



Public Health

Idaho North Central District

Nez Perce County
215 10th Street
Lewiston, ID 83501
(208) 799-3100
Fax (208) 799-0349

Latah County
333 E Palouse River Drive
Moscow, ID 83843
(208) 882-7506
Fax (208) 882-3494

Clearwater County
105 115th Street
Orofino, ID 83544
(208) 476-7850
Fax (208) 476-7494

Idaho County
903 West Main
Grangeville, ID 83530
(208) 983-2842
Fax (208) 983-2845

Lewis County
132 N Hill Street
P O Box 277
Kamiah, ID 83536
(208) 935-2124
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BOARD OF HEALTH BY- LAWS 02-23-2012

PREAMBLE:

The purpose of these By-Laws is for the internal administration of the Public Health - Idaho North Central District Board of Health, and is subject to the statutes and laws of the State of Idaho.

SECTION 1: MEMBERS:

The policies and business affairs of this organization shall be by Board of Health members pursuant to Idaho Code, 39-411.

All appointments to the District Health Board shall be confirmed by a majority vote of all the County Commissioners of all the counties located within the Public Health - Idaho North Central District. Vacancies shall be filled by the Board of County Commissioners within the District, acting jointly, and confirmed for a term of five years, subject to reappointment.

Two members shall be from Nez Perce County, two from Latah County, and one each from Idaho, Clearwater and Lewis Counties. Vacancies for an unexpired term shall be filled for the balance of the unexpired term.

Terms of office for each District Health Board Member commence on July 1.

SECTION 2: DUTIES OF MEMBERS OF DISTRICT BOARD OF HEALTH:

The District Health Board shall have the control and policy setting functions of Public Health -Idaho North Central District. The members shall in all cases act as a Board, regularly convened, by a majority vote, adopt any such rules and regulations for the conduct of meetings and the operation of the Public Health - Idaho North Central District consistent with requirements of these By-Laws and laws of the State of Idaho.

SECTION 3: CONFLICTS OF INTEREST:

Conflicts of interest are governed by Title 59, Chapter 7 of the Idaho Code. "Conflict of interest" means any official action or any decision or recommendation by a member, the effect of which would be to the private pecuniary benefit of the member or a person in the member's household, or a business with which the member or a person in the member's household is associated, unless the pecuniary benefit arises out of the following:

- (i) An interest or membership in a particular business, industry, occupation or class required by law as a prerequisite to the holding by the member of the office or position;
- (ii) Any action in the member's official capacity which would affect to the same degree a class consisting of an industry or occupation group in which the member, or a person in the member's household or business with which the member is associated, is a member or is engaged;
- (iii) Any interest which the member has by virtue of his profession, trade or occupation where his interest would be affected to the same degree as that of a substantial group or class of others similarly engaged in the profession, trade or occupation;
- (iv) Any action by a member upon any revenue measure or any appropriation measure, when similarly situated members of the general public are affected by the outcome of the action in a substantially similar manner and degree.

A member shall not take any official action or make a formal decision or formal recommendation concerning any matter where he/she has a conflict of interest and has failed to disclose such conflict as provided in Section 59-704 of the Idaho Code. Disclosure of a conflict does not affect a public official's authority to be counted for purposes of determining a quorum and to debate on the matter, unless the public official requests to be excused from debate at

his or her discretion. A member shall not be entitled to vote on any matter where he/she has a conflict of interest, regardless of whether he/she has disclosed such conflict in accordance with Idaho Code 59-704.

SECTION 4: APPOINTMENT OF A DISTRICT HEALTH DIRECTOR:

The Public Health - Idaho North Central District Board of Health shall appoint a District Health Director who shall be the Secretary of the Board and Administrative Officer of the Board. The Director shall serve at the pleasure of the Board, and shall be responsible for the internal administration of the district. In the extended absence of the Director, the Board Chair will have signatory authority for authorization and approval of payroll, personnel and fiscal.

SECTION 5: MEETINGS, NOTICE OF MEETINGS, QUORUMS:

Meetings, notice of meetings and quorums are established by Idaho Code, 67-2340 through 67-2347. The Public Health - Idaho North Central District Board of Health shall hold such meetings as may be necessary for the orderly conduct of its business, and such meetings may be called with no less than five (5) calendar days notice by the Chairman or a majority of the members.

At any meeting where a majority of the Public Health - Idaho North Central District Board Members are in attendance, a meeting, though held without notice to transact Public Health - Idaho North Central District business, may be recorded as a duly-called meeting.

