

**MENDOCINO COUNTY**  
**PUBLIC HEALTH ADVISORY BOARD**  
**BYLAWS**

**ARTICLE I: NAME**

The name of this Board shall be the Mendocino County Public Health Advisory Board, herein referred to as PHAB.

**ARTICLE II: PURPOSE AND RESPONSIBILITY**

These bylaws govern the functions and duties, as well as the conduct of all meetings of the PHAB.

The purpose of the PHAB is to advise the Public Health Department (PH) on the efforts to address public health issues affecting the community and report out to the County of Mendocino Board of Supervisors (BOS) at least annually.

The responsibilities of the PHAB shall include:

1. Assist the Health Department in assessing the community's health, including strengths and gaps in the public health system (including rural and/or underserved areas), and help develop strategies to meet unmet needs.
2. To review current and proposed health related legislation and recommend support, opposition, or propose change to the Board of Supervisors, and the Director of Health Services to pursue further action through appropriate legislative channels.
3. Encourage support for the development and implementation of effective public health programs and services.
4. Recommend policies that improve health outcomes.
5. Advise on public health prevention strategies and initiatives and report in turn to the Director of Health Services, Board of Supervisors, and the public.
6. Assist in the production of an annual report for presentation to the Board of Supervisors.
7. With the recommendation of the Director of Health Services and concurrence of the Board of Supervisors, advocate for increased action to improve community health.
8. Make recommendations on public health strategies and goals.
9. Such other duties as assigned by the Board of Supervisors or Director of Health Services.

## **ARTICLE III: MEMBERSHIP**

### **Members**

The PHAB shall consist of nine (9) members. Membership of the PHAB shall be from among the following 16 categories:

- a. Adolescent or Youth Focused Organization
- b. Advocate for the age zero to five population, or a representative of First 5 Mendocino
- c. Agency providing services primarily to senior citizens
- d. Behavioral Health
- e. Blue Zones
- f. Environmental Health Agency
- g. Community Based Organization
- h. Faith Community
- i. Health Clinic or Other Medical Service Agency
- j. Homeless Shelter or Homeless Outreach Teams
- k. Hospital
- l. Other Government Agency
- m. Regional Tribal Government
- n. School, School District or County Office of Education
- o. Transitional Age Youth (18 – 25 years old)
- p. Tribal Health Clinic

A vacancy shall not prevent the PHAB from conducting business.

The PHAB will also include a representative from the Board of Supervisors, the County Health Officer, the Director of Health Services, and a County Public Health Employee who will all serve as ex-officio, non-voting members, who shall act as liaisons between the PHAB and the County by keeping PHAB members advised in a timely manner of relevant issues that are of interest to the Public Health Department and/or the Board of Supervisors. Except as otherwise provided in herein, a vacancy shall not prevent the PHAB from conducting business.

### **Appointment**

Members shall be residents of the County of Mendocino. Members shall have knowledge in the area they represent. All reasonable efforts shall be made to ensure that the membership is broadly representative of the demographic characteristics of Mendocino County. Attempts shall be made to appoint Advisory Board members from as many of the above categories as possible. Potential members shall complete an online application.

Five members shall be appointed by the Board of Supervisors as district representatives. The remaining members shall be appointed by the Board of Supervisors from proposed names submitted and shall be reviewed by the Executive Committee. The Executive Committee and Director of Health Services, or their designee, shall conduct interviews to determine the most appropriate candidates. The Executive Committee shall forward the name(s) to the entire PHAB, who shall vote on whether to approve the names for submission to the Board of Supervisors. The Public Health Department shall submit the names to the Clerk of the Board of Supervisors for

placement on the agenda.

#### Term

Members of the PHAB shall serve for a term of two (2) years that shall begin July 1 and end June 30. New Members replacing a member who has not completed their term will server for the remainder of that term and then may be reappointed to a new 2-year term by the Board of Supervisors. Members shall serve no more than two (2) terms.

