

# **San Miguel County Family & Community Health Council By-laws**

(Adopted 5-25-04)

## ***ARTICLE I – Name, Purpose, Vision and Mission***

The San Miguel County Family & Community Health Council is established for these purposes:

- A. To enhance the quality of life through the improvement of the health, welfare and safety of every resident.
- B. To discuss ideas, concerns, initiatives, goals and solutions for collectively developing community priorities for the above.
- C. To maximize community health resources and services.
- D. Advocate for the needs of women, infants, children, adolescents and their families, including fathers, and children with special health care needs.
- E. Improve maternal and child health outcomes.

### **VISION**

“Healthy families promoting a healthy community”

### **MISSION**

To provide and promote a leadership role in empowering the community to improve our health status, through a comprehensive, family-centered, community-based and culturally-sensitive approach in San Miguel County.

## ***ARTICLE II – Council Membership***

The Council shall be appointed by the San Miguel Board of County Commissioners in July of each year. The nominating committee of the Council shall present a roster of recommended volunteer community members and service providers committed to serving on the Council to the San Miguel County Board of County Commissioners. From this roster, the San Miguel County Board of County Commissioners shall appoint members geographically and ethnically representative of the community. Council members shall be selected for their ability to participate effectively in fulfilling the Council’s responsibilities. Diversity of membership shall be maintained.

## ***ARTICLE III – Council Management***

### **Section 1: Size of the Council**

The San Miguel County Family & Community Health Council shall be managed by a minimum of 15 and a maximum of 21 Council members appointed by the San Miguel County Board of County Commissioners.

### **Section 2: Terms**

Council members shall be appointed by the San Miguel Board of County Commissioners for a term of one year. There is no limit on the number of terms a Council Member shall serve, provided they serve as active Council Members.

### ***Section 3: Duties***

The Council members shall conduct all of the affairs of the Council and are responsible for carrying out its purposes and objectives. Unless otherwise required by the law, the majority vote of the quorum shall be the action of the Council. Each Council Member present shall have one vote.

No Council Member shall vote on any transaction in which they have a conflict of interest.

Attendance at monthly meetings is required. If a member is unable to attend, they shall notify the coordinator to inform the Council of the anticipated absence. A member may designate a proxy to assume their responsibility for that meeting.

Each Council Member shall volunteer to serve on at least one committee during their term.

Each Council Member shall sign a Statement of Commitment and a Member Conflict of Interest Statement.

### ***Section 4: Resignation and Removal***

Any Council Member may resign at any time by giving written notice to the Coordinator and the Council. Unless otherwise specified, the resignation shall take effect upon receipt of the notice.

After three consecutive unexcused absences, the coordinator, or designee, will call to ask if there is a continued interest in serving on the Council. If the Council Member chooses to resign, they must give written notice, either by letter or completion of a resignation form, to the coordinator.

In the event of a vacancy on the Council, the nominating committee shall recommend interim members for appointment by the San Miguel County Board of County Commissioners.

Any Council Member may be removed by a majority vote of the Board of County Commissioners upon recommendation of the Council.

## ***ARTICLE IV – Council and Special Meetings***

Council meetings shall be held monthly as established by the Council. A community-wide annual meeting will be held in August for the purpose of introducing the Council and receiving annual reports.

All Council business shall be open to input from the general public.

Decision will be made by consensus. If it becomes impossible to reach consensus, the issue will be tabled for that meeting and a majority vote of the quorum will decide the issue at the next meeting.

Special meetings may be called at the discretion of the President or upon the request of two (2) officers or five (5) members. The Council shall be given three (3) days written and/or oral notice of such special meetings.

## ***ARTICLE V- Quorum***

Unless otherwise stated, 25% of the Council plus one shall constitute a quorum for the transaction of business or of any specified items of business.

## ***ARTICLE VI – Officers***

### **Section 1: Officers and Terms**

The Council Members elect the officers. The offices are President, Vice-President, Secretary, and Public Relations/Government Liaison. They shall serve a 1-year term. The Officers shall be elected at the August meeting. The officers shall be members of the Council who have served one year. Officers may serve two consecutive terms and return to membership at large for at least one year prior to running for office again.

### ***Section 2: President***

The President is the chief executive officer of the Council and shall preside at all meetings of the Board of Directors and Executive Committee.

The President shall appoint the chairpersons of all standing committees and special committees, except the Nominating Committee and finance committee and shall be an ex-officio member of all committees except the Nominating Committee.

At the Annual meeting, the president shall give a written report to the Council and the Community reviewing the affairs and operation of the Council for the year.

### ***Section 3: Vice President***

In the absence of the president, the Vice President shall have all of the powers and duties of the president. The Vice President shall assist the President in the discharge of duties as needed. If the office President becomes vacant, the Vice President shall succeed to that office for the rest of the term. If this should occur, the Board Members shall elect a new vice president from the current Council.

### ***Section 4: Secretary***

The Secretary shall keep minutes of the Council and the Executive Committee shall be responsible for the retaining and distributing the records, reports and documents of the council. This officer will notify the Council of meetings and perform other duties assigned by the Council.

### ***Section 5: Public Relations/Government Liaison***

The Public Relations/Government Liaison Officer shall report the affairs of the Council to the media as appropriate and to involved government units. This officer shall receive and answer all correspondence.

## ***ARTICLE VII – Committees***

The following shall be the standing committees of the Council. Members shall serve for one (1) Year. Each committee shall designate a chair shall be responsible for convening meetings and reporting committee work to the Council and Council chair.

## **Section 1: Executive Committee**

This Committee shall consist of the elected officers of the Council (The President, Vice-President and Secretary). It shall have the powers of the Council between meetings. Financial matters of major importance will be referred for endorsement to the entire Council.

## **Section 2: Finance Committee**

This Committee shall develop the annual budget. The Committee shall, with the President and fiscal agent, oversee the funds of the Council and shall be responsible for the management and disposition of these funds.

It shall prepare grant applications and develop and coordinate methods of procuring additional income from foundations, private and commercial entities and shall recommend further fund raising activities to the Council.

## **Section 3: Nominating Committee**

The Council shall, at its annual meeting, choose 3 Directors to serve on this committee for the following year, and 3 additional members shall be selected from persons outside the Council.

The members of the Nominating Committee shall select their chairperson and shall propose candidates to fill vacancies on the Council and in offices. Prior to the July San Miguel County Board of County Commission meeting, the committee shall prepare a slate of candidates for election as Council Members. Prior to the August meeting, the nominating committee shall prepare a slate from the Council for election of officers.

## **Section 4: Special Committees**

Other special Committees may be appointed by the president/Council as needed. The members may be selected from persons outside the Council. These Committees shall limit their activities to the specific purpose for which they are formed.

## **ARTICLE VIII – Parliamentary Authority**

Any Questions of procedure not provided for in these By-laws shall be decided by the latest edition of *Robert's Rule of Order, Revised*.

## **ARTICLE IX – Amendments**

These By-laws may be amended by a majority vote of the Council, provided the modifications have been circulated among the members at least 2 weeks before the meeting upon which they will be voted.