DUBUQUE COUNTY BOARD OF HEALTH

Governing Body Bylaws

Article I

Name

The name of the board shall be Dubuque County Board of Health.

Article II

Responsibility

The Board of Health’s basic obligation is to the County, whom it represents, but it also has responsibilities to people who use the services, to the agency programs, and to the agency staff.

Functions of the Board:

1. Oversees the management and fiscal affairs of the agency.
2. Selects and employs a County Health Department Director to meet the agency’s program goals/objectives.
3. The County Health Director shall employ other staff for positions which have been authorized by the Board to realize the purposes of the agency. The Board will provide general policy guidance but not be involved in the day-to-day administrative operations. They need to be revisited.
4. The Board adopts the Dubuque County’s Personnel Policies.
5. Delegates implementation of agency policies to the Director.
6. Adopts and reviews policies governing operations of the agency, its organization, scope of services provided, administrative control and lines of authority for the delegation of responsibility.
7. Establishes the agency budget and financial plans; sees that adequate funds are provided from all possible sources.
8. Appoints a finance committee consisting of at least one Board of Health member and the County Health Department Director.
9. Appoints Ad Hoc Committees as needed.
10. Helps promote County understanding of the agency’s purpose and programs.
11. Represents the agency in County affairs and takes part in the solution of community health problems.
12. Authorizes the County Health Department Director to enter into contracts, working agreements or other arrangements with such organizations and agencies as deemed necessary to carry out the functions, plans and purposes of the Agency.
13. Determines if program and fiscal year objectives are met; plans for future directions.
14. Assumes responsibility for evaluation of the County Health Department Director.
15. Carries out disciplinary action when warranted for the County Health Department Director.

17. Ensures the compliance with the law in Iowa Code Chapter 137 and the rule in Iowa Administrative Code Chapter 641.77.

Article III

Membership

Section 1. Number

The membership of Dubuque County Board of Health shall consist of seven persons appointed by the Dubuque County Board of Supervisors, at least one member shall be licensed as physician under chapter 148, a physician assistant under Chapter 148C, an advanced registered nurse practitioner under Chapter 152, or an advanced practice registered nurse under Chapter 152E.

Section 2. Term

Members will serve three-year terms.

Section 3. Reappointment

Any member may be reappointed without limitation as to the number of terms served.

Section 4. Unexpired Terms

Unexpired terms will be filled by appointment of the Dubuque County Board of Supervisors. Any person filling an unexpired term who serves for half or more of the term shall be considered to have served a full term.

Article IV

Orientation

Section 1. Purpose

Orientation is essential for Board members to be fully aware of how the agency functions and operates. Orientation can be carried out by Iowa Division of Public Health, Iowa Health and Human Services (Iowa HHS), Board members and agency staff.

Section 2. Manual

New members will receive a new Board of Health membership packet that outlines the Board of Health membership roles and responsibilities, jurisdiction, and Open Meetings Law.

Section 3. Orientation

Orientation through observation, review of manuals and visual aids should include:
1. Board of Health functions
2. Agency Mission and history
3. Agency programs and services
4. Financial status

Article V

Officers

Section 1. Election

1. The officers of the Board shall be a chairperson, vice-chairperson, and secretary. The secretary may be a County Health Department employee.
2. They shall:
   a. Be elected by the membership of the Board at the first meeting held during the calendar year.
   b. Be elected to serve one year.
   c. Take office at the close of the meeting at which they are elected.

Section 2. Duties

The officer shall perform the duties annually pertaining to their offices and other such duties as the Board prescribes.

Section 3. Chairperson

1. The Chair will preside and manage Board meetings.
2. The County Health Director will speak to the public on behalf of the Board, when so directed by the Board.
3. The Chair will sign contracts on behalf of the Board when so directed by the Board.
4. The Chair may have other powers and perform such duties as may be assigned from time to time by the Board.

Section 4. Vice-Chairperson

1. In the absence of the chairperson, the vice-chairperson shall serve as chairperson. If for any reason the office of the chairperson is permanently vacated, the vice-chairperson will immediately and automatically assume that office.
2. If for any reason the office of the vice-chairperson is permanently vacated, an election shall be held at the next regular meeting in order to fill the vacated office.
3. The vice-chairperson may have other such duties as assigned from time to time by the Board.

Section 5. Secretary

1. The secretary will record minutes of the meetings and submit them to the County Health Department Director.
2. The secretary will:
a. Send a copy of the minutes to the Board of Supervisors, each Board of Health member, County Health Department Director and will submit to Iowa HHS.
b. Retain a copy in the agency on the County Health Department Board of Health website.

Article VI
Meetings

Section 1. Regular and Special Meetings
1. The Board shall meet at least six times a year.
2. Special meetings of a local Board of Health may be called, as needed, by the chairperson or by any three local board members. The local board of health shall provide at least 24 hours’ notice of special meetings, except in case of emergency.

Section 2. Open Meeting Law
Meetings shall be conducted in accordance with the law of the State of Iowa Chapter 21 concerning open meetings.

Section 3. Notification of Members
The secretary will notify Board members 2 business days in advance of meeting date and time, as well as send a copy via email of the tentative agenda.

Section 4. Quorum
Four members of a seven-person Board shall constitute a quorum at any Board meeting. In the absence of an in-person quorum, the Board may be polled virtually.

Article VII
Committees

Section 1. Finance Committee
1. There shall be a Finance Committee appointed by the Board consisting of at least:
   a. One Board of Health member
   b. The County Health Department Director
2. The Finance Committee shall prepare and present a proposed budget to the Board of Health for approval each year prior to submission to the Dubuque County Board of Supervisors.

Section 2. Ad Hoc Committees
1. A Ad Hoc Committees as needed, which may or may not include an Advisory Committee.

Section 3. Committee Actions
1. Prior to any action on a committee recommendation, Board review and approval must be secured, either at a regular or special meeting of the Board of Health.

**Article VIII**

Parliamentary Authority

The rules contained in Roberts’ “Rules of Order, revised” shall govern the Board in all cases wherein they do not conflict with these bylaws.

**Article IX**

Conflict of Interest

Section 1. Disclosure

Any member of the Board who will derive any profit or gain, directly or indirectly, by reason of membership on the committee or for services to the agency shall disclose such interest to the agency and will refrain from participating in any decision on such matters. This person shall also disclose any known significant reason(s) why the transaction(s) might not be in the best interest of the agency. The person’s abstention from the vote and the reason for it will be recorded in the minutes of any meeting at which such matters are discussed.

Section 2. Conflict of Interest Statement

1. Each Board member will annually complete an individual statement regarding conflict of interest.
2. Serve public health as a whole rather than any special interest group or constituency.
3. Avoid the appearance of a conflict of interest and disclose any potential conflicts to the Board in a timely fashion.
4. Maintain independence and objectivity with a sense of fairness, ethics, and personal integrity.
5. Comply with Iowa Code Chapter 68B which includes Iowa Gift Law.

**Article X**

Amendments

These bylaws may be amended at any meeting of the Board of Health by a majority vote, provided such amendment has been proposed at a previous meeting, or at any meetings called for that purpose, or the proposed changes have been mailed or emailed to the Board members at least seven days preceding the meeting at which they are to be voted.

Adopted 8/16/2000

Revised 9/2018

Revised 7/2019