



## **Board of Health Bylaws**

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## **Bylaws**

### **LAKE COUNTY BOARD OF HEALTH BYLAWS** **Formed Under the County Health Department Act**

The Lake County Board of Health is appointed and operates under provisions of “An Act in relation to the establishment and maintenance of county and multiple-county public health departments” (55ILCS 5/5-25001, et seq. as now or hereafter amended).

#### **ARTICLE I - Name**

The Name of this body shall be the Lake County Board of Health.

#### **ARTICLE II - Purpose**

The general purpose of these Bylaws is to establish the organizational structure and rules of procedure of the Board of Health.

The general purpose of the Lake County Board of Health is as described in the Counties Code, Division 5-25 relating to the establishment and maintenance of County and Multi-county health departments, 55 ILCS 5/5-25001, et. Seq., and as may be amended from time to time.

The Board of Health’s primary responsibility is to establish those purposes, programs and procedures which will best prevent disease and promote health among Lake County residents. The Board is charged with accomplishing this while also being responsible for the management of resources available to the Department. The Board must fulfill these responsibilities by functioning as a Board of Directors to formulate and adopt policy, by selecting an Executive Director to implement policy and by evaluating the results. Furthermore, the Board must carry out its functions openly, while seeking the involvement and contributions of the residents and staff in its decision making processes. The Board of Health in its trustee relationship with the people of Lake County is obligated to keep fiscal restraint and public interest in mind when setting policy.

The Board of Health shall maintain a well organized and financed Health Department with sound programs to promote physical and emotional health, prevent disease, injury and disability, and protect the environment, through the assessment of needs, the development of public policy, and the provision of accessible, quality services. In accordance with these principles, the Board of Health, through its mode of operation, shall seek to achieve the department mission statement.

#### **ARTICLE III - Membership and Terms of Office**

- A. The Lake County Board of Health shall consist of twelve (12) members appointed by the Chairman of the Lake County Board with the approval of the County Board. Members

shall be appointed for terms of three (3) years. Members are appointed to terms governed by the aforementioned statutes. Members serve until reappointed or replaced.

- B. Membership on the Board of Health shall consist of at least two (2) physicians licensed in Illinois to practice medicine in all its branches; at least one (1) member shall be a dentist licensed in Illinois; two (2) members shall be chosen from the County Board; and at least one (1) member shall be a person certified by the American Board of Psychiatry and Neurology, professionally engaged in the field of mental health and licensed to practice medicine in Illinois, or a professional in the mental health or chemical dependency with knowledge of community mental health services.
- C. All members shall be chosen for their specific fitness for membership on the Board in conformance with chapter 55 ILCS 5/5-25001 of the Illinois State Statute.
- D. A majority of the Board of Health members shall be individuals who are or will be served by the Department and who as a group represent the general population of Lake County, Illinois in terms of demographic factors such as race, ethnicity and gender.
- E. Any member may be removed for misconduct or neglect of duty by the Chairman of the County Board with the approval of the County Board.
- F. Members receive a stipend of \$100 for each board meeting that they attend. The president will receive a monthly stipend of \$300. All members may be reimbursed for actual necessary expenses incurred in the performance of their duties, such as attendance at meetings of the Board of Health. Per County Board resolution, County Board members serving on the Board of Health do not earn a meeting stipend.
- G. Vacancies on the Board of Health shall be filled in accordance with the statute relating to the appointments to a Board of Health.
- H. If a member of the Board of Health for reasons of health, change of domicile or any other compelling reason decides to terminate service on the Board, that member should notify the Chairman of the Lake County Board and the President of the Board of Health in writing. Copies shall also be sent to the Chairman of the County's Health and Community Services Committee, Board of Health members and the Executive Director of the Health Department as soon as possible.

