



## **Champaign County Board of Health Bylaws**

The Champaign County Board of Health was created by Referendum in 1996 as set forth under Illinois law "An Act in Relation to the Establishment and Maintenance of County and Multiple County Health Departments", 55 ILCS 5/5-25001 et seq.

The mission of the Champaign County Public Health Department is to promote health, prevent disease, and lessen the impact of illness through the effective use of community-wide resources.

### **ARTICLE I NAME**

The name of the governing body shall be the Champaign County Board of Health. The term "Board" shall be used in this document to mean and be applicable to the Board of Health.

### **ARTICLE II PURPOSE**

The purpose of the Champaign County Health Department is to fulfill the public interest in assuring conditions conducive to good health and providing leadership in promoting and protecting the health of county residents. The Department shall carry out its mission through:

1. assessment and analysis of health conditions;
2. development of local health policies;
3. prevention and control of disease through health promotion, early intervention and health protection;
4. where applicable, enforcement of state laws and local ordinances pertaining to health;
5. assurance of access to personal health care services;

6. minimizing the adverse impact of diseases and disabilities;
7. conducting programs in accordance with Illinois Department of Public Health certification standards for local health departments; and,
8. coordination and planning with other entities for a comprehensive community health system.

### **ARTICLE III MEMBERS**

1. Appointments to the Board are made by the Chair of the County Board with the approval of the County Board.
2. The Board of Health may make recommendations for appointments to the Chair of the County Board.
3. The Board shall be a nine-person Board, with at least two members being physicians licensed in Illinois to practice medicine, with at least one member to be a dentist, and with one member to be member of the Champaign County Board.
4. All members of the Board shall be chosen for their special qualifications for membership on the Board in conformance with the County Health Department Act, 55 ILCS 5/5-25012 et seq.
5. If an agenda item comes before the Board as to which a Board member has a conflict of interest, the Board member shall state that they have a conflict of interest, the nature of the conflict of interest, and shall thereafter abstain from any discussion as to the agenda item, and shall not vote on the agenda item.
6. The Chair of the County Board, with the approval of the County Board, may remove any member for neglect of duty. It shall be prima-facie neglect of duty for any member of the Board of Health to fail to attend three consecutive meetings during the course of their term, unless the Chair of the Board of Health has excused the absences.

### **ARTICLE IV TERMS OF MEMBERSHIP**

1. Terms of Board members are for a three-year term, with the exception of the County Board member, whose appointment is for two years at the time of County Board reorganization.
2. Terms shall be staggered such that the terms of no more than three members shall expire in a given year. Members of the board may succeed themselves.

3. Except for the County Board member, each term shall commence on July 1. All Board members, including the County Board member so long as that individual continues to be on the County Board, shall continue to serve until they have been replaced.
4. Vacancies shall be filled by appointment of the Chair of the County Board, with approval of the County Board, with the appointees to serve the remainder of the unexpired term.

#### **ARTICLE V OFFICERS**

1. The officers of the Board shall be President, Secretary and Treasurer. These officers shall be elected annually at the March Board meeting by this Board and serve a term of one year.
2. In the absence of the President, Secretary, and Treasurer, the Board member in attendance with the longest membership tenure shall preside over meetings.
3. All officers shall serve a one year term or until a successor is elected. Officers shall take office upon their election. No member shall hold more than one office at a time.
4. To insure continuity of offices, each officer shall retain his or her office until his or her term of appointment to the Board of Health ends, or the new officer's term commences, whichever is of a lesser duration. In the event that an office becomes vacant before a regularly scheduled election, the Board shall fill the vacancy at its next regular meeting. The elected officer shall serve the remainder of the term until the annual election of officers.
5. The duties of the officers of the Board shall be those which are customary for such officers, as defined in Roberts Rules of Order, and any other duties and conditions as shall be set forth in these bylaws.
  - A. The President:
    1. Shall preside at all meetings of the County Board of Health.
    2. Shall have the usual powers and duties customarily vested in the office of a Board President.
    3. May appoint such committees from the Board as are appropriate for the conduct of Board business.
    4. Shall serve as an ex-officio member of all committees.
    5. Shall be responsible for the enforcement of the Board's Bylaws, rules

and regulations.

