

BY-LAWS OF THE
DOUGLAS COUNTY PUBLIC HEALTH ADVISORY COMMITTEE

Article I
NAME

The name of this ad-hoc Committee shall be Douglas County Public Health Advisory Committee. The Committee is established by the Board of County Commissioners (BCC). The Committee is authorized pursuant to Resolution _____.

Article II
PURPOSE AND OBJECTIVES

The Committee shall:

- Section 1 Serve as a resource for the BCC by providing input on findings or recommendations of the Public Health Working Group and the County’s consultants, as well as, personal perspective based on knowledge and expertise.
- Section 2 Operate from a forward-thinking perspective with a view toward the provision of excellent public health services for Douglas County residents.
- Section 3 Meet with and get regular updates from the Community Health Assessment (CHA) and Public Health Improvement Plan (PHIP) consultant team including assisting with the stakeholder recruitment process for the CHA to add community “voice” to the assessment.
- Section 4 Provide guidance and insight, from a citizen perspective, for the Douglas County CHA and PHIP and assist in evaluating the feasibility of transitioning to an independent, local public health agency for Douglas County.
- Section 5 Meet with and get regular updates from the leadership of the PH Working Group to Provide input to the BCC as options and opportunities are developed.
- Section 6 Review materials provided by the Working Group and/or consultants and request other relevant data or information to provide informed input to the BCC.
- Section 7 Designate a member to track discussions and provide a written monthly summary to the BCC.
- Section 8 Meet with the BCC as requested through the BCC Chair, to summarize the work of the Committee.

- Section 9 Request to meet with additional subject matter experts relevant to the Committee's charge and to enhance the Committee's breadth or depth of input provided to the BCC.
- Section 10 Act in an advisory role, not in a decision or policy-making role, by providing invaluable citizen input and perspective to the BCC.

Article III MEETINGS

- Section 1 The Committee will meet semimonthly from the time of appointment by the BCC through January 31, 2022. Initial recommendations are due on or before November 15, 2021. The Committee may be extended further into 2022 by the Commissioners in which case meetings will continue to occur monthly.
- Section 2 Special meetings may be called by the Chair or Vice-Chair of the Committee.
- Section 3 Meetings will be held in-person and virtually and will be open to the public.

Article IV MEMBERSHIP

- Section 1 Membership consists of eleven members appointed by the BCC.
- Section 2 Members will serve during the term of the ad hoc committee as established by the BCC.
- Section 3 Members are encouraged to attend all monthly meetings with 85% attendance strongly suggested.
- Section 4 All members must sign the County's Code of Conduct for Boards and Commissions.
- Section 5 All media requests shall be directed to the County's Communications and Public Affairs Director. No member shall respond to media requests, regarding the work of the Advisory Committee, unless asked to do so by the Board of County Commissioners or the Public Affairs Director.

Article V
OFFICERS

- Section 1 The officers of this Committee shall be a Chairperson and Vice-Chairperson appointed by the Advisory Committee prior to the second monthly meeting of the Committee.
- Section 2 The Chairperson or Vice-Chairperson, in Chairperson's absence, shall set the agenda, supported by county staff, and preside at all meetings of the Committee.
- Section 3 The Officers shall designate a member and an alternate as described in Section 7 under Purpose and Objectives.
- Section 4 The Officers shall serve during the duration of the ad hoc Public Health Advisory Committee unless a change is requested by the BCC.

Article VI
AMENDMENTS

- Section 1 The By-laws may be amended by majority vote of the BCC.

Article VII
CONFLICT OF INTEREST

- Section 1 A Committee member, during his or her role on the Advisory Committee, should be aware of and avoid possible conflicts of interest. A Committee member who believes he or she has a conflict of interest shall disclose the conflict to an Officer and to the BCC through the County Attorney.

The By-laws were adopted by the Board of County Commissioners on _____2021.