

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 Board will serve in a primary role as advisory to the Sacramento County Board of Supervisors and County Department of Health and Human Services (DHHS). In addition, three of its members will serve as representatives on the Human Services Coordinating Council.

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 and/or the Human Services Coordinating Council in all major policy matters concerning the nature, scope and extent of public health and primary care.
5. Assume other responsibilities as requested by the Board of Supervisors, Dept. of Health and Human Services, County Health Officer or Human Services Coordinating Council.

In support of these objectives, the Public Health Advisory Board shall:

1. Review annual Department of Health and Human Services budget issues and make recommendations to DHHS and the Board of Supervisors.
2. Review and comment on County plans and proposals for program development or change.
3. Through its participation on the Human Services Coordinating Council, review and comment on related proposals developed by or required to be reviewed by other county advisory boards.
4. Oversee the work of designated committees addressing public health and primary care issues, and bring forth their recommendations to the Human Services Coordinating Council and/or Board of Supervisors as appropriate.
5. Make recommendations to DHHS re: developing and improving the delivery of health care and related public health and primary care services.
6. Facilitate, when requested by the Department of Health and Human Services, the review of proposals for federal and state funding and make recommendations to the Director of DHHS.

ARTICLE III - MEMBERSHIP

Section 1 – Size and Composition

Members shall be residents of or employed in the County of Sacramento at the time of appointment, and shall include knowledgeable community representatives. All reasonable efforts shall be made to ensure that the membership is broadly representative of the demographic characteristics of Sacramento County.

Membership of the Board shall consist of 12-15 members appointed by the Board of Supervisors, and shall be selected from among the following: consumers/consumer advocates, community members, public health professionals, health care practitioners, health care providers/hospitals, and/or education representatives.

The County Health Officer and the Chief of the DHHS Primary Health Services Division serve as ex-officio, non-voting members of the Board. Ex-officio members act as liaisons between the Public Health Advisory Board and the County by keeping Board members advised in a timely manner of relevant issues that are of interest to the Department and/or the Board of Supervisors.

Section 2 - Terms

Terms of appointment shall be three years, with eligibility for a second three-year term. Appointments shall be staggered so that approximately one-third of the appointments expire each year.

Three-year terms of office shall run from January 1 of the first year to December 31 of the third year.

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

Section 3 – Voting

Each member, except for the ex-officio members, shall be entitled to one vote. All matters submitted for determination, except amendments or revisions to the bylaws, shall be decided by a majority of those voting. The presence in person of one more than 50% of the total members (excluding vacancies and ex-officio members) of the Public Health Advisory Board shall constitute a quorum for the transaction of business.

Section 4 - Vacancies

A vacancy shall exist when (a) a member of the Public Health Advisory Board has three consecutive unexcused absences, (b) a member resigns, (c) a member no longer works or resides in Sacramento County or dies, d) a member completes two consecutive three-year appointments, or e) a member attends fewer than 50% of the meetings held in a year, without justification or excuse. In the event of a vacancy the Public Health Advisory Board will convene a Nominating Committee, consisting of one member of the Public Health Advisory Board and at least one representative of the community-at-large, which will submit a nomination for appointment by the Board of Supervisors.

Section 5 - Meetings

There shall be a minimum of 10 meetings per year of the Public Health Advisory Board.

Special meetings of the Board may be called by the Chair, or in the case of his/her absence, by the Vice-Chair, or in case of the Vice-Chair's refusal to act, at the written request by a majority of Board members. Only matters specified in the written notice of meeting can be considered at such a special meeting.

All meetings of the Public Health Advisory Board shall be open to the public and in locations accessible to the public.

ARTICLE IV - OFFICERS

Section 1 – Officer Positions

The officers of the Public Health Advisory Board shall be a Chair and Vice-Chair.

Section 2 - Terms

Officers shall be elected annually for a term of one year from January 1 to December 31. All officers shall be nominated by the Nominating Committee from members of the Public Health Advisory Board, and elected at the December meeting of that body.

Section 3 - Roles

The Chair shall:

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

The Vice-Chair shall:

- Take the place of the Chair temporarily in his/her absence.
- Fulfill the unexpired term of the Chair should such a vacancy occur.

