

**LIVINGSTON COUNTY HEALTH ADVISORY COMMITTEE
BY-LAWS**

**ARTICLE I
NAME**

The name of this body is the Livingston County Health Advisory Committee.

**ARTICLE II
AUTHORITY**

The Livingston County Health Advisory Committee was established by the Livingston County Board of Commissioners on the ____ day of ____, 20__ in Resolution _____.

The Health Advisory Committee (HC) was created under the discretion of the Board of Commissioners (BOC) for specific and limited purposes set forth in the Resolution and these By-Laws. The HC is strictly a fact-finding and advisory committee. The HC shall operate under the County's operating and fiscal policies.

**ARTICLE III
POWERS AND DUTIES: ANNUAL REPORT**

1. The HC is a fact-finding and advisory committee which may occasionally render advice to the BOC and the Livingston County Board of Health (BOH), around health policy. As such, the HC may only make recommendations to the BOC and/or BOH concerning the exercise of government authority.
2. The HC serves the BOC and BOH in the evaluation of health policy options on those BOC or BOH assigned public health policy matters.
3. The HC shall balance public health needs with individual constitutional liberties. Thus, the HC shall provide the BOC and BOH with balanced recommendations based on review of scientific literature that shall include conventional medicine, alternative medicine, herbal medicine, and nutritional medicine.
4. HC's review of scientific literature shall not be limited to government research or government funded research.
5. The HC is not legally authorized to render a "final decision" on health policy but, rather, is tasked with making recommendations to the BOC and/or BOH as necessary on matters assigned to the HC by the BOC or BOH.
6. The HC shall provide an annual report to BOC outlining the activities, findings, recommendations, and accomplishments of the HC, and additional reports as may be requested by the BOC.

ARTICLE IV
COMMITTEE ORGANIZATION

Section 1. Committee Membership: HC shall be under the general control of the Livingston County BOC and shall consist of five (5) or seven (7) voting members. The BOC shall appoint all members (voting and non-voting). Each member shall be a citizen of Livingston County and have education/experience in at least one of the following areas: conventional medicine, alternative medicine, herbal medicine, nutritional medicine, internal medicine, general practice, OB/GYN, geriatrics, pediatrics, nursing, infectious disease, cancer, palliative care, public health field, and health care law. The BOC may appoint up to two Commissioners to serve as non-voting members. The Director of the Livingston County Health Department may recommend a representative of the Health Department to the BOC for appointment as a non-voting representative, provided that the nominee meets the above qualifications.

Section 2. Term of Members: The term of office of an HC member shall be 2 years from the date of appointment. A member may be reappointed. All members upon appointment shall take an oath to uphold the constitutions of the United States of America and the State of Michigan. The oath shall be the same oath as required for Commissioners elected to the BOC. (Constitution of Michigan, 1963, Article XI, Section 1, MCL 15.151, Section 1).

Section 3. Vacancies in Office: When a vacancy occurs on the HC, either by death, resignation, or removal, the vacancy shall be filled by an appointment by the BOC. This appointment shall be for the remainder of the unexpired term.

Section 4. Neglect of Duties: HC members shall attend meetings and functions of the HC. Members shall be required to attend a minimum of 75% of the regular meetings per year. In cases where such does not occur, the HC shall request a member's resignation and/or request the BOC to remove the HC member.

Section 5. Officers: The HC shall elect a Chairperson, a Vice Chairperson, and a Secretary at the first meeting following the appointment of members by the BOC, for a term of one year. Thereafter, officers shall be elected by the HC at their first meeting in subsequent years.

Section 6. General Conduct: HC shall function as a unit; therefore, individual members shall not speak for the HC unless authorized by the HC to do so. The HC shall not speak for the BOC or BOH, nor shall any member use his or her appointment to lobby legislators as a representative of the BOC, BOH, or the HC.

Section 7. Powers and Duties: The HC shall have such other powers and duties as shall from time to time be provided by law or be assigned by the Livingston County BOC.

ARTICLE V OFFICERS AND STAFF

Section 1. Chairperson: The Chairperson's duties and powers shall include the following:

- A. He/she shall preside over all meetings of the HC.
- B. He/she shall be the ceremonial representative of the HC and shall perform such other duties as specified by law or the Livingston County BOC.

