

## **DOUGLAS COUNTY BOARD OF HEALTH MISSION STATEMENT**

The Mission Statement of the Douglas County Board of Health is to provide leadership, support, and policy development to the Douglas County Health Department in carrying out its core public health functions.

## **DOUGLAS COUNTY BOARD OF HEALTH OPERATING RULES**

### **I. Board Organization and Authority**

The Douglas County Board of Health has been organized by the Douglas County Board of Commissioners to govern the Douglas County Health Department pursuant to Neb. Rev. Stat. §71-1630(1). The Board of Health promulgates these operating rules pursuant to its authority under Neb. Rev. Stat. §71-1631.

### **II. Board Membership**

The Douglas County Board of Commissioners appoints members of the Board of Health for terms of three (3) years. The Board of Health must consist of:

- One member of the Douglas County Board of Commissioners,
- One dentist,
- One physician, and
- Six public-spirited men or women interested in the health of the community.

The Douglas County Board of Commissioners fills vacancies on the Board of Health. The Board of Health may submit, to the Douglas County Board of Commissioners, proposed names to fill vacancies on this Board of Health.

Board of Health members are expected to attend all regular and special meetings of the Board of Health. If a Board of Health member repeatedly fails to attend Board of Health meetings, the Board of Health, upon a vote of the majority of the members, may request the Douglas County Board of Commissioners to replace the Board of Health member in question.

### **III. Election of Officers**

Each January, the Board of Health shall elect from its own membership a President, Vice-President and Secretary. The Board of Health designates the Douglas County Health Department Chief of Administration & Finance to serve, ex-officio without the status of a Board of Health member, as Treasurer. Other officers may be elected if the Board deems it necessary.

If a vacancy should occur in the office of President, the Vice-President shall become President. Other vacancies in offices will be filled by nomination to, and election by, the Board of Health.

#### **IV. Duties of Officers**

**President:** The primary responsibility of the Board of Health President is to act in concert with the Health Director to provide leadership in the areas of administration, program planning, organization, and leadership development.

These responsibilities include:

- Chair Board of Health meetings
- Enforce these operating rules
- Establish ad hoc and or standing committees as needed
- Appoint and supervise committee chairs
- Assure that committees function appropriately
- Represent the Board of Health to the community
- Provide leadership in Board of Health member training
- Work closely with the Health Director on issues affecting the Health Department
- Confirm the fiduciary responsibilities of the Health Department are met
- Work with the appropriate committee to evaluate the Health Director

**Vice President:** The Vice President shall chair Board of Health meetings in the absence of the President and fill the office of President if there is a vacancy as well as support the President in fulfilling the responsibilities of that office.

**Secretary:** The Secretary will have the responsibility of signing the minutes of all Board of Health meetings.

**Treasurer:** The Treasurer shall be oversee the finances of the Health Department and shall inform the Board of Health, at least quarterly, as to the status of the actual revenue and expenses of the Department in comparison to the duly adopted budget. The Treasurer shall report to the Board of Health any irregularities or financial concerns, and shall summarize and distribute copies of any and all audit reports as may be issued pertaining to the Health Department and the responses thereto, if any.

#### **V. Board of Health Meetings**

Meetings of the Board of Health shall be held on the third Wednesday of each month at 8:00 AM. Meeting dates and hours may be changed by a vote of a majority of the Board. Special meetings may be called upon written request signed by two (2) members and filed with the Secretary. Board members shall be given forty-eight (48) hours written notice of time and place of such special meetings. In the case of an emergency affecting the health and safety of the public, the Health Director in consultation with the President of the Board and/or other officers may call an emergency meeting.

If a Board of Health member is unable to attend a Board of Health meeting, they are required to notify the President/Vice-President of the Board of Health and the Health Director at least forty-eight (48) hours prior to the start of the meeting. If the Board of Health member is unable to provide forty-eight (48) hours' notice of the member's absence, the member is required to provide notice as soon as is feasible.

All meetings of the Board of Health will be conducted in compliance with the Nebraska Open Meetings Act. Public comments at a Board of Health meeting shall be limited to three (3) minutes per speaker. Public comments should be germane to the Board of Health.

The following committees are established under the auspices of the Board of Health: Administration Committee and Executive Committee. The membership of these committees shall be selected each January.

## **VI. Quorum**

Five (5) Board of Health members shall constitute a quorum of the transaction of business.

## **VII. Voting and Motions**

Votes at meetings of the Board of Health shall be taken by roll call vote on a rotating basis. The roll call shall not be interrupted for any reason except to repeat the proposition to be voted on at the request of a member about to vote. A member shall vote "yes", "no", or "abstain". A majority of members present must vote in the affirmative in order to take action.

## **VIII. Agenda**

A preliminary agenda shall be prepared and mailed in advance of regular meetings to each Board of Health member. The Health Director or his/her designee will prepare the agenda in consultation with the President of the Board of Health. The agenda will be kept current and available for public inspection.

The Health Director shall be responsible for distributing the meeting notice, agenda, meeting materials and all required public notices of such meeting as required by the Nebraska Open Meetings Act.

## **IX. Conflict of Interest**

Board of Health members are subject to the Political Accountability and Disclosure Act, Neb. Rev. Stat. § 49-1401 et. seq., as applicable related to financial and other conflicts of interest or as this Act may be amended. A Board of Health member is required to publically disclose to the Board of Health any financial interest the board member or a member of board member's immediate family may have in a contract or other item being considered by the Board of Health. The interested board member shall abstain from voting on the item in question.

## **X. Duties of the Board of Health**

The Board of Health shall act in accordance with statutes and regulations applicable to Boards of Health and Health Departments.

## **XI. Suspension of Operating Rules**

The Operating Rules may be suspended by a majority of Board of Health members voting in the affirmative.

## **XII. Amendment of Operating Rules**

The Operating Rules of the Board of Health may be amended by an affirmative vote of a majority of Board of Health members at any regular, special, or emergency meeting of the Board of Health. To propose an amendment, written notice must be made to all Board of Health members at least seven (7) calendar days prior to the meeting stating the proposed amendment, its purpose and effect, and the date of the meeting at which the vote will be taken.

These operating rules shall become effective upon adoption by the Board of Health. All Board of Health operating rules previously adopted shall thereupon be and become superseded and repealed.

These operating rules shall be reviewed and amended as needed no less than once every three (3) years.

These operating rules are written to comply with all applicable standards, rules, regulations, and statutes in effect at the time of the rules' adoption. These rules are considered to be automatically amended to maintain compliance with any material changes in the applicable standards, rules, regulations, and statutes until such time as the rules are formally reviewed and revised.

WE HEREBY CERTIFY that this Mission Statement and these Operating rules were duly adopted by a vote of the Board of Health on the 16<sup>th</sup> day of March 2016.

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PRESIDENT, DOUGLAS COUNTY BOARD OF HEALTH