

**DEKALB COUNTY BOARD OF HEALTH**

**BYLAWS**

***Amended January 25, 2022***

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## ARTICLE I

### NAME

**1.1.0** Name

1.1.1 The name of this organization shall be the DeKalb County Board of Health. The DeKalb County Board of Health shall hereafter be referred to as “Board”.

## **ARTICLE II**

### **PURPOSE**

#### **2.1.0 Purpose**

- 2.1.1 The purpose of this Board shall be to carry out the provision of “An Act in Relation to the Establishment and Maintenance of County and Multiple County Public Health Department,” (Chapter 111½, Section 20c 18, Illinois Revised Statutes, 1965) and “An Act Relating to Public Tuberculosis Sanatoriums and Treatment Programs and to Tax Levies for County Homes” (Public Act 82-655, Chapter 34, paragraph 510 A, 1981). This Board shall also see that the Health Department’s Mission and Vision Statements are carried out to the fullest extent possible.

## **ARTICLE III**

### **MEMBERSHIP**

#### **3.1.0 Number of Members**

3.1.1 The membership of this Board shall consist of eleven (11) persons appointed by the Chairman of the County Board. The membership shall include the following:

Two physicians licensed in Illinois  
Two nurses licensed in Illinois  
One dentist licensed in Illinois  
One veterinarian licensed in Illinois  
One attorney  
Three community members  
One County Board member

#### **3.2.0 Residency**

3.2.1 Membership on this Board shall require that the individual be a permanent resident of DeKalb County, except that a member who is working as a physician, dentist, or nurse in DeKalb County may reside outside the County if no other physician, dentist, or nurse residing inside the County is willing or able to serve.

#### **3.3.0 Terms of Office**

3.3.1 Each member of the Board shall be appointed for a term of three (3) years except for the County Board member. A member can be recommended for not more than two (2) consecutive full terms. A full term shall be three (3) years plus the fulfillment of an unexpired term of a Board member.

3.3.2 The term of office for the County Board member shall be one (1) year. The County Board member can be reappointed for a maximum of six (6) years.

3.3.3 Terms of office of all Board members shall begin January 1 of each year.

3.3.4 After one (1) year's absence from the Board, a member may be recommended for reappointment to serve.

### **3.4.0 Removal, Termination and Vacancies**

- 3.4.1 A member can be recommended for replacement by the Board to the County Board upon vote of the majority of the Board. The continued non-attendance of Board members at meetings could be cause for recommendation for replacement.
- 3.4.2 Vacancies on the Board occasioned by removal, resignation, or otherwise shall be reported to the Chairman to fill the unexpired term in the same manner as an individual being appointed for a full term.
- 3.4.3 If a Board member seeks to vacate their position on the Board due to health, change of domicile, or any other compelling reason, the member is to notify the Board president and public health administrator in writing as soon as possible.

### **3.5.0 Compensation**

- 3.5.1 All members shall serve without compensation but may be reimbursed for actual necessary expenses incurred in the performance of their duties.

### **3.6.0 Duties**

- 3.6.1 Within its jurisdiction, enforce and observe all State laws and County and Municipal Ordinances pertaining to the preservation of health.
- 3.6.2 Shall recommend, when deemed necessary, to the County Board the enactment of such ordinances and rules and regulations as may be necessary or desirable for the protection of health and control of disease in the jurisdiction.
- 3.6.3 Shall appoint a qualified medical health officer or public health administrator as executive officer of the Department who fulfills the qualifications set forth by the Illinois Department of Public Health in the Minimum Qualifications for Local Health Department Personnel in Illinois.
- 3.6.4 Shall ensure the employment of qualified staff to carry out the Department programs and the enforcement of laws, ordinances, rules, and regulations pertaining to the preservation of health.
- 3.6.5 Shall annually review and approve a budget to submit to the County Board providing for or requesting adequate financing for the Health Department programs.
- 3.6.6 Shall review at each meeting the fiscal status of the Health Department and shall act on expenditures incurred since the last meeting.