#### **ARTICLE IV - Officers**

- A. The officers of the Lake County Board of Health shall be a President, Vice-President, Secretary, and two Members-at-Large. The Lake County Treasurer shall act as treasurer of the Board of Health.
- B. The officers' positions shall be filled through an election following the Nomination Committee procedure in accordance with Article VII, Section C of these Bylaws. The name(s) of nominees shall be presented to the Board of Health at the last meeting of the

operation fiscal year and shall take office at the first meeting following the election. Terms of office shall be for two years.

- C. A vacancy of any office because of resignation, removal or other reason may be filled for the unexpired portion of the term at any meeting of the Board of Health. A member elected to fill a vacancy shall serve the remainder of the term until the bi-annual election of officers.
- D. Any officer elected may be removed by the Lake County Board of Health with two-thirds majority vote for just cause.
- E. President – The President shall be elected by the Board of Health and shall preside at all meetings of the Board of Health. The President shall be kept advised of the affairs of the Department and insure that all directives and policies are carried into effect. The President is the authorized signator for the Board of Health where required for documents and contracts. The President shall have the usual powers, duties and authority commonly vested in the office of Chairman and shall perform other duties as may be assigned by the Board of Health. The President shall be an ex-officio member of all committees and may participate in the discussion and deliberations of the committees but shall have the right to vote only in the case of a tie or to constitute a quorum.
- F. Vice President – The Vice President shall perform the duties of the President in the absence of the President and shall perform such other duties as from time to time may be assigned by the Board of Health.
- G. Secretary – The Secretary shall approve the minutes of all meetings of the President and the Executive Committee. The Secretary shall perform other duties as assigned by the Board of Health.
- H. Members-at-large – The Members-at-Large represent the interests of the general membership and conduct projects and accept duties as assigned by the President.

#### **ARTICLE V - Meetings and Voting**

- A. The regular meetings of the Board of Health shall be held at least quarterly and all meetings will be in accordance with the Illinois Open Meetings Act.
- B. For regular meetings the order of business shall be as follows:
  - 1. Call to Order
  - 2. Pledge of Allegiance
  - 3. Approval of Minutes
  - 4. Public Comment to the Board
  - 5. Awards, Recognition, Appointments and Reappointments
  - 6. Presentations
  - 7. President's Report

8. Action Items
9. Discussion Items
10. Attachments for Board Review
11. Lake County Community Health Center Governing Council Update
12. Lake County Tuberculosis Board Update
- ~~13. Veterans and Family Services Governing Council Update~~
- ~~14.~~13. Added to Agenda Items
- ~~15.~~14. Old Business
- ~~16.~~15. New Business
- ~~17.~~16. Executive Session
- ~~18.~~17. Adjournment

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- C. Notice of each regular meeting of the Board of Health shall be published at the beginning of the calendar year on the website ([www.lakecountyil.gov/health](http://www.lakecountyil.gov/health)). Agendas shall be posted at the Lake County Health Department and Community Health Center's main office (3010 Grand Avenue, Waukegan) outside of the Board Room and on the website ([www.lakecountyil.gov/health](http://www.lakecountyil.gov/health)) at least 48 hours in advance of the meeting. Agendas and supporting information shall be delivered to each member five (5) days prior to the date of the meeting. For special meetings, notice shall be given at least forty-eight (48) hours prior to the stated time of the meeting.
- D. The Executive Director shall prepare or have prepared all agendas and background information for Board meetings. In doing so, the President and/or Executive Committee of the Board should be consulted when possible. Items of business may be suggested by any Board member, staff member, committee chairman, or citizen of the County. The inclusion of items suggested by a non-Board member shall be at the discretion of the Executive Committee or Executive Director.
- E. Special meetings may be held at any time at the written request of two (2) members of the Board and filed with the Secretary or upon request of the Executive Director. Only items on the announced agenda may be considered at a special meeting.
- F. A quorum shall be constituted by the attendance of at least a simple majority. Vacant positions on the Board shall not be counted in establishing a quorum.
- G. All questions before the Board shall be decided by a majority vote of all members present and voting except as may be provided by statute or these Bylaws.
- H. Any matter not covered by the Bylaws shall be determined by the usual parliamentary rules in accordance with Robert's Rules of Order, latest edition.
- I. No Board of Health member shall, in the exercise of any function of the Board, vote on any matter respecting any individual or entity with which such member has, or within the twelve (12) months preceding the vote had any ownership, employment, medical staff, fiduciary, contractual, creditor, consultative relationship or otherwise prohibited conflict of interest. The Board shall require each member who has or has had such a relationship

