

BYLAWS
KNOX COUNTY BOARD OF HEALTH
Knox County, Illinois

PREAMBLE

The Knox County Board of Health was appointed and operates under provisions of "An Act in relation to the establishment and maintenance of county and multiple-county public health departments" (55 ILCS 5/5-25001 and amendments thereto), otherwise known as the County Health Department Act.

Article I - Name

The Name of this body shall be the Knox County Board of Health.

Article II - Purpose

The Board of Health shall establish policy and programs for the operation of the Knox County Health Department in the assurance of public health services to the residents of Knox County.

Article III - Membership and Terms of Office

- A. The Knox County Board of Health shall consist of nine (9) members appointed by the Chairperson of the Knox County Board with the approval of the County Board, in conformance with 55 ILCS 5/5-25012 Members are appointed to a full three (3) year term (55 ILCS 5/5-25012 and amendments thereto).
- B. Membership on the Board of Health shall consist of at least two (2) physicians licensed in Illinois to practice medicine in all its branches; at least one (1) member shall be a dentist licensed in Illinois and one (1) member shall be chosen from the County Board (55 ILCS 5/5-25012 and amendments thereto).
- C. All members shall be chosen for their specific fitness for membership on the Board in conformance with the County Health Department Act (55 ILCS 5/5-25012 and amendments thereto).
- D. Any member may be removed for misconduct or neglect of duty by the Chairperson of the County Board with the approval of the County Board (55 ILCS 5/5-25012 and amendments thereto).

- E. All members shall serve without compensation, but they may be reimbursed for actual necessary expenses incurred in the performance of their duties, such as attendance at meetings of the Board of Health, or at meetings of the Illinois Association of Boards of Health (55 ILCS 5/5-25012 and amendments thereto). Expenses shall be reimbursed only where approved in advance by vote of the Board of Health.
- F. Vacancies on the Board of Health shall be filled for the unexpired term by the Chairperson of the County Board (55 ILCS 5/5-25012 and amendments thereto).

Article IV Officers

- A. The officers of the Knox County Board of Health shall be president, vice president, secretary and treasurer (55 ILCS 5/5 -25013 and amendments thereto).
- B. An election of officers shall be held annual prior to the end of the operating fiscal year and they shall be elected for the ensuing fiscal year (55 ILCS 5/5-25013 and amendments thereto). No member shall hold more than one office at a time.
- C. A vacancy in the office of president, vice president, secretary or treasurer shall be filled through the election of a Nominating Committee in accordance with Article VII, Section B of these Bylaws. The name(s) of nominees shall be presented to the Board of Health at the next meeting of the Board following the committee's election. A member elected to fill a vacancy shall serve the remainder of the term until the annual election of officers. In the absence of the president, the vice president will call the meeting to order. In the absence of the president and vice president, the secretary will call the meeting to order and a president protem will be elected. The president protem will serve pursuant to Roberts Rules of Order.
- D. Board of Health officers shall perform the duties prescribed by these Bylaws, and unless otherwise stated in Roberts Rules of Order.

Article V - Meetings and Voting

- A. The regular meetings of the Board of Health shall be held on the second Thursday of each month, unless otherwise voted on, (55 ILCS 5/5-25013 and amendments thereto) and all meetings will be in accord with the Illinois Open Meetings Act.

- B. Special meetings may be held at any time at the written request of two (2) members of the Board and filed with the Secretary or on request of the Medical Health Officer or Public Health Administrator. Only items on the announced agenda may be considered at a special meeting (55 ILCS 5/5-25013 and amendments thereto).
- C. A quorum shall be constituted by the attendance of at least a simple majority vote of all members present and voting.
- D. All questions before the Board shall be decided by a majority vote of all members present and voting.
- E. No Board of Health member shall, in the exercise of any function of the Board, vote on any matter respecting any individual or entity with which such member has, or within the twelve (12) months preceding the vote had any ownership, employment, medical staff, fiduciary, contractual, creditor or consultative relationship. The Board shall require each member who has or has had such a relationship with an individual or entity involved in any matter before the Board to make a written disclosure of such a relationship before discussion of such matter and to abstain from voting on such matter. However, the Board member after disclosure of his/her conflict of interest may participate in the discussion of the matter before the Board on which he/she has a conflict of interest.
- F. Any Board of Health member may raise the question of conflict of interest with respect to any member; and the question so raised shall be decided by a majority vote of those members present, excluding the member in question and those members who have already been disqualified from voting on the matter because of their own conflict of interest. Whenever conflict of interest is found to exist with respect to any member, such member shall abstain from voting on such matter. However, the Board member, after disclosure of his/her conflict of interest, may participate in the discussion of the matter before the Board of Health on which he/she has a conflict of interest.

Article VI - Powers and Duties (55 ILCS 5/5-25013 and amendments thereto)

- A. The Knox County Board of Health shall within its jurisdiction and professional and technical competence, enforce and observe all state laws pertaining to the preservation of health, and all county ordinances except as otherwise stated in the County Health Department Act.
- B. The Board shall within its jurisdiction, and professional and technical competence, investigate the existence of any contagious or infectious disease and adopt measures, not inconsistent with the regulation of the State Department of Public Health, to arrest the progress of the same.