- 3.6.7 Shall review a record of all receipts and disbursements. This record shall be compared, at least annually, with the records of the County Treasurer.
- 3.6.8 Shall review the annual audit of the Health Department accounts.
- 3.6.9 Shall periodically review on an as needed basis Health Department programs and policies and approve changes or additions.
- 3.6.10 By June 30th of each year, publish an annual report explaining the Health Department's activities and expenditures for the past year.

**3.7.0 Conflict of Interest**

- 3.7.1 Board members have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when a Board member is in a position to influence a decision that may result in a personal gain for that member or a relative as a result of business dealings of the DeKalb County Health Department. Personal gain may result not only in cases where a Board member or relative has a significant ownership in a business with which DeKalb County Health Department does business, but also when the member or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealing(s) involving DeKalb County Health Department. For the purpose of this policy, a relative is a person who is related by blood or marriage or whose relationship to the Board member is similar to that of persons who are related by blood or marriage.
- 3.7.2. If a Board member has influence on business conducted by the department, it is important that he/she discloses the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties and abstain from voting on these matters. Members excused from voting will not be allowed to participate in the discussion of the matter unless questions are directed to them by the Board President for informational purposes.
- 3.7.3 No member of the Board shall disclose confidential information or use confidential information gained in the course of his or her position for personal gain.
- 3.7.4 Pursuant to 5 ILCS 430/70-20, each member of the Board shall act in full compliance with the DeKalb County Government Ethics Policy at all times.

## **ARTICLE IV**

### **OFFICERS**

#### **4.1.0 Offices**

4.1.1 The officers of the Board shall be a President, Vice President, Secretary, and Treasurer.

#### **4.2.0 Election**

4.2.1 All officers shall be elected annually by the members of the Board. The election for the ensuing year shall be held prior to December 1 of each year.

#### **4.3.0 Officers' Term**

4.3.1 The term of office shall be for one (1) year from January 1 to December 31.

#### **4.4.0 Vacancy in Office**

4.4.1 Whenever a vacancy in any office, the President shall appoint another member to serve during the unexpired term of the office in which such vacancy exists. In the event of a vacancy in the office of the President, the Vice President shall serve out the unexpired term of the President.

#### **4.5.0 Duties of Officers**

4.5.1 It shall be the duty of the President of this Board to preside over all Board meetings and to perform all other duties conferred upon the President under Illinois law.

4.5.2 In the absence of President, the Vice President shall preside at meetings of this Board.

4.5.3 The Secretary shall review the draft minutes of Board meetings prior to posting the draft minutes online. All draft minutes shall be then presented to the Board for approval in compliance with the Open Meetings Act. The Secretary shall also perform all other duties as assigned by the President or administrator.

4.5.4 It shall be the duty of the Treasurer to review a full and accurate account of all receipts and disbursements and act as the chair of the finance committee.

## **ARTICLE V**

### **MEETINGS**

#### **5.1.0 Regular Meetings**

5.1.1 Meetings shall be held every other month of the calendar year beginning in January.

#### **5.2.0 Special Meetings**

5.2.1 Special meetings may be requested by the Administrator, President or two (2) members of the Board with notification at least forty-eight (48) hours prior to the meeting date as required under the Illinois Open Meetings Act.

## **ARTICLE VI**

### **VOTING AND QUORUM**

#### **6.1.0 Voting and Quorum**

6.1.1 A quorum is six (6) members of the Board physically present at a meeting (or otherwise present when meeting pursuant to 5 ILCS 120/7(e)).

6.1.2 All questions before the Board shall be decided by a majority of all members present. However, no meeting shall be official unless a quorum of the members is present. Voting when not unanimous shall be by roll call and recorded as such.

6.1.3 All questions before a Standing Committee of the Board shall be decided by a majority of Committee members, or a minimum of two (2) members. Voting when not unanimous shall be by roll call and recorded as such.

