

# **SANDOVAL COUNTY HEALTH COUNCIL BY LAWS**

## **ARTICLE I – MISSION AND PURPOSE**

- A. The Sandoval County Community Health Council shall provide recommendations to the Sandoval County Commission in matters relating to the following:
1. Addresses health needs of Sandoval County.
  2. Provides community input into the planning of health policies, services and programs that serve Sandoval County.
  3. Coordinates resources to reduce duplication and increase access and quality of health and related services to Sandoval County residents.
  4. Ensures comprehensive planning that recognizes needs in underserved areas of Sandoval County.
- B. The Council shall prepare a written report on its activities at least twice per year. The report will be given to the Sandoval County Director of Community Services who will provide it to the Board of County Commissioners and post publicly.

## **ARTICLE II – ORGANIZATIONAL STRUCTURE AND FUNCTION**

- A. The Sandoval County Health Council:
1. Consists of up to 15 members appointed annually by the Board of Sandoval County Commissioners in accordance with Resolution No. 66-6-13-11A passed June 6, 2013.
  2. Recommends health related policies, priorities, and activities for Sandoval County.
  3. Establishes Council committees.
  4. When requested by Sandoval County advocates for County health priorities and initiatives.
  5. Develops County health profiles, assessments and improvement plans.
- B. The Sandoval County Health Council Planning Committee:
1. Is comprised of officers and two annually elected members of the Council.
  2. Meets as needed between quarterly Council meetings.
  3. Develops and approves Council meeting agendas and potential action items based upon recommendations of the Council.
  4. Represents the Sandoval County Health Council as authorized by the Council.
- C. Sandoval County Health Council Ad Hoc Committees:
1. Are established by the Council.
  2. May consist of both council members and other individuals important to the work of the committee.
  3. Report back to the Council at regularly scheduled meetings.

### **ARTICLE III – MEMBERSHIP**

- A. The Sandoval County Health Council shall consist of up to 15 voting members appointed by the Board of Commissioners of Sandoval County. Appointed individuals shall be representative of Sandoval County communities and should include, but not be limited to, representatives from the following: county officials, health providers, parenting families, tribal entities, local school administrators, public health services, income support services and hospital administrators.
- B. Each Council member shall serve for a term of up two (2) years, beginning in July of the year in for which each member is appointed. Terms will be staggered to the extent possible. No member may serve more than a total of eight years.
- C. Membership positions vacated before the end of an appointed term may be filled at the discretion of the Board of County Commissioners. Constituency representation shall be considered in appointing members to fill such vacancies.
- D. The Sandoval County Health Council shall elect a Chairperson, Vice Chairperson, and Secretary annually. Terms will begin in July of the year for which each officer is elected.
- E. No member of the Sandoval County Health Council may take part in any deliberation, testimony, or vote on any matter in which such a member has a fiduciary interest, either direct or indirect. It is the responsibility of each member to disclose any conflict of interest that may arise.
- F. Occurrences of unexcused absences by a Council member for more than two scheduled meetings in a calendar year will render that membership inactive and the corresponding position on the Council will be considered vacated.

### **ARTICLE IV – MEETINGS**

- A. The Sandoval County Health Council shall meet at least four times per year.
- B. All Sandoval County Health Council meetings shall be open to the public, and provide opportunity for public comment of up to 5 minutes by prior request.
- C. The Chairperson of the Council may call Council meetings electronically.

### **ARTICLE V – QUORUM, DECISION MAKING AND VOTING**

- A. At any Sandoval County Health Council meeting, a quorum shall consist of greater than 50% of the total membership of the Council.
- B. Proxy voting will not be allowed.
- C. A winning vote shall constitute a simple majority of the quorum.

## **ARTICLE VI – ADVOCACY**

- A. Political advocacy activity - such as written letters/position papers supporting/opposing law or proposed legislation; testifying or speaking publicly in support/opposition to law or proposed legislation; granting interviews to media or distributing press releases or statements in regard to law or proposed legislation – presented on behalf of or in the name of the Sandoval County Health Council must have the documented prior support of greater than 50% of voting Council members, and be presented to the Director of Community Services for presentation to the Sandoval County Board of County Commissioners for review, comment and prior approval.

**Council Motion and Approval: 12/12/2018**