- C. The Board shall within its jurisdiction, and professional and technical competence, make all necessary sanitary and health investigations and inspections.
- D. The Board shall upon request, give professional advice and information to city, village, incorporated town and school authorities, within its jurisdiction, in all matters pertaining to sanitation and public health.
- E. The Board shall, if the Health Department provides services sufficiently extensive, appoint a Medical Health Officer as Executive Officer of the Department, or shall appoint a Public Health Administrator as Executive Officer for the Department; provided that the Board of Health shall make available medical supervision which is considered adequate by the Director of the Illinois Department of Public Health.
- F. The Board shall employ such professional employees as may be approved by the Executive Officer who meet the qualification requirements of the State Department of Public Health for their respective positions.
- G. The Board shall prescribe the powers and duties of all officers and employees, fix their compensation, and authorize payment of the same and all other Department expenses from the County Health Fund.
- H. The Board shall submit an annual budget and recommend an appropriate levy to the County Board.
- I. The Board shall consult with other private and public health agencies in the county in the development of local plans for the most efficient delivery of health services.
- J. The Board may initiate and carry out programs and activities of all kinds, not inconsistent with law that may be deemed necessary or desirable in the promotion and protection of health and in the control of disease.
- K. The Board may receive contributions of real and personal property.
- L. The Board may recommend to the County Board the adoption of such ordinances and of such rules and regulations as may be deemed necessary or desirable for the promotion and protection of health and control of disease.
- M. The Board may enter into contracts with the State, municipalities, other political subdivisions, and non-official agencies for the purchase, sale or exchange of health services.

- N. The Board may recommend to the County Board the adoption of such ordinances, regulations, or other authority as may be deemed necessary or desirable in charging fees for specialized inspections, testing and home health services when such services are in the judgment of the State Department of Public Health are not adequately available in the county through other sources. Fees so collected are to be credited to the County Health Fund.
- O. The Board shall provide, equip, and maintain suitable offices, facilities, and appliances for the Health Department.
- P. The Board shall review at each meeting the fiscal status of the Health Department and shall act on all bills paid or incurred since the last meeting. Prior to taking action on the bills, each expenditure must be authorized in writing by the treasurer or president. The vote on these bills, if not unanimous, shall be roll call, and recorded as such. A record of all receipts and disbursements by the Health Department shall be kept by the Board of Health. This record shall be compared at least annually with the records of the County Treasurer.
- Q. The Board shall cause an annual audit to be made of the Health Department accounts. (The County Treasurer's annual audit of all accounts which includes the Health Department may be accepted as the Board of Health's official audit, or an additional audit by a competent auditor may be obtained.)
- R. The Board shall publish annually, within 90 days after the end of the operating fiscal year, in pamphlet form, for free distribution, an annual report containing statistics and other information in regard to the work of the Health Department as it may deem of general interest and of which a copy shall be submitted to the County Board.

Article VII - Committees

- A. The President of the Board of Health shall, from among the Board of Health members, appoint with the concurrence of the Board of Health, such committees as seem appropriate for conduct of Board of Health business.
- B. The Board shall elect a Nominating Committee two meetings prior to the end of the operating fiscal year. The Committee shall be composed three (3) Board of Health members who shall present a slate of officers to the Board at the meeting prior to the end of the operating fiscal year.

- C. Noted experts in their field (Fiscal, Planning, Personnel) may serve as consultants to such committees. Such consultants shall be selected by the President with concurrence of the Board of Health and shall serve in an advisory role only and as such not have a vote nor determining role in committee actions, findings, and recommendations to the Board.
- D. The President may appoint, with the concurrence of the Board, advisory committees made up of Knox County residents or providers.

Article VIII - Fiscal Year

The fiscal year of the Board of Health shall be the same as that of the County government, December 1 through November 30.

Article IX - Property of the Board of Health

- A. The Board of Health shall request the Executive Officer of the Health Department keep an accurate inventory of all property of the Health Department.
- B. The Board of Health shall cause property of the Health Department to be adequately protected by insurance.

Article X - Conduct of Meetings

- A. The roles contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the Board of Health in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.
- B. Comments and suggestions by the public will be taken by the Knox County Board of Health at the conclusion of regular meetings.
- C. Comments and suggestions are to be directly germane to Health Department operations. Comments and suggestions that are not directly germane to Department operations as determined by the Board President are to be ruled out of order.
- D. Pertinent questions, comments, and suggestions shall be referred to the Executive Officer or legal counsel for response if relevant.
- E. The president of the Board shall, directly before the public comment of the meeting, request a show of hands of those wishing to address the board. If, in the opinion of the president, there are a substantial number of individuals wishing to address the board, the president shall have the authority to limit each individual's allotted time.

- F. Time limits for individuals may be extended by majority agreement of the Board. Time allotments may not be transferred from one individual to another individual. The secretary of the Board shall keep the time and notify the president when the allotted time has been reached.
- G. Individuals wishing to address the Board shall give their name, address, and topic on which they would like to speak. The minutes of the meeting shall reflect the individual's name, address, and topic on which they wish to address the Board.

Article XI - Amendments

The Bylaws of the Knox County Board of Health may be amended by a two-thirds (2/3) vote of the Board at a regular or special meeting of the Board, provided that a written notice of the proposed changes be sent to each member at least two (2) weeks prior to the meeting at which the Bylaws are to be amended.

Revised: 11/99

Adopted: 12/99