#### **6.2.0 Attendance at Meetings by Other Means**

6.2.1 If a member of the Board (or Standing Committee of the Board) is prevented from physically attending a meeting because of:

- i. Personal illness or disability;
- ii. Employment purposes or the business of the public body; or
- iii. A family or other emergency,

and a quorum of the members of the Board (or Committee), is physically present, then, it may allow, by majority vote, a committee member to attend the meeting by other means. "Other means" shall mean by video or audio conference.

6.2.2 If a member wishes to attend a meeting by other means, the member shall notify the Public Health Administrator, or designee, at least 24 hours before the meeting, unless impracticable, so that necessary arrangements can be made. (Revised May 27, 2014)

6.2.3 Members in attendance by other means shall not be included for purposes of establishing a quorum, unless meeting in accordance with 5 ILCS 120/7(e), but shall have the right to participate fully in the meeting and vote on all matters in the same manner as if the member were present in person.

**6.3.0 Comments from the Public**

6.3.1 A time shall be provided on the agenda of each regular meeting of the Board for members of the public to be heard. Such a time shall not exceed thirty (30) minutes total. Each person desiring to be heard shall be allotted three (3) minutes in which to address the Board and each speaker shall identify himself by name and township. For in-person Board meetings, members of the public wishing to address the Board must complete a public comment form, available at the meeting location, indicating the topic on which they wish to comment.

## **ARTICLE VII**

### **CONSTITUTION AND STANDING COMMITTEES**

#### **7.1.0 Constitution and Standing Committees**

7.1.1 The following standing committees shall be appointed by the President with the approval of the Board: Finance, Personnel, Nominating, Executive, and Ad Hoc Committees that may be formed as needed.

7.1.2 The appointments are for one (1) year being made at the January meeting. General Committee responsibilities are outlined in the succeeding Sections. The President may delegate specific responsibilities to each Committee as necessary. All questions before Committee shall be decided by majority vote.

#### **7.2.0 Finance Committee**

7.2.1 This Committee shall consist of at least three (3) Board Members. The Finance Committee shall annually recommend a budget to the Board and shall perform other duties as assigned by the President.

#### **7.3.0 Personnel Committee**

7.3.1 This Committee shall consist of at least three (3) Board members. The Personnel Committee shall act as a search committee to recruit, screen, recommend, and evaluate the Public Health Administrator position and shall perform other duties as assigned by the President.

#### **7.5.0 Nominating Committee**

7.5.1 The Nominating Committee shall consist of three (3) members. This Committee shall prepare a slate of officers for the Board, with full Board approval recommend individuals for membership on the Board, and perform other duties as assigned by the President.

#### **7.6.0 Executive Committee**

7.6.1 This Committee shall consist of the President, Vice President, Secretary, and Treasurer of the Board. The Executive Committee is to support the Board in the performance of its duties and responsibilities between regularly scheduled meetings of the Board.

**7.7.0 Ad Hoc Committee**

- 7.7.1 Special Ad Hoc Committees will be created as needed by the Board. The President shall appoint any ad hoc committees which are required for the execution of specific and temporary responsibilities and shall designate a chairperson for each ad hoc committee appointed.
- 7.7.2 Every three (3) years, the President shall appoint an ad hoc committee for the purposes of reviewing and recommending revisions to the Board Bylaws.

**ARTICLE VIII**

**FISCAL YEAR**

**8.1.0 Fiscal Year**

8.1.1 The fiscal year of the Board shall be the same as that of the County Government, January 1 through December 31.

## **ARTICLE IX**

### **AMENDMENTS TO BYLAWS**

#### **9.1.0 Amendments to Bylaws**

- 9.1.1 Members of the Board may amend these Bylaws by a majority of the full membership of the Board provided that a written notice of the proposed changes be sent to each member at least two (2) weeks before the meeting at which the Bylaws are to be amended.