with an individual or entity involved in any matter before the Board to make a written disclosure having on file with the County Clerk a Statement of Economic Interest, and to abstain from voting on such matter. However, the Board member after disclosure of his/her conflict of interest may participate in the discussion of the matter before the Board on which he/she has a conflict of interest.

- J. Any individual or spokesperson for a group shall be permitted time to address the Board on matters before them at any given meeting. Public comment is limited to three (3) minutes per individual or spokesperson. For items on the agenda, comments may be made at the time the item is on the floor for consideration or at the discretion of the President. Comments regarding matters germane to the Board of Health but not on the agenda may be made during the public comment section of the meeting subject to the following constraints:
- a. Members of the public wishing to address the Board must complete a public comment card indicating the topic on which they wish to comment.
  - b. Time for such comments shall be assigned on a first-come, first-serve basis as determined by the parliamentarian.
  - c. The parliamentarian shall manage the public comment section of the agenda and review speaker requests, call upon speakers at the appropriate time and enforce the rules governing the public comment.
  - d. The parliamentarian may limit or preclude comment which is repetitive, redundant, cumulative, irrelevant to the business of the Board or promoting or supporting a candidate for public office or political in nature.
  - e. Statements that are uncivil, rude, vulgar, or profane or concern the private activities, lifestyles or beliefs of others are prohibited. Any person making such prohibited remarks shall be requested to leave the meeting.
- K. The Board of Health attorney shall serve as parliamentarian of the Board of Health.
- L. The public may record the proceedings only from the audience seating area or in areas designated by the President.
- M. In accordance with the Illinois Open Meetings Act (5 ILCS 12/7), a majority of the Board of Health may allow Board members to attend public meetings of the Board of Health, excluding executive session, by video or audio conference if the member is prevented from physically attending because of (a) personal illness or disability (b) business of the Board of Health or (c) a family or other emergency. A quorum must be physically present in order for a Board member to participate electronically. Board members attending a meeting electronically are permitted to participate in debate and discussion, but are not permitted to vote.

## **ARTICLE VI - Powers and Duties**

The Lake County Board of Health shall exercise those powers and duties as prescribed in the governing statute(s), and may make and adopt such other rules for its own guidance and for the

government of the Health Department as may be deemed necessary to protect and improve public health.

## **ARTICLE VII - Committees**

- A. (1) The President of the Board of Health shall, from among Board of Health members, appoint with the concurrence of the Board of Health, the following standing committees, and their chairperson: Budget, Hearings, Personnel, Credentialing, Nominating and Advisory. Members shall be appointed at the January meeting of the Board and shall serve for one (1) year or until a successor is appointed. There shall also be a Grievance Committee, with a membership as provided in sub-paragraph (8) below, to hear and decide requests for formal hearing of employee grievances.
- (2) The Executive Committee shall consist of the President, Vice-President, Secretary and two Members-at-Large. One of the five Executive Committee members shall be from one of the medical professions represented on the Board.
- (3) A Budget committee shall be appointed and consist of five (5) members of the Board. The Committee shall meet annually to develop the recommended Department budget. The chairperson of the Budget Committee shall be appointed by the President of the Board with Board of Health approval.
- (4) A Hearings Committee shall be appointed and consist of three (3) members of the board. It shall be the duty of the Hearings Committee to conduct and decide hearings or appeals as may arise under Lake County Board of Health Ordinance, Article VI. The limitations of authority described in sub-paragraph A. (5) shall not apply to the Hearings Committee, except that the President shall be a non-voting, ex-officio member. The decisions of the Hearings Committee, on hearings or appeals to it, shall not be subject to review by or further appeal to the full Lake County Board of Health.
- (5) A Personnel Committee shall be appointed and consist of five (5) members of the board. It shall be the duty of the Personnel Committee to recommend Health Department Personnel Policies and salary schedules, which permit the employment and retention of qualified staff.
- (6) A Credentialing Committee shall be appointed and consist of three (3) members of the board. It shall be the duty of the Credentialing Committee to conduct and perform such background inquiries or investigations into the personal, educational, and professional background and history of physicians employed by, or to be employed by, the LCHD/CHC, sufficient to arrive at and form a reasonable opinion and recommendation to the Board of Health and to the Governing Council as to whether or not the credentials of said physician meet or exceed the requirements of that physician employment position with the LCHD/CHC.
- (7) A Nominating Committee shall be appointed and consist of four (4) members of the board. It shall be the duty of the Nominating Committee to present a slate of officers and

