided by a majority vote from a quorum of voting members of the Advisory Board. A quorum shall consist of the presence of more than 50% of all seated voting members.

### **Section 4 – Vacancies**

A vacancy on the Advisory Board exists when a voting member: (a) has three (3) consecutive unexcused absences; (b) resigns; (c) no longer works or resides in Sacramento County; d) completes two consecutive three-year appointments; e) attends fewer than 75% of the meetings held in a year, without justification or excuse; or (f) dies. In the event of a vacancy, the Advisory Board will conduct a nomination process by which any voting member may nominate a candidate and the Advisory Board will vote to submit a nomination for appointment to the Board of Supervisors.

### **Section 5 – Meetings**

There shall be a minimum of 10 meetings per year, which shall be publicly noticed open and accessible to the public in accordance with the Brown Act.

Special meetings of the Advisory Board may be called by the Chair, Vice-Chair, or, if there are two Co-Chairs, by either Co-Chair. A majority of the voting members of the Advisory Board may also call for a future special meeting if the request is made during a regularly noticed Advisory Board meeting. Only matters specified in the written notice of meeting can be considered at such a special meeting.

## **ARTICLE IV - OFFICERS**

### **Section 1 – Officer Positions**

The officers of the Advisory Board shall consist of a Chair and Vice-Chair (or two Co-Chairs.) All officers shall be voting members of the Advisory Board and may be nominated by any voting member of the Advisory Board. Elections shall be held each year in December, and the officer will serve for a one (1) year term, beginning January 1st of the year following their election.

**Section 2 – Voting and Term of Officers**

Officers shall be elected annually by a quorum of the voting members of the Board in December, and shall serve a term of one (1) year, beginning January 1st of the year following their election. Officers may serve up to three successive terms.

**Section 3 – Roles**

The Chair shall:

- Conduct all meetings;
- Appoint all members and chairs of the Advisory Board’s working committee and ad hoc or task force committees, with confirmation of the Advisory Board; and
- Act as spokesperson for the Advisory Board.

The Vice-Chair shall:

- Temporarily serve in the place of the Chair in their absence; and
- Fulfill the unexpired term of the Chair should such a vacancy occur.

If two Co-Chairs are selected in lieu of a Chair and Vice-Chair, the Co-Chairs shall share the responsibilities of the role of Chair, outlined above.

**Section 4 – Vacancies**

A vacancy in an Officer position on the Advisory Board exists when a Chair or Vice-Chair: (a) has three consecutive unexcused absences; (b) resigns; (c) no longer works or resides in Sacramento County; d) attends fewer than 50% of the meetings held in a year; (e) dies; or (f) two-thirds of the Advisory Board vote for removal of the Officer. In the event that the position of Chair becomes vacant, the Vice-Chair shall assume the role of Chair and appoint a Voting Member to serve as Vice-Chair to fill the unexpired term. In the event that the position of Co-Chair becomes vacant, the remaining Co-Chair may either assume the role of Chair and appoint a Voting Member to serve as Vice-Chair or appoint a Voting Member to serve as Co-Chair to fill the unexpired term.

**ARTICLE V - COMMITTEES**

**Section 1 – Executive Committee**

The Executive Committee consists of the Chair, Vice-Chair (or two Co-Chairs), *and* a minimum of three (3) voting members of the Advisory Board. Members

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of the Executive Committee are elected annually in December, and shall serve a one (1) year term, beginning January 1st of the year following their election.

The Executive Committee acts on behalf of the full Advisory Board on items of an immediate nature, or on items referred to it by the full Advisory Board. Executive Committee meeting shall be held at least quarterly, and must be announced in advance and open to all Advisory Board members. Additional meetings may be called by the Chair or Co-Chairs, as applicable. All actions of the Executive Committee will be reported at the subsequent Advisory Board meeting.

### **Section 2 – Working Committees**

The Advisory Board may establish ongoing working committees charged with responsibilities consistent with the Advisory Board’s Establishing Resolution. The working committees will be chiefly responsible for conducting the necessary research to properly advise the actions of the Advisory Board. Working committees are also responsible for disseminating relevant information to the community and appropriate stakeholders. Working committees will take guidance from the full Advisory Board on areas of focus, and will thereafter present the full Advisory Board with recommendations for action. Advisory Board working committees shall operate in accordance with all governing procedures outlined in these bylaws.

Working committees shall be comprised of no more than nine (9) members, a majority of which must be voting members of the Advisory Board. Working committee members shall be appointed annually.

### **Section 3 – Standing Committees**

The Advisory Board may have standing committees that are either formed due to a requirement of state law or at the behest of the County. The Sacramento Transitional Grant Area HIV Health Services Planning Council (HHSPC) is currently the only standing committee of the Advisory Board. Committees report to the Advisory Board two times per year, and provide the Chair (or Co-Chairs) with information, materials, and correspondence related to health policy.

The Advisory Board will support its standing committees by:

- Considering policy issues presented by the standing committees and, upon approval of the Advisory Board, presenting those issues to the Board of Supervisors for consideration;
- Maintaining an official communication structure to address the Board of Supervisors;
- Facilitating collaborations and partnerships between standing

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- committees and other relevant stakeholders;
- Promoting the accomplishments of the standing committees;
- Convening a nominating committee when requested to recommend names for appointment to the standing committee, or developing a recommended slate of officers;
  - Membership of the nominating committee shall include one (1) member of the Advisory Board and one (1) representative of the standing committee;
- Approving membership of the standing committees and, in the case of the HHSPC, submitting the names to the Board of Supervisors for ratification.

### **Section 4 – Ad Hoc Committees and Task Forces**

The Advisory Board or the Board of Supervisors shall establish other ad-hoc committees or task forces to perform certain duties for a specified length of time or task, as needed.

### **ARTICLE VI - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall govern the conduct of Advisory Board. If two Co-Chairs are selected in lieu of a Chair and Vice-Chair, the Co-Chairs shall alternate the responsibilities of the role of Chair for each Advisory Board meeting.

### **ARTICLE VII - CONFLICT OF INTEREST**

#### **Section 1 – Definition**

An Advisory Board member is deemed to have an actual conflict of interest when the member, their relative or business associate, has one or more of the following relationships with a program/entity that has, or seeks to have, business before the Advisory Board:

- An ownership or financial interest;
- Acts as a director, trustee or officer;
- Is an employee; or
- Has any other financial interest, not otherwise specified, that could inhibit the objective decision of the Advisory Board member.

Advisory Board members should also consider abstaining from discussions, or voting on issues, where such activity could reasonably give the appearance of a conflict of interest.

**Section 2 – Declaration Procedure**

Advisory Board members who have a conflict of interest on a specific issue before the Advisory Board shall state the basis of the conflict before the Advisory Board begins discussion of, or acts upon, the relevant issue.

Advisory Board members should consider abstaining from any discussion and/or vote on any issue that would make a reasonable person think the Advisory Board member could be improperly influenced by their personal interests.

**ARTICLE VIII- BYLAWS**

The Advisory Board shall be governed by bylaws adopted by a two-thirds vote of members. These bylaws may be amended or revised by a two-thirds vote of the Board, provided notice of the amendment or revision is given in writing at least ten (10) days prior to the meeting.

Bylaws adopted November 5, 1997  
Amended January 7, 1998  
Revised and approved November 3, 1999  
Revised and approved December 7, 2005  
Revised and approved **TBD**