

BY-LAWS OF THE LAWRENCE-DOUGLAS COUNTY PUBLIC HEALTH BOARD
Lawrence, Kansas

Note: On the 12th day of April 2016, the City Commission of Lawrence, Kansas, adopted City Resolution No. 7153. On the 13th day of April 2016, the Board of County Commissioners of Douglas County, Kansas, adopted County Resolution No. 16-08. This joint resolution repealed all prior resolutions and made other miscellaneous modifications to the Lawrence-Douglas County Health Board.

ARTICLE I

Name and Membership

Section 1. Name. In the following sections the term “Board” shall mean the Lawrence-Douglas County Public Health Board.

Section 2. Membership. The membership of the Board was established by the above cited resolution, which specified their number, method of appointment, and term of office. Appointments become effective March 31st each year, but incumbent members hold office until their successors are appointed.

Section 3. Terms. The Governing Body of the City of Lawrence, Kansas, shall appoint to the Board three (3) voting members; the Governing Body of Douglas County, Kansas shall appoint to the Board three (3) voting members; and the Governing Body of the City of Lawrence, Kansas, the Governing Body of Douglas County, Kansas, shall jointly appoint to the Board one (1) voting member. The Chancellor of the University of Kansas shall appoint to the Board one (1) non-voting member. The voting members of the Board may appoint to the Board additional non-voting members, who shall possess such experience and background as the Board shall determine appropriate to provide helpful and desirable input and guidance to the Board. The Board shall establish initial terms for non-voting members appointed pursuant to this paragraph, so as to stagger the expiration of their terms. Members of the Board shall have a term of office of three (3) years. Any vacancy on the Board shall be filled by appointment by the same Governing Body which appointed the person formally filling the vacated position. No appointed voting member of the Board may serve more than two (2) consecutive three-year terms. The foregoing limitation shall only apply to full three-year terms and not to partial terms.

ARTICLE II

Purpose

Section 1. Bylaws. The purpose of these bylaws is to establish rules for the internal organization of the Board, consistent with its powers, in order to maintain the operation of an effective Health Department. Copies of these bylaws and any amendments shall be submitted to the County and City Commissions for their review.

Section 2. The Health Department. The function of the Health Department shall be to protect and promote the health of the community by providing the essential public health services as described by the standards for accreditation established by the Public Health Accreditation Board. The Department's purpose shall be to understand and ameliorate the health issues confronting the community.

Section 3. The Health Board. The purpose and function of the Health Board is to provide guidance and oversight to the Health Department in its role in leading change to advance the health for all and creating abundant and equitable opportunities for good health for all those living in Lawrence/Douglas County.

The goal of the Board is to inspire public confidence and trust in the local public health system. Accordingly, its members should be chosen to reflect background and experience in promoting health and wellbeing and a commitment to health for all.

ARTICLE III

Duties

Section 1. The Board. The functions, powers, and duties of the Board are as authorized by state law and by the above cited resolution, and include the following:

- A. Formulate and establish policies for the operation and regulation of the Health Department.
- B. Hire and Evaluate the Director
 - (1) Select and hire the Director or remove the same for just cause as specified by state law.
 - (2) Evaluate the work of the Director and provide a written report of the evaluation to the Director at the end of the first six months of employment and during the 1st quarter of the calendar year.
- C. Financial Responsibilities

- (1) Review and adopt the annual budget.
- (2) Review and accept monthly financial reports.
- (3) Accept the annual audit of Health Department finances.

D. Public Health Assessment, Policy Development and Assurance

- (1) Review program performance annually including an evaluation of population health outcomes.
- (2) Establish review and update Board policies as needed.
- (3) Accept annual report.
- (4) Engage in on-going strategic planning process that addresses community health issues and identifies strategies for enhancing the Health Department's ability to positively influence the health of the community.

Section 2. The Director. The duties of the Director are as authorized by state law, local resolution and ordinances and fall under the direction of the Board. The responsibilities of the Director organizing and administering an effective Health Department include but are not limited to the following:

- A. Establish and maintain the programs and services of the Health Department, as determined by Board policy, as well as comply with pertinent local and state statutes.
- B. Keep an accurate record of all the transactions of this office.
- C. Prepare the budget; procure grant and private funds with Board approval.
- D. Prepare the monthly financial reports and quarterly performance reports.
- E. Keep a record of minutes of meetings, Board bylaws and policies, and statistics of the Health Department, and make them readily available to the public after the Board has reviewed and accepted them.
- F. File all financial and performance reports, budget, annual report, and minutes of meetings with the county and city commissions after Board approval.
- G. Be responsible for the employment or termination of employment of all employees of the Lawrence-Douglas County Health Department, subject to such

policies made by the Board in this regard and subject to all applicable laws and regulations of the state of Kansas.