6. Shall serve as the official spokesperson for the Board.

7. Shall have the authority to call a special meeting.

B. The Secretary:

1. Shall be responsible for the minutes and records of the meeting.

2. Shall perform the duties of the President in the absence of the President.

3. Shall preside at all meetings of the Board of Health in which the President is absent.

4. Shall perform all other duties of the President in the absence of the President.

C. The Treasurer:

1. Shall keep a full and accurate account of all receipts and disbursements.

2. Shall perform the duties of the President in the absence of the President and the Secretary.

## **ARTICLE VI MEETINGS**

1. The Board shall hold meetings at least six times per year, with the calendar of meetings to be determined by the Board. The Board shall not hold a meeting in the month of December in any year unless specifically approved by the Board. A majority vote by the Board may change the meeting date.
2. Special meetings may be called by the President, or upon a written request signed by three members of the Board and filed with the Secretary, or by request of the Public Health Administrator.
3. All Board members must be notified of Board meeting dates in writing or electronically at least 7 days in advance of any regular meeting. All Board members must be notified of special Board meeting dates in writing or electronically at least 48 hours in advance of any special Board meeting.
4. All Board members must be sent a copy of the Board meeting agenda and accompanying documents in writing or electronically at least 7 days in advance of a regular meeting. All Board members must be sent a copy of the special Board meeting agenda and accompanying documents in writing or electronically at least 48 hours in advance of any special Board meeting.

5. Anyone wishing to address the Board during a meeting shall be allowed to do so during the public participation item on the Board's agenda. The Board may set a time limit for such participation.
6. The latest edition of Robert's Rules of Order shall govern any rules of parliamentary procedure in all cases to which they are applicable and not inconsistent with these Bylaws.
7. All questions before the Board, with the exception of Bylaws changes, shall be decided by a simple majority vote of all members present; however, no action of the Board shall take effect unless a quorum of the Board members is present. A quorum shall be defined as a majority of the Board members. A member who is present but abstaining from a vote shall count toward a quorum.

#### **ARTICLE VII COMMITTEES**

The Board will organize two standing committees. The Executive Committee is comprised of the three officers and is chaired by the President. The Budget Committee consists of the Treasurer, who chairs the committee, and at least one other member of the Board nominated by the President and approved by the Board.

The Board may organize special committees from time to time. Their membership will consist of members nominated and approved by the Board. Special committees may include citizen representatives from the county.

#### **ARTICLE VIII DUTIES OF BOARD**

1. The Board shall, according to the requirements of the County Health Department Act, 55 ILCS 5/5-25001 et seq, within the professional and technical competence of its staff and the number of staff employed, enforce all state laws pertaining to the preservation of health, and all County Ordinances and Resolutions and shall enforce all rules and regulations promulgated by the Illinois Department of Public Health, except as otherwise provided in the County Health Department Act.
2. The Board shall consider the public health needs of the community and shall, according to the requirements of the County Health Department Act, recommend to the Champaign County Board the enactment of such ordinances and rules and regulations as may be necessary or desirable for protection of the health of Champaign County citizens and the control of disease in Champaign County.
3. The Board shall appoint a Public Health Administrator as the chief executive officer of the Health Department. If the Administrator of the

County Health Department is not a physician licensed in Illinois to practice medicine, the Board shall select a physician licensed in Illinois to practice medicine to serve as Medical Advisor. The Medical Advisor's duties shall include signing standing orders and being available to provide medical supervision and recommendations to professional staff. The Medical Advisor may be compensated for his or her services.

4. The Board shall employ a staff, selected by the chief executive officer, adequately qualified to carry out the department program and which shall meet "The Minimum Qualifications for Personnel Employed By Local Health Departments As Established By The Illinois Department of Public Health", and shall adopt personnel policies which shall be kept in writing and made available to employees.
5. The Board may on an annual basis evaluate the performance of the chief executive officer.
6. The Board may enter into contractual agreements for the provision of program services approved by the Board, and shall on an annual basis evaluate any program service for which it has contracted.
7. The Board shall provide for, or request, adequate financing for the Health Department, and shall adopt fiscal policies which shall be in writing.
8. The Board may enter into contractual agreements for the provision of program services approved by the Board with official or non-official agencies, or individuals, and shall on an annual basis evaluate any program service for which it has contracted.
9. The Board may adopt a resolution permitting the charging and collection of fees as may be deemed necessary to finance selected health services. The Board of Health is specifically authorized to set fees pursuant to 55 ILCS 5/5-2501, and these fees do not have to be approved by the County Board. The Board of Health has only to report on the fees actually collected to the County Board.
10. The Board shall provide, equip, and maintain suitable offices, facilities, and appliances for the health department.
11. Within its jurisdiction, and professional and technical competence, the Board shall:
  - a. Make all necessary sanitary and health investigations and inspections.
  - b. Investigate the existence of any contagious or infectious disease and adopt measures, not inconsistent with the regulations of the State Department of Public Health, to arrest its progress.
  - c. Enforce and observe all State laws pertaining to the preservation of

health, and all county ordinances except as otherwise provided in these Bylaws.