an at-large Executive Committee member to the Board one meeting prior to the end of the operating fiscal year.

(8) The Health Department Grievance Committee shall consist of three (3) members; two Board of Health members (one shall serve as Chairman of the Grievance Committee); and one Service Area Director. The members of the Committee, and one alternate for each position, shall be chosen by the Secretary of the Board of Health by drawing from each group, of eligible and willing Board members, and from the non-involved Service Area Directors. The Grievance Committee drawing shall be held each time a request has been made for a Formal Hearing. The Grievance Committee is not, therefore, a standing Committee.

- B. The function of the committees described in sub-paragraph A. above is advisory and fact finding. Any action must be approved by the Board of Health. No committee or individual member may decide any matter or action without specific Board approval. The President shall be an ex-officio member of all committees and may participate in the discussion and deliberations of the committees but shall have the right to vote only in the case of a tie or to constitute a quorum.
  - C. Term - Each standing committee, except the Nominating and Executive Committees, shall be appointed at the annual January meeting of the Board of Health and shall serve for the ensuing year. Committee chairpersons shall also serve the ensuing year.
  - D. Meeting Procedure - Every meeting of a standing committee of the Board of Health, other than the Executive Committee, shall be called by its chairperson, by a majority of committee members, or by the Executive Director. Every Board of Health member shall be given adequate notice of such meetings. A quorum for the conduct of committee business shall be a majority of its members.
  - E. Membership - Only Board of Health members may be appointed to standing committees of the Board. Non-Board members may serve only as non-voting consultants to the committee.
  - F. Voting - When a committee meets and votes on an issue, only members of that committee may vote. Board of Health members who are present and who are not members of the committee may not vote.
  - G. The President shall appoint, with the concurrence of the Board, advisory committee members when their terms expire or vacancies occur. Advisory Committee members shall be Lake County residents or providers. The Board of Health Advisory Committees shall be appointed:
    - Environmental Health Services Advisory Committee
    - Behavioral Health Services Advisory Committee
1. Purpose: To provide consultation and advice to the Lake County Board of Health and Lake County Health Department staff concerning professional, technical and

operational issues; to evaluate utilization, productivity, client satisfaction, and achievement of Service Area objectives; to assist the Service Area in maintaining liaison with other similar providers of service and referral agencies; and to promote ongoing community information and networking.