Section 4 - Vacancies

A vacancy in an office shall exist when the officer no longer works or resides in Sacramento County, in the case of death, upon a two-thirds vote of the Public Health Advisory Board, or by resignation. In the event that the office of Chair becomes vacant and the Vice-Chair is unable to serve, the Board shall elect one of its members to serve for the remainder of the term. In the case of a vacancy in the office of Vice-Chair, the Chair shall appoint a member to fill the unexpired term.

ARTICLE V - COMMITTEES

Section 1 – Executive Committee

The Executive Committee will consist of the Chair, Vice-Chair and two at-large members who are elected annually. The Executive Committee acts on behalf of the full Board on items of an immediate nature or on items referred to it by the full Board. The Executive Committee will meet at least quarterly. Additional meetings may be called by the Chair if action of an immediate nature is called for. Any action of the Executive Committee will be noted at the following Public Health Advisory Board meeting. Executive Committee meetings will be announced and are open to all Board members.

Section 2 – Working Committees

To maximize the efficiency with which PHAB completes tasks, PHAB will 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 research necessary for PHAB to make and pursue well informed decisions, and for disseminating information to the community and appropriate stakeholders. The working committees will take guidance from the full Advisory Board on issues to address, and conversely, will present the full Advisory Board with recommendations for action.

Working committees shall be comprised of no more than nine members, a majority of which must be regular members of the Public Health Advisory Board. Members shall be appointed annually.

Working committees shall operate in accordance with all governing procedures outlined in these bylaws.

Section 3 – Standing Committees

There are a number of standing committees of the Public Health Advisory Board which are required by state law and/or were formed to assist the County in carrying out its public health responsibilities. These committees include: Childhood Obesity Prevention Coalition, Sacramento Alliance to Prevent AIDS, Sacramento Region HIV Health Services Planning Council, Advisory Committee on Dental Health, Tobacco Control Coalition, and the Perinatal and Child Health Advisory Committee.

Standing committees will report to the Public Health Advisory Board every six months on a rotating basis, provide the PHAB chair with copies of materials and correspondence of a policy nature, and will bring forward for discussion policy issues related to services provided by Sacramento County.

The Public Health Advisory Board will support its standing committees by:

- Considering policy issues presented by the standing committees and taking those issues to the Board of Supervisors after approval by the Public Health Advisory Board.
- Maintaining an official communication structure to address the Board of Supervisors;
- Facilitating collaborations and partnerships between standing committees and other relevant stakeholders;
- Promoting the accomplishments of the standing committees;
- Convening a nominating committee when requested by a standing committee to recommend names for appointment to the standing committee. The membership of the nominating committee shall include one member of the Public Health Advisory Board, one representative of the standing committee, and at least one representative of the community;
- Approving membership of the standing committees and, in the case of the HIV Health Services Planning Council, forwarding the names to the Board of Supervisors for ratification;
- Convening a nominating committee when requested by a standing committee to develop a recommended slate of officers.

Section 4 – Ad Hoc Committees and Task Forces

When appropriate, the Public Health 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.

ARTICLE VI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the conduct of Public Health Advisory Board.

ARTICLE VII - CONFLICT OF INTEREST

Section 1 - Definition

A Board member is deemed to have a conflict of interest when he/she (or a relative or business associate) has one or more of the following relationships existing with a program or competing program under consideration:

- ownership or financial interest;
- director, trustee or officer;
- employee; or
- provider of goods or services, material or other substantial interest which might inhibit objective decisions.

In addition to specific relationships to a program under consideration, members may find themselves in conflict when discussing other matters.

Section 2 – Declaration Procedure

Members who have a conflict of interest on a specific issue before the Public Health Advisory Board shall so state before discussion of the issue in question and shall abstain from voting on said issue. Board members may participate in discussions relating to issues for which a conflict has been declared, provided they state their potential conflict of interest prior to the discussion.

Nothing shall prohibit Board members from further declaring a conflict of interest and abstaining from voting or discussion on an issue when they believe that such activity might constitute or give the appearance of constituting a conflict of interest.

ARTICLE VIII- BYLAWS

The Public Health 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
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Revised and approved November 3, 1999
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