- H. Manage and supervise the Lawrence-Douglas County Health Department.
- I. Maintain a working arrangement with the Kansas Department of Health and Environment including mandated and ad hoc reporting of health-related information as requested.
- J. Collect data and information about health needs of all segments of the county and, in collaboration with the Board, research and review solutions, adaptation of services, or new programs to meet these changing needs.
- K. Initiate and foster relationships with agencies and groups providing health related services. Collaborate and coordinate Health Department activities with related agencies and groups whenever possible.
- L. Work with the Medical Consultant/Health Officer.
- M. By City and County Resolution the Director shall serve as secretary of the Board without voting power (see Article IV, Section 5).
- N. Assume primary responsibility for orienting newly appointed members of the Board.
- O. Other responsibilities as may from time to time be assigned by the Board of Health.

Section 3. The Medical Consultant/Health Officer. The Medical Consultant/Health Officer is hired by the Director subject to a vote of approval by the Board. The Medical Consultant/Health Officer may serve on a part-time basis, and according to state statute, must be a physician or dentist. The duties of the Medical Consultant/Health Officer shall be to serve as a consultant to the Director of the Health Department on programs and related medical and professional matters, and as authorized by state law, local resolution, and ordinances.

ARTICLE IV

Organization

Section 1. Officers. The officers of the Board shall consist of the Chair, the Vice-Chair, and the Treasurer. These officers are elected by the Board at its regular meeting in April of each year, with the new officers assuming duties immediately after conclusion of the election of officers. The Chair, Vice-Chair, Treasurer and Past President may hold office

for a term of one (1) or two (2) years, or until their respective successors are elected. Such officers must be members of the Board of Directors at the time of the election of officers of the Board of Directors, and thereafter for the duration of their respective term as an officer. The Director of the Health Department or their selected representative serves as secretary to the Board. All officers handling Health Department funds must be bonded.

Section 2. Chair. The Chair shall preside at all meetings of the Board unless another member is designated to preside instead. The Chair performs all duties assigned to the office by law and by the city and county governing bodies and shall assume primary responsibility for orienting new board members on the governance responsibilities of the Board. The Chair has such usual powers of supervision and management as pertain to the office of the Chair. In the absence of the Director and Treasurer the Chair may assume the duties of the Treasurer.

Section 3. Vice-Chair. The Vice-Chair shall normally fill the office of the Chair in the absence of the Chair. In the event the office of Chair becomes vacant before the end of the term, the Vice-Chair succeeds to that office and the board will vote on the new chair and vice-chair to fulfill the remaining officer term(s).

Section 4. Treasurer. The Treasurer, Chair, and Director are authorized to release checks and authorize savings withdrawals. One approval is required to release checks and authorize withdrawals. In the absence of the Director, the Treasurer may approve checks and authorize withdrawals and make bank account changes.

Section 5. Secretary. The Secretary, in consultation with the Chair, shall prepare the written agenda for each regular meeting. The Secretary keeps the Board informed on all communications pertaining to programs, services, and operation of the Health Department. The Secretary records and signs the minutes of all meetings and is responsible for the safekeeping of all Board documents.

Section 6. Vacancies. Vacancies in any office arising from any cause may be filled by the Board at any regular or special meeting.

Section 7. Removal. Any officer elected or appointed by the Board of Directors may be removed from such office at any time, with or without cause, by the affirmative vote of a majority of the Board of Directors.

Section 8. Failure to elect officers. Failure to elect officers shall in no sense operate to dissolve Public Health or adversely affect its corporate standing.

ARTICLE V

Meetings

Section 1. Regular meetings. Regular meetings of the Board shall be held monthly at such time and place as designated by a majority of the entire Board, and an agenda shall be distributed by the Director to the Board no later than two business days prior to the meeting. A public notice shall be provided by appropriate means of distribution such as e-mail and posts to the Department website.

Section 2. Meetings by telecommunication. Members of the Board, or any committee designated by the Board, may participate in a meeting of the Board or a meeting of such committee via conference telephone or similar communications equipment, by means of which all persons participating in the meeting can hear one another, and such participation in a meeting shall constitute presence in person at the meeting including full capacity to participate in votes.