#### Orientation

Each Member of the PHAB shall participate in Public Health orientations to give them understanding of current department organizational structure, public health programs, as well as local, statewide and national public health issues.

#### Compensation

No member shall be compensated for duties performed as a member of the PHAB.

#### Requirements

Members shall be appointed by the Mendocino County Board of Supervisors. Take the Oath of Office and maintain a satisfactory meeting attendance record as defined in these Bylaws. Members shall comply with all applicable regulations of the Fair Political Practices Commission, including, but not limited to, preparing and filing FPPC Form 700, if required, within 30 days of appointment and annually prior to April 15 of each year. Member shall keep any confidential information obtained while performing duties as a PHAB member confidential.

#### Conflict of Interest

The Advisory Board members shall abide by the conflict-of-interest laws of the State of California. Members shall state whether they have any potential conflict of interest at the beginning of each meeting.

#### Removal

Members of the PHAB serve at the pleasure of the Board of Supervisors and may be removed by a majority vote of the Board of Supervisors. The PHAB shall have the right to recommend to the Board of Supervisors the removal of a PHAB Member upon a two-thirds vote of the PHAB.

#### Vacancies

A vacancy on the PHAB exists when a voting member: (a) has three consecutive unexcused absences; (b) resigns; (c) no longer works or resides in Mendocino County; or (d) attends fewer than 75% of the meetings held in a year without justification or excuse. In the event of a vacancy, the PHAB will follow the appointment process identified above. However, a vacancy shall not prevent the PHAB from conducting business.

### **ARTICLE IV – MEETINGS**

#### Meetings

All meetings are open to the public and shall be noticed and conducted in accordance with the Brown Act, Government Code section 54950, et seq. There shall be a regular meeting, which

shall constitute the annual meeting of the PHAB, to be held on the second Wednesday of June of each year at which time the officers will present their reports, a meeting schedule will be adopted for the next twelve months, and elections held. If the second Wednesday of June falls on a Holiday, the meeting shall be held on the first Wednesday of June. Other regular meetings of PHAB may be held at such time and place as is established by the annual meeting schedule. Agendas containing a brief general description of each item of business to be transacted or discussed at the meeting, including the specific time and place for annual and regular meetings, shall be posted at least 72 hours in advance of the meeting pursuant to the Brown Act.

Special meetings of the PHAB (as defined by the Brown Act), may be called at any time by the Chairperson or by a majority vote of the members at a Special or Regular meeting at which a Quorum is present. Agendas containing a brief general description of each item of business to be transacted or discussed at the special meeting, including the specific time and place for the special meeting shall be posted at least 24 hours before the time of the meeting and shall be delivered personally or by any other means to the members (and shall be received by the members at least 24 hours before the time of the meeting).

#### Records

Clerical duties shall be performed by Public Health staff as designated by the Director of Health Services. All records of the Advisory Board shall be kept by Public Health. Disclosure of records maintained by the Advisory Board is governed by the California Public Records Act (commencing with Section 7920.000 in the Government Code).

### **ARTICLE V - OFFICERS**

#### Officers of the Board

The officers of PHAB shall consist of Chairperson, Vice-Chairperson, and Parliamentarian (immediate Past – Chairperson). They shall be elected annually at the regular or annual meeting in June, to take office July 1.

#### Election of Officers

Those elected shall serve for a term of at least one but not more than two consecutive years.

In the event that the position of Chairperson becomes vacant, the Vice Chairperson shall assume the role and an election for the vacant Vice Chairperson shall be conducted by no later than the next regularly scheduled meeting in order to fill the unexpired term.

### **ARTICLE VI – DUTIES OF OFFICERS AND OTHER BOARD POSITIONS**

The duties of the officers of the Advisory Board shall be as follows:

#### Chairperson

1. Administer the operation of the PHAB and preside at all meetings
2. Call special meetings.

3. Establish committees and appoint committee members to standing and ad hoc committees.
4. Finalize and forward the Annual Report to the BOS and Director of Health Services.
5. Notify the BOS when vacancies or prolonged absences occur.
6. Be in regular contact, consultation, and collaboration with the Director of Health Services.
7. Prepare and approve the monthly agenda.

