

BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH

BY-LAWS AND RULES OF ORDER

AS APPROVED BY THE BOARD OF HEALTH ON

May 1, 2023

PREAMBLE

The purpose of these By-laws is to provide for the orderly process of conducting business and meetings of the Board of Health, in accordance with the Inter-County agreement dated September 9, 1996, authorizing the formation of the Benzie-Leelanau District Health Department (BLDHD), and to ensure full compliance with Act 368 of 1978 which is the legislative basis of the District Board of Health. If there should be a conflict in the interpretation of these By-laws, the Inter-County Agreement and Act 368 of 1978, Act 368 shall prevail.

SECTION I

MEMBERSHIP

Membership of the Board of Health shall consist of two members of each of the Boards of Commissioners for Benzie and Leelanau Counties, and two members at large, one appointed by each of the Boards of Commissioners. The members appointed through the normal committee appointment of each County. Each individual member shall have full voting authority-

SECTION II

QUORUM

A quorum shall consist of a majority of the Board members which will include two representatives from each County.

SECTION III

MEETINGS

Meetings of the Board of Health shall be held monthly or as determined by the Board and at other times as called by the Chair. Meetings shall be scheduled during the regular operative hours of the District Health Department or at other times with the approval of the majority of the membership of the Board.

The location of the meetings will alternate between the two Counties. The location will be posted prior to the meeting.

Special meetings of the Board of Health may be scheduled. All regular and special meetings shall be conducted in accordance with the Open Meetings Act PA167 of 1976, as amended and will follow the guidelines of Robert's Rules of Order.

Order and Decorum: The Chairperson shall at all times preserve order and decorum pursuant to these Rules. The Chairperson will call to order any person who is being disorderly by disrupting the meeting, by speaking longer than the allotted time, or by making a personal attack on a Board Member or staff member regarding conduct unrelated to the performance of their duties. If a person engaged in a presentation is called out of order, they will not be permitted to speak further at the same meeting except by special leave of the Board. If the individual continues to be disorderly and disruptive to the meeting, the Chairperson may request their removal by the appropriate law enforcement agency. In no event will an individual be removed from a public meeting except for an actual breach of the peace committed at the meeting.

SECTION IV

OFFICERS

The Board of Health will have the following officers: Chairperson and Vice-Chairperson.

All officers will be elected at the first regularly scheduled meeting following the appointment of the Board Members by the respective County Board of Commissioners. These appointments would generally be made after the seating of the new Boards of Commissioners. Historically, the Chair and Vice Chair have been elected alternately from the Board membership of each County every two years, an effort will be made to continue this practice.

SECTION V

POWER AND AUTHORITY OF BOARD

The Board of Health of Benzie-Leelanau District Health Department retains all authority vested in Boards of Health of District Health Departments as specified in Act 368 of 1978 including the audit, allowances, and appropriations of claims. The Board will establish an annual budget and a formula for distribution of local costs of the Department. All Board members and BLDHD staff will adhere to all policies adopted by the Board. The Board of Health will appoint a Health Officer-who will function as the Administrative Officer of the Board and the Department. Through its Administrative Officer the Board of Health will oversee all activities of BLDHD.

In accordance with Act 368 of 1978 the Board of Health may adopt health regulations to properly safeguard the public health and prevent the spread of diseases, approve health programs and services, establish schedules of fees and enter into intergovernmental agreements.

BLDHD shall adhere to the purchasing policy approved by the board of health. This applies to the services of an attorney or other consultant when the overall cost of those services may reasonably exceed the limits established in the purchasing policy for unbudgeted and unexpected expenses.

Board of Health Members should be familiar with the following:

Local Governing Entity Authority/Action	Act 368 of 1978 Reference
Administration and governance of public health at the local level.	MCL 333.2413
Provide the funds and approve the budget for operation of the Local Health Department (LHD).	MCL 333.2413 & MCL 333.2483
Composition of district health board.	MCL 333.2415
Appoint a full-time local health officer who meets requirements set by State Health Department.	MCL 333.2428
Concurrence or disapproval authorizing LHD to adopt regulations.	MCL 333.2441 & MCL 333.2442
Fix and require payment of fees for services authorized or required to be performed by the LHD.	MCL 333.2444
An LHD and its local governing entity shall provide or demonstrate the provision of each required service which the LHD is designated to provide.	MCL 333.2473

SECTION VI

RESPONSIBILITIES OF BOARD OF HEALTH MEMBERS

Be aware of the 10 essential public health services and support the Health Department to those ends.

The 10 Essential Public Health Services are as follows:

Assessment

- Assess and monitor health of the community.
- Investigate, diagnose, and address health hazards and root causes.

Policy Development

- Communicate effectively to inform and educate the public.
- Strengthen, support, and mobilize communities and partnerships.
- Create, champion, and implement policies, plans, and laws.
- Utilize legal and regulatory actions.

Assurance

- Enable equitable access to services.
- Build a diverse and skilled workforce.
- Improve and innovate through evaluation, research, and quality improvement.
- Build and maintain a strong organizational infrastructure for public health.

CONFLICT OF INTEREST

No Board Members will vote or otherwise participate in a decision of the Board if there is a direct personal interest, wherein there may be personal financial or material gain from the action of the Board. All Board Members will report annually on any potential conflicts of interest.

ATTENDANCE AND PARTICIPATION

It is the responsibility of board of health members to attend regularly scheduled and special meetings of the board and to participate in assigned and ad hoc committees. If 25% of regular meetings in a calendar year are missed, the board will recommend the member be replaced.

SECTION VII

COMMITTEES

Types of committees: The types of committees of the Board shall be standing and special. There will be two standing committees: Program and Evaluation Committee and Personnel and Finance Committee. Committees must have representation from both Counties.

The Board may from time to time establish special ad hoc committees and additional standing committees for other matters of concern to the Agency.

Proceedings of Committees: Except as already provided in these By-laws, the Board may, by resolution passed by majority vote of the Board, establish membership requirements, reporting duties and other substantive procedural standards for the operation of any committee. In the absence of any such standards in these By-laws or Board resolution, committees shall establish their own standards of operation, subject always to the power of the Board, in its discretion, to review modify, ratify, disapprove, or otherwise control such standards.

PROGRAM AND EVALUATION COMMITTEE:

Meetings shall be scheduled as needed. The committee shall be responsible to:

1. Investigate new program concepts.
2. Develop long range public health strategy.
3. Review existing programming and licensure.

PERSONNEL AND FINANCE COMMITTEE:

Meetings shall be monthly. The committee shall be responsible to:

1. Review monthly expenditures prior to the full board of health meeting.
2. Develop appropriations and allocation recommendations.
3. Develop, in conjunction with staff, BLDHD budget.
4. Review and evaluate staffing and compensation schedule.
5. Annually review Personnel Policy.
6. Review claims against the District Health Department and report the same at the next regularly scheduled meeting of the Board of Health.
7. Evaluate performance of Health Officer annually.
8. Recommend process for Health Officer replacement as necessary.

SECTION VIII

AMMENDMENT

These By-laws may be altered by a majority vote of the Board of Health. Notice of proposed amendments shall be posted with the regular notice of the Board Meeting.