- d. Upon request, give professional advice and information to all villages, incorporated towns and rural school authorities, within its jurisdiction, in all matters pertaining to sanitation and public health.
12. Prescribe the powers and duties of all officers and employees, fix their compensation, and authorize payment of the same and all other department expense from the County Health Fund of Champaign County.
13. Receive contributions of real and personal property.
14. Consult with all other private and public health agencies in the county as to the development of local plans for the most efficient delivery of health services.

#### **ARTICLE IX FISCAL YEAR**

The fiscal year of the Board shall commence December 1st of each year.

#### **ARTICLE X BUDGET AND DISBURSEMENTS**

1. The Board shall require staff to prepare budgets on or before its August board meeting of each year for Board approval, which will then be presented to the Champaign County Board for the succeeding fiscal year for approval.
2. The Board shall periodically review the fiscal status of the Health Department and shall act upon all bills presented since the last meeting. The approval of these bills shall be by majority vote.
3. The Board shall periodically review salary information related to staff as outlined in the personnel policies and the Health Department Act.

#### **ARTICLE XI AUDIT**

The Board shall cause an audit to be made of the Health Department accounts. The audit may consist of the County Treasurer's annual audit of all accounts, or in the alternative, an audit by a certified auditor.

#### **ARTICLE XII ACCOUNTS**

The Board shall keep a record in the Health Department headquarters of all receipts and disbursements. This record shall be compared monthly or by pay period with the records of the County Treasurer and Auditor.

### **ARTICLE XIII ANNUAL REPORT**

The Board shall publish, within 90 days after November 30th of each year, an annual report detailing the Health Department activities, revenue and expenditures for the past year. This report shall be in pamphlet form as required by law, shall be distributed and made available to members of the Champaign County Board as well as the general public.

### **ARTICLE XIV COMPENSATION FOR MEMBERS OF THE BOARD**

Board of Health members may receive mileage reimbursements to attend Board meetings and committee meetings, consistent with the practices of the Champaign County Board. Mileage is to be paid at the rate established by the applicable regulations of the Internal Revenue Service.

Board of Health members may be paid mileage payments and actual expenses incurred to attend meetings of the Illinois Association of Boards of Health, or other meetings as designated by the Board of Health, with such expenses to be approved by the Board prior to being incurred. Reasonable expenses shall be defined to include: taxicab fares, parking fees, registration fees, car rentals when appropriate, lodging, and meal expenses not to exceed the maximum per diem allowed by the County Board. Alcoholic beverages are excluded from reimbursement.

### **ARTICLE XV PROPERTY OF THE BOARD**

1. The Board shall require the Public Health Administrator to keep an accurate inventory of all property of the Department.
2. The Board shall cause all the property of the Department to be adequately protected by insurance.
3. The Board may require that property of the Department destroyed or damaged by carelessness of any employee, be replaced at the expense of the employee should circumstances justify such action.
4. The Board is authorized to lease or to acquire by purchase, construction, lease-purchase agreement or otherwise and take title in its name and to borrow money, issue debt instruments, mortgages, purchase money mortgages and other security instruments, maintain, repair, remodel or improve such real estate as may be reasonably necessary for the housing

and proper functioning of the health department.

**ARTICLE XVI  
AMENDMENTS TO THE BYLAWS**

Members of the Board may amend these bylaws by a vote of two-thirds of the members of the Board during an official meeting, provided that a written copy of the proposed changes be sent to each Board member at least two weeks before the meeting at which the Bylaws are to be amended.

**ARTICLE XVII  
ETHICS**

1. No member of the Board shall accept any gift based upon any understanding, either explicitly or implicit, that a judgment or decision would be influenced or in return for advice or assistance on any matter concerning the operation of business of the Department.
2. No member may vote on an issue where he or she has taken or received, or offered to take or receive, either directly or indirectly, any money or other thing of value as a gift or bribe as a means of influencing his or her vote or action in his or her official capacity.
3. No member of the Board shall disclose confidential information or use confidential information gained in the course of his or her position for financial gain.
4. No member of the Board shall engage in or permit unauthorized use of department owned property, equipment, supplies or personnel.
5. No member of the Board shall take any action that shall constitute a conflict of interest as defined in Article III, Paragraph 5 of these Bylaws.