

BYLAWS
Kittitas County Board of Health Advisory Committee

Board of Health Advisory Committee Established. A Board of Health Advisory Committee (BOHAC) has been established in Kittitas County by the Board of Health (BOH).

Board of Health Advisory Committee Mission. BOHAC's mission shall be to provide feedback, formal recommendations, and public participation in public health activities, policies, funding, initiatives, and emergent needs for the Kittitas County BOH and the Kittitas County Public Health Department (KCPHD). BOHAC shall act strictly in an advisory capacity directly to KCPHD and BOH.

Membership. BOHAC shall consist of nine (9) to twenty (20) voting members. The Kittitas County Health Officer and KCPHD staff shall act as ex-officio members of the committee.

BOHAC membership shall strive to be representative of the diversity of viewpoints in Kittitas County.

A nominating sub-committee of BOHAC members shall be charged with recruiting new members and bringing names of potential members before BOHAC for appointment. The sub-committee shall meet annually at least three (3) months prior to the end of the year in order to evaluate BOHAC membership and recommend new appointments to BOHAC.

Potential members who approach BOHAC shall be invited to submit a letter of interest for BOHAC's consideration.

If a potential member wishes to attend a BOHAC meeting before appointment, voting shall take place either at the following BOHAC meeting or via email.

Member Terms. Members shall serve a three (3) year term to expire on December 31. This does not preclude any members from being reappointed. Members who join BOHAC mid-year shall be appointed for a temporary term through the end of the year and shall be appointed for their three year term beginning the following January 1. Members whose terms are expiring may be re-appointed during the December BOHAC meeting. All members are appointed by a majority of the quorum present at the BOHAC meeting.

Roles and Responsibilities. The roles and responsibilities of BOHAC members are as follows:

- Participate fully in supporting the mission of BOHAC.
- Abide by BOHAC bylaws.
- Attend at least two Board of Health meetings during each three year term.
- Participate in sub-committees as assigned by the Chair.

Compensation. All members of BOHAC shall serve without compensation.

Staffing. Staff and coordination will be provided by KCPHD staff by assignment from the Public Health Administrator. Staff duties shall include preparing agendas and meeting content, scheduling meetings, providing the BOHAC members notice of scheduled meetings, taking meeting minutes, tracking member and officer terms, tracking attendance, and assisting with the facilitation of sub-committees.

Officers and Officer Duties. The officers of BOHAC shall serve for a term of one (1) year, expiring on December 31 and shall consist of the following and such other officers as BOHAC may from time to time designate and appoint:

- a. Chairperson: The Chairperson shall preside at all BOHAC meetings and appoint members to sub-committees.
- b. Vice-Chairperson: The Vice-chairperson shall preside at meetings in the absence of the Chairperson.
- c. Treasurer: The Treasurer shall present a treasurer's report at BOHAC meetings, receive and monitor BOHAC's bank statements, maintain BOHAC's 501(c)(3) status, and file necessary Internal Revenue Service forms.

Executive Committee. The Executive Committee shall consist of the three (3) officers of BOHAC and two (2) members selected from and approved by the membership. Terms of office of the Executive Committee members shall be consistent with the term of office of officers and members. The Executive Committee shall meet at an accessible location as necessary and shall be empowered to transact business between regular meetings of BOHAC for ratification at the next regular meeting.

Meetings and Attendance. Regular meetings of BOHAC shall be at least quarterly, or as otherwise determined by BOHAC and KCPHD staff at a place and time to be decided by BOHAC members.

Special meetings may be held on call of the BOHAC Chairperson or the Executive Committee.

Any BOHAC member who has more than three (3) unexcused absences in a twelve (12) month period may forfeit his or her position on the committee. An unexcused absence is one in which no notification or communication is given to KCPHD staff or BOHAC members about the absence. The executive committee shall be responsible for monitoring, following up, and determining how to proceed with member attendance issues.

With prior approval from the BOHAC Chairperson, a member may send a representative to a BOHAC meeting if the member is unable to attend.

Quorum. A quorum for the purpose of holding a meeting and making decisions requiring a vote shall consist of a minimum of five (5) BOHAC members.

Manner of Acting. A majority of the quorum present shall constitute the action of the entire BOHAC.

Procedure. Robert's Rules of Order (Newly Revised) shall be used as a guideline for rules of procedure.

Sub-Committees. Sub-Committees of BOHAC shall be established as needed. Appointment to sub-committees shall be made by the BOHAC Chairperson balancing BOHAC, BOH, and KCPHD needs with member interest. Sub-Committees shall report back to BOHAC and shall not take action independent of BOHAC.

Amendments. These bylaws shall be updated at least annually and may be amended at any regular or special meeting of BOHAC by majority vote of the quorum present.

Approved on: 2 20 2015
 Month Day Year


 BOHAC Chair Signature