Section 2. Vice Chairperson: The Vice Chairperson shall preside in the absence of the Chairperson and shall perform such other duties as may from time to time be assigned.

Section 3. Secretary: The Secretary shall be the Secretary of the HC and shall perform such duties as may from time to time be assigned. The Secretary shall:

- A. Record the minutes for all proceedings of the HC.
- B. Make regular entries of all resolutions and decisions upon all questions.
- C. Record the vote of each member on any questions submitted to the HC if requested by any member present.
- D. Prepare copies of the minutes of proceedings of the HC for distribution to members of the HC pursuant to Article VI Section 6.
- E. Distribute copies of all minutes, resolutions, and formal reports of the HC to the BOC, the Livingston County Administrator, and the Livingston County Health Department Director.
- F. Perform such other and further duties as the HC may require.

ARTICLE VI MEETINGS

Section 1. All meetings of the HC shall be held in accessible public facilities and shall be conducted according to the Open Meetings Act. (Act 267 of the Public Act of 1976, MCL 15.261 et seq., as amended)

Section 2. Regular Meetings: Except as otherwise required by law, or provided by the HC, regular meetings of the Board shall be as follows:

- A. The HC shall meet at least bi-monthly on a schedule determined by the HC at its first meeting of the year. Additional meetings of the Board may be convened by the Chairperson, or as requested by any two members of the HC, or by the BOC.

B. All meetings of the HC shall be held at the County Administration Building.

Section 3. Special Meetings: The Chairperson or any two (2) members of the Committee upon written notice being served to each member or left at his/her place or residence or via email at least eighteen (18) hours prior to such meeting may call a special meeting. Members may waive notice of any special meeting either before or after the holding thereof.

Section 4. Adjourned Meetings: Any legal meeting of the HC may be adjourned from time to time as the Board may deem necessary.

Section 5. Quorum: A majority of the members shall constitute a quorum for the transaction of the business of the HC.

Section 6. Voting: Except as otherwise provided by statute or parliamentary rules, all questions shall be determined by the votes of a majority of the members present.

Section 7. Distribution of Minutes: Proposed minutes shall be available for public inspection not more than eight (8) business days after each meeting. A copy of the proposed minutes shall be distributed to each member not less than six (6) days prior to the next regularly scheduled meeting.

Approved minutes shall be available for public inspection not later than five (5) business days after the meeting in which the HC approves the minutes. Corrections to the minutes shall be made not later than the next meeting after the meeting to which the minutes refer. Correction minutes shall be available no later than the next subsequent meeting after corrections. The corrected minutes shall show both the original entry and the correction.

ARTICLE VII

OTHER PROVISIONS

Section 1. HC members are subject to statutory provisions governing Conflicts of Interest, Act 317 of the Public Acts of 1968, MCL 15.321 et seq., as amended.

Section 2. HC members may be subject to other statutory provisions governing public officers and employees in Chapter 15 of the Michigan Compiled Laws, as amended.

Section 3. The HC shall comply with the Michigan Freedom of Information Act (Act 442 of the Public Acts of 1976, MCL 15.231 et seq., as amended).

Section 4. Public participation: Any member of the public may address the HC during the "call to the public." Individuals addressing the HC shall provide their name and address and shall ordinarily limit their comments to 3 minutes unless the time is otherwise extended by the Chairperson or by a majority vote of the HC. Although members of the public may give oral testimony, they shall be encouraged to provide written testimony to assist the HC in its fact-finding function.

Section 5. Rules of Order: Robert's Rules of order, newly revised, shall govern the HC in all the deliberations except as modified by these bylaws. The Rules of Order of business may be suspended at any meeting by a two-thirds (2/3) vote of those present.

ARTICLE VIII **AMENDMENTS**

The BOC shall have the right to amend, alter, change, add to, or repeal these bylaws at any time, by the affirmative vote of a majority of the members of the entire BOC at any regular or special meeting and with or without action by the HC.

ARTICLE IX **DISSOLUTION**

The HC shall automatically dissolve four (4) years after the date of its creation unless renewed for another term of four (4) years by adoption of a new resolution of the BOC.

The Livingston County Board of Commissioners approved these bylaws at a regular meeting held _____.