

BYLAWS OF THE TOOELE COUNTY BOARD OF HEALTH

ARTICLE I

Name and Structure

- Section 1.1 The name of the Board shall be the Tooele County Board of Health, hereinafter called Board.
- Section 1.2 The Board is established and governed by Ordinance #03-11, dated June 17, 2003.
- Section 1.3 The Board shall consist of nine members.
- Section 1.4 After the initial appointments, Board members shall serve for three (3) year terms. No member shall serve more than four (4) consecutive terms.
- Section 1.5 Members appointed to fill vacancies shall hold office until expiration of the terms of their predecessors.

ARTICLE II

Purpose and Function

- Section 2.1 The role of the Board is that of policy in regards to **public** health.
- Section 2.2 The purposes of the Board shall be to evaluate, advise and recommend policies and procedures of operation for the Tooele County Health Department to promote the general health of all citizens of the county.
- Section 2.3 Specific functions of the Board include, all activities identified in Utah Administrative Code (26A-1-109), (26A-1-110), (26A-1-111), and **Utah Administrative Rules R380-40 which include:**
- A. ~~Give direction and advice to local public health employees, regarding public and environmental health issues.~~ **Establish policies and regulations as necessary.**
 - B. ~~Assist in public and environmental health needs identification, assessment, and prioritization.~~ **Adopt an annual budget.**
 - C. ~~Evaluate the effectiveness of health programs.~~ **Monitor revenue and expenditures.**

- D. ~~Encourage and facilitate cooperation and coordination between the various social, education, and health service providers in the community.~~ **Oversee compliance of the local health department with the Minimum Performance Standards (R380-40)**
- E. ~~Advise and make recommendations to the Director of Public Health.~~ **Assure a process of ongoing planning.**
- F. ~~Provide public relations information to the community at large.~~ **At least annually evaluate the performance of the Local Health Officer.**
- G. **Report at least annually to the county governing body and municipalities the health status and operation of the Local Health Department.**
- H. **Assures an annual independent financial audit is conducted and reviews and accepts the health department's audit findings.**

ARTICLE III

Composition of Board

Section 3.1 The Board shall be composed of influential citizens with experience, abilities and points of view that will contribute to the effective management of Tooele County Health Department. All members of the Board shall reside within Tooele County.

The following representation shall consist of:

- A. One person representing Tooele County Commission approved by the Commission.
- B. One person representing Tooele City appointed by Tooele City.
- C. One person representing Grantsville City appointed by Grantsville City.
- D. One person representing Wendover City appointed by Wendover City.
- E. One person representing all other incorporated municipalities located within Tooele County appointed by the Council of Governments.
- F. Four (4) members selected and approved by the Board and ratified by the Tooele County Commission. The members shall have background and interest as follows:
 - 1) one member who is a professional health provider (doctor, nurse, dentist, hospital administrator, etc.);
 - 2) one member capable of addressing general public health and

environmental issues;

- 3) two (2) members representing the health issues of ethnic minorities, senior citizens, the disabled, low-income, women, and/or youth.

One person may be able to represent more than one of the above listed groups.

Section 3.2 No member of the Board shall be on the payroll of the Health Department. The Health Director shall be a non-voting member of the Board.

Section 3.3 Membership on the Board may be terminated by resignation. Termination of a Board member's position will be considered by the Board after three (3) consecutive, unexcused absences. Recommendations for termination of elected body appointees will be made by the Board to the appropriate body.

Section 3.4 Vacancies of ~~Department~~ Board of Health positions shall be filled by nomination and approval by the Board, and ratification by the County Commission.

Vacancies of elected officials shall be filled by recommendation and approval of the respective governing councils.

Section 3.5 Expired terms of Board appointees shall be filled by the nomination and appointment by the Board and ratified by the Commission.

If an elected official is appointed a member of the Board, the expiration of said official's elective term of office shall serve to terminate that person's term on the Board.

Article IV

Conducting Business

Section 4.1 Officers of the Board shall consist of the chairperson, vice chairperson, secretary and such other officers as may be determined by the Board members.

Election of officers will be held in January each year by Board members. Officers elected in January shall take office at the first meeting in January.

Section 4.2 Regular meetings of the Board shall be held not less than once every three (3) months, at a time and place designated by the Board.

- A. Special meetings may be called by the chairperson, the Director, or by majority of the members by giving three (3) days written or oral notice-, **or in case of emergency, as soon as possible after the members of the Board have**

been notified.

- B. All meetings will be conducted by the chairperson or vice chairperson. In the absence of both officers, meetings may be conducted by the Secretary of the Board or an acting-chairperson, designated by the chairperson.

Section 4.3 A quorum shall be constituted by a majority of the voting members of the Board. A quorum shall consist of five (5) voting Board members. No proxies are permitted.

Section 4.4 Meetings of the Board of Health may be held electronically in accordance with the following requirements:

- A. Electronic Board meetings may be conducted by telephone, telecommunication, or computer conference. So long as a quorum of the Board is physically present for a meeting, other members of the Board may participate in the meeting electronically without a formal approval process. If fewer than a quorum of the Board is physically present at a Board meeting, any member of the Board may request the electronic Board meeting and the meeting must be approved by a quorum of the Board. Approval may occur at the Board meeting in question.
- B. Members of the public are not entitled to request electronic meetings of the Board or to monitor or participate in Board meetings from remote locations.
- C. Electronic Board meetings shall originate from the location in which Board members would meet if the meeting were not being held electronically (the anchor location).
- D. In any electronic Board meeting, at least two members of the Board must be physically present at the anchor location.
- E. For any electronic Board meeting, the Board must provide space, facilities and equipment at the anchor location so that interested persons and the public may attend and monitor the open portions of the meeting including the comments made by members participating in the meeting from remote locations.
- F. Notice of each electronic Board meeting will be provided to the public at least 24 hours prior to the electronic meeting and in accordance with the requirements of Utah Code Ann. ' 52-4-207. The notice will include a description of electronic means to be used to connect remote Members to the Board meeting.

Section 4.5 Voting: All questions at a meeting of the Board shall be decided by majority vote of the quorum of the members present or in attendance electronically who are entitled to vote. Each voting member shall be entitled to one vote.

Section 4.6 The Director of the Department of Health may serve as secretary to the Board and may assign certain functions to department staff members. Records will be kept in the office of the Director of Health. The secretary shall attend or be responsive to all meetings of the Board, and preserve in the books of the Board true minutes of the proceedings. The minutes of the meetings shall be sent to the members of the Board along with notice of the next regular meeting at least one (1) week before said meeting.

ARTICLE V

Standing Committee

Section 5.1 ~~Emergency Medical Services (EMS) Board: This committee will give particular impetus to the discussions, planning, assessment and coordination of Emergency Medical Services within Tooele County.~~ Ad hoc committees may be called at the discretion of the Board by recommendation of the Department of Health with Board approval.

~~Section 5.2 Miscellaneous: Ad hoc committees may be called at the discretion of the Board by recommendation of the Department of Health with Board approval.~~

ARTICLE VI

Scope of Authority

All decisions derived from the function of the Board which is not in conflict with State and County law shall be public policy and law and in full force in effect.

ARTICLE VII

Amendments

These bylaws may be amended by a majority vote of the Board of Health and ratified by the County Commissioners.

RESOLVED BY THE TOOELE COUNTY BOARD OF HEALTH, STATE OF UTAH, this

_____ day of _____, 2015~~7~~.

Kathy Taylor, Chairperson
Tooele County Board of Health

Wade Bitner, Chairman
Tooele County Commission