2. **Membership:** Membership is available to Lake County residents, organizations or providers who have an interest in promoting an improved health status for all the residents of Lake County, Illinois. Each committee shall consist of at least seven (7), but no more than fifteen (15), members appointed by the President of the BOH, with concurrence of the BOH. At least one Board of Health member shall serve on each advisory committee. Terms shall last three years.
  3. **Removal:** Advisory Committees may recommend to the Board of Health removal of any member for cause and the Board of Health may approve removal by a two-thirds majority vote.
  4. **Officers:** Advisory committee officers shall be Chair and Vice-Chair and shall be elected by the committee at the annual meeting to serve a term of one (1) year.
  5. **Meetings:** Advisory committees shall meet at least quarterly. The annual meeting shall be the first meeting after December of each year.
  6. **Open Meetings Act:** Advisory committees shall comply with all requirements of the Illinois Open Meetings Act.
  7. Any matters not described here shall be determined by the related section of the Board of Health Bylaws.
- H. Ad hoc committees may be established by the President with the concurrence of the Board for special, limited purposes and shall serve only until completion of assignment.
- I. At least one (1) Board of Health member shall be appointed to each advisory or ad hoc committee of the Board.

### **ARTICLE VIII - Executive Director**

- A. The Executive Director shall be the chief executive officer of the Lake County Health Department and shall be required to possess the professional leadership and skills as required by the state standards.
- B. The Executive Director shall have overall authority and responsibility for all aspects of the Department's operations and for such duties as the Board of Health may direct, consistent with legal and state regulations. He/she will delegate responsibility and the authority necessary to discharge certain duties to other Health Department staff and develop such procedures and regulations considered necessary to ensure efficient operation of the department.
- C. Under circumstances immediately affecting the operations of the Health Department or in an emergency situation, which would require formal Board action, the Executive Director may poll the members of the Board. Any act or action authorized hereby must be presented at the next regular or special Board meeting for confirmation.

- D. The general authority and responsibility of the Executive Director or his/her designee include, but are not limited to, the following:
1. To represent the Department and to interpret the Department's services and programs.
  2. To be responsible for preparation of departmental budgets and reports and keep the Board informed about the department's operation and programs.
  3. To organize the services of the Department and coordinate the work of the Board and staff.
  4. To hire, employ, and discharge staff, to provide for supervision, direction and training, and to assume professional leadership in the field of public health.
  5. To execute, attest or seal such documents or contracts as may be required for the operation of the Department in the furtherance of programs established by the Board of Health, such as:
    - a) property leases
    - b) service contracts
    - c) grant applications, contracts and necessary materials
    - d) all reimbursement forms
    - e) such other documents or contracts to purchase materials and services according to Board procedures.
  6. All contracts and purchases requiring a formal bid process shall be brought to the Board of Health for approval.
  7. To conduct public hearings relating to proposed new fees. Prior to recommendations of the Board of Health for enactment of any new fee, County Board ordinance or amendment thereto, (excluding annual consumer price index adjustments as set by the County Board), a public hearing shall be held with public notice being published at least five (5) days prior to the hearing. Dates, times, places of such meetings and items to be discussed will be stated. The meeting shall be tape-recorded and minutes written to include matters proposed and discussed.

Individuals attending the public hearing shall be requested to sign an attendance sheet, print the name of the organization that they represent, if appropriate, and indicate if they wish to address the issue. Individuals not attending the meeting may submit written comments up to 5:00 p.m. on the business day proceeding the day of the scheduled hearing.

The public hearing shall adhere to the following format:

- I. President or Chief Hearing Officer calls the hearing to order.
- II. Recording Secretary takes roll call of the hearing officers.
- III. President or Chief Hearing Officer requests that a copy of the legal notice appear in the records, and that all exhibits be presented and made part of the official record.
- IV. President or Chief Hearing Officer reads written comments, if any.
- V. President or Chief Hearing Officer calls upon Health Department staff to address the hearing regarding the proposal.
- VI. President or Chief Hearing Officer reviews attendance sheet and asks if anyone wants to speak or present information before the hearing.
- VII. After hearing all testimony, President or Chief Hearing Officer closes the hearing with summary remarks to include proposed next step in action plan.

### **ARTICLE IX - Amendments**

These Bylaws may be amended at a regular meeting by a two-thirds vote of the entire membership of the Board, only after the proposed change has been presented and discussed at a previous regular meeting.

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Revised

02/04/05

03/11/09

10/05/11

10/17/12

11/14/13

10/8/14

[11/18/15](#)