Telephone meetings via conference call may be held providing proper advance notice is given. In an emergency, this notice should be posted as quickly as possible.

Four members shall constitute a quorum to transact routine business. In case there is less than a quorum present, a new meeting date will be set.

The Secretary of the Board shall be responsible for proper notification.

SECTION 6: SPECIAL MEETINGS OF DISTRICT BOARD OF HEALTH:

Special meeting may be called by the Chairman or Secretary at any time, or by written request of four members of the Public Health - Idaho North Central District Board of Health. No other business except that called for will be transacted at a special meeting.

SECTION 7: VOTING:

Each member of the Public Health - Idaho North Central District Board of Health is to have one vote. Proxy votes may be exercised if given in writing and for specific agenda items.

SECTION 8: OFFICERS:

The Public Health - Idaho North Central District Board of Health at the July meeting, or meeting nearest July 1, each year, will elect a Chairman, Vice-Chairman, Trustee and Alternate Trustee. No one board member shall hold more than one position concurrently. Officers shall be seated following the election.

SECTION 9: DUTIES OF CHAIRMAN:

- A. He/she shall preside at all Board meetings.
- B. He/she shall call all regular and special meetings of the Board, in accordance with these By-Laws.
- C. He/she shall have all direct and implied powers and duties as stated in Idaho Code, 39-414, pursuant to due and lawful prior approval of the Idaho North Central District Board of Health.
- D. He/she shall direct the enforcement of these By-Laws and perform all duties incident to the position and office, which are required by law, By-Laws and rules and regulations.

SECTION 10: DUTIES OF VICE-CHAIRMAN:

During the absence and/or inability of the Chairman to render and perform his/her duties or exercise his/her power, as set forth in these By-Laws or in acts under which the Public Health - Idaho North Central District was established, and the same shall be performed and exercised by the Vice-Chairman; and when so acting, shall have all these powers and be subject to all the responsibilities hereby given or imposed upon the Chairman.

- B. Represent and vote, on behalf of the Board of Health at statewide and local meetings.

SECTION 12: DUTIES OF THE ALTERNATE TRUSTEE:

During the absence and or inability of the Trustee to render and perform his/her duties, the Alternate Trustee shall perform and exercise the duties of the Trustee.

SECTION 13: DUTIES OF THE SECRETARY OF THE BOARD:

- A. Keep minutes of all District Board meetings.
- B. Shall be custodian of all records and correspondence.
- C. Shall give and serve all notices of the District.
- D. Shall present to the Public Health - Idaho North Central District Board at their regular meeting all pertinent communications relevant to any business of the Board conducted at any meeting.
- E. Shall attend to all correspondence and perform all duties incident to his office of Secretary as required by Idaho Code 39-413.
- F. The Secretary has the function of suggesting courses of action or policy to the Board for their action.

SECTION 14: REMOVAL OF DISTRICT BOARD OF HEALTH MEMBERS:

As with appointments, a Board of Health member can be removed by majority vote of all County Commissioners in the District, EXCEPT: A Board of Health member may resign by a written letter of resignation to the Chairman of the County Commissioners of his/her resident county; copies to the Chairman of the Public Health - Idaho North Central District Board of Health and the Secretary of the Board.

Any member of the Board who shall be absent from three consecutive meetings for reasons not deemed reasonable by the Board will be construed as a resignation from the Board. The Secretary of the Board shall notify the County Commissioners and request a replacement be nominated.

SECTION 15: SALARY PAYMENT AND REIMBURSEMENT OF BOARD MEMBERS EXPENSES:

Public Health - Idaho North Central District will pay expenses and salary for Board of Health members when attending a meeting called by the Chairman or the District Director and for an official Board meeting, sub-committee meetings or ad-hoc committee meetings approved by either the Board Chairman or District Director. The Public Health - Idaho North Central District will reimburse members for actual expenses in accordance with state travel regulations.

SECTION 16: AMENDMENTS: These By-Laws may be altered, amended, repealed, or added to by an affirmative simple majority vote of a quorum of the Public Health - Idaho North Central District Board of Health present at a regular or special meeting called for that purpose.

SECTION 17: ROBERTS RULES OF ORDER:

Roberts Rules of Order shall be the governing authority for the order of business and conduct of all meetings of the Board when not in conflict with the by-laws.

Duly passed as the by-laws of the Idaho North Central District Board of Health on this 22 day of March, 2012.