#### Vice Chairperson

1. Act as Chairperson in the absence of the Chairperson.
2. Monitor and work with the County Executive Office on membership issues.
3. Other duties as requested by the Chairperson.

Upon the expiration of his or her term of office, or in the case of resignation, each Officer shall turn over to his or her successor, without delay, all records books and other materials pertaining to the office.

Any officer may be removed from office and relieved of duties by a 2/3 vote of the PHAB membership at any regular or special meeting with a quorum in attendance. Reasonable notice, in writing or in person by any member of good standing, must be given to an officer of such an impending removal action.

### **ARTICLE VII – COMMITTEES**

#### Executive Committee

The Executive Committee is an Ad Hoc Committee which will be composed of the current Chair, Vice Chair, and Past Chair. The term of Executive Committee members shall coincide with their terms as members of the Board. Input and participation from the Director of Health Services and / or their designee is welcome, but attendance is not mandatory.

The purpose of the executive committee is to:

1. Address items that may arise between regularly scheduled meetings of the Advisory Board.
2. Determine if special meetings, telephone polling of members, or other emergency action might be needed.
3. Call a special meeting of the Advisory Board.
4. Discuss, set and prepare the agenda and minutes for the next Advisory Board meeting.

#### Standing Committee

PHAB may create one or more standing committees and appoint members at any time with the majority vote of the members. Standing committee meetings shall be noticed and conducted in conformance with the provisions of The Brown Act.

#### Ad Hoc Committee

PHAB may create ad hoc committees at any time. Ad hoc committees are of limited scope and duration and address specific issues under consideration by the PHAB.

#### Task Force

Task forces may be appointed by PHAB as needed to accomplish specific short-term objectives provided that they meet the requirements of the Brown Act.

### **ARTICLE VIII – RESIGNATION AND LEAVE OF ABSENCE**

Any member may resign effective upon giving written notice to the County Executive Office or Public Health Administrative Support Staff.

A Board member who does not wish to resign and who needs leave from board commitments, may request a leave of absence for personal reasons. The request must be submitted in writing to the Chair of the PHAB. The Executive Committee may approve his or her request for a period of time not to exceed 6 months. A member on leave may request an extension in writing to the Chair and such extension is subject to the approval of the Executive Committee. The request for extension will be reviewed by the Executive Committee as to the reasonableness of the extension and the overall impact on the Board in carrying out its responsibilities.

### **ARTICLE IX – MEETINGS, QUORUMS, AND RULES OF ORDER**

The PHAB shall meet quarterly or as scheduled on the PHAB's approved annual calendar of meetings. A quorum shall consist of one person more than one-half of the appointed members. Members who are on an approved leave of absence will not count toward establishing a quorum. The Chairperson may request a vote by show of hands or a roll call vote.

Meetings of the PHAB shall be governed by Robert's Rules of Order and comply with the Brown Act.

### **ARTICLE X – SPOKESPERSON FOR ADVISORY BOARD**

Unless designated otherwise by a majority vote of the PHAB, the Chairperson shall be the only official spokesperson representing the PHAB to the Board of Supervisors, media, other interested parties and the general public.

### **ARTICLE XI - AMENDMENT OF THE BYLAWS**

These bylaws may be amended at any meeting of the PHAB with a majority vote of the membership of said Board when reasonable advance notice has been given as described below.

The PHAB shall use the following procedure when amending the Bylaws:

1. Proposals for change shall be noticed on the PHAB agenda and a copy provided to PHAB members prior to the meeting date on which the proponents wish to consideration and a vote on the change.
2. The changed and revised copy of the Bylaws is then forwarded to the Mendocino County Board of Supervisors for their review and approval/disapproval.
3. A copy of approved changed Bylaws is to be provided to each Mendocino County PHAB member at the next regularly scheduled meeting.