Section 3. Special meetings. Special meetings may be called by the Chair and shall be called by the Chair if requested by three or more Board members. Notice of special meetings shall be given to members of the Board by the Director of the Health Department at least two days prior to the meeting. Notice may be by telephone, e-mail, or mail, will provide the time and place agreed upon, and no business other than that stated in the notice shall be transacted at the special meeting. Public notice shall be provided by appropriate means of distribution such as e-mail and posts to the Department website.

Section 4. Executive Sessions. For the purposes of discussing personnel, legal and other items of business allowed by and conforming to state of Kansas law, the Board may move into Executive Session for the purposes of discussion. No final action may be taken while in Executive Session.

Section 5. Compensation of Board Members. All actual, lawful, and necessary expenses incurred in the performance of the Board's official duties will be paid by Health Department funds upon presentation of a written statement.

Section 6. Quorum. Four (4) voting members shall constitute a quorum for the transaction of any business at a regular or special meeting.

Section 7. Attendance. If a Board member misses two (2) consecutive meetings without notice, the Chair will contact said member to evaluate the situation. If any member is absent for three (3) consecutive meetings or a total of four (4) in a calendar year without notice the Chair may recommend to the respective appointing governing body the advisability of replacing that member.

ARTICLE VI

Conduct of meetings

Section 1. Parliamentary Authority. Meetings shall be conducted according to *Robert's Rules of Order, Newly Revised*, in all cases where they are applicable and not inconsistent with these bylaws. A summary of Robert's Rules of Order is linked on the Lawrence-Douglas County Public Health department website, under About Us, Health Board.

Section 2. Additions to Agenda. Any matter or subject not appearing on the agenda of a regular meeting shall also be considered if a majority of members present vote consideration.

Section 3. Board Action. The Board shall act on each item presented at the conclusion of discussion of that item.

Section 4. Rules and Policies. Rules and policies for the Health Department may be adopted or amended at any regular meeting, or special meeting called for that purpose, by a majority vote of the Board.

Section 5. Committees.

- A. Executive Committee. The Chair, Vice-Chair and immediate past Chair will serve as the Executive Committee and may meet on the lack of a quorum to handle urgent matters. In the event the term of the immediate past chair has expired the Treasurer shall serve as a member of the executive committee.
- B. Additionally, the Executive Committee, shall serve as the committee of final appeal for employee conflict resolution matters.
- C. Permanent Committees may be created by action of the Board and as an amendment to these bylaws.
- D. Temporary Committees may be appointed by the Chair or created by action of the Board. The Board shall be represented, but membership on such a Temporary Committee need not be limited to only Board members. The Chair of the Board shall serve as, or designate, the Chair of such a Temporary Committee. Any Temporary Committee shall be appointed or created for specific purposes.

Section 6. Members of the Public Communications. The Board will consider and respond to communications from the public or groups which concern the policies or operation of the Health Department.

Section 7. Open Meetings. Except as provided in Article V Section 3 all meetings of the Board will be open to the public. In order to ensure an orderly meeting and to allow members of the public to express their opinions, the following procedures regulating public participation in Board meetings will be observed:

- A. Any member of the public may introduce an item; the Board will take the issue and any recommendation under consideration and may place the item on the agenda of the next regular meeting.
- B. All agenda items will be first fully discussed by the Board, after which members of the public present will be invited to discuss or express their opinions on the item.
- C. Each member of the public wishing to discuss an agenda item should obtain recognition from the Chair, give their name, and speak only to the item of the agenda that is under discussion.
- D. The Chair may, at their discretion, limit the length of presentation or discussion to ensure the orderly conduct of Board business, provided that the decision of the Chair may be overridden by a majority of the Board present.

Section 8. Proxies. No proxies shall be permitted to serve on the Board in lieu of appointed members.

ARTICLE VII

Amendments

Section 1. These bylaws may be amended at any regular meeting of the Board by a majority of those members present, provided that the proposed amendment has been posted on the department's website and included as an agenda item at least 10 business days prior to the meeting.

Section 2. These bylaws rescind and replace all previous By-laws which may pertain to the Board.

Adopted: August 28, 1984
Amended: August 25, 1986
July 16, 1990
March 20, 2000
November 20, 2006
August 20, 2007
Reviewed: October 14, 2008
Amended: September 20, 2010

January 23, 2019
April 17, 2023
June 20, 2023
December 16, 2024