BERNALILLO COUNTY COMMUNITY HEALTH COUNCIL

BYLAWS (amended January 5th, 2008)

I. NAME

The Bernalillo County Community Health Council (BCCHC)

II. RESPONSIBILITY

The Council is responsible for identifying public health priorities and coordinating community health activities within Bernalillo County in the area of child, adult, and family health. The Council shall act as a health planning and coordinating entity in Bernalillo County.

III. MEMBERSHIP

Sec. 1. The Bernalillo County Community Health Council represents a broad cross-section of Bernalillo County and shall have no fewer than nine (9) and no more than twenty-seven (27) voting members.
Sec. 2. Membership in the Council is permitted with attendance at three general or committee meetings within a period of five months (amended January 5, 2008 by a majority vote.)
Sec. 3. Each June, the Council coordinator shall submit a current membership list to the Bernalillo County Commission for approval.
Sec. 4. Members shall be appointed for two year terms, beginning one month after the date of approval by the council, and shall be reappointed every two years. All new members shall submit a letter of intent to the Chair of the Council and a resume to be delivered (each June) to the Board of County Commissioners for final approval of membership.
The Council coordinator and Council Chair shall keep track of membership dates.
Sec. 5. Three consecutive general meetings missed without notification shall be cause for termination of Council membership.
Sec. 6. Should a member resign, the Council may appoint a replacement for the remainder of the term.
Sec. 7. The members of the Council shall be selected to represent a broad spectrum of community diversity that may include county officials, health care providers, youth, families, individuals, clergy, local school administrators, social service providers, hospital administrators, local political leaders, advocates, or businesses.
Sec. 8. For persons who have resigned from the Council or former employees, a period of one year must elapse before reinstatement or instatement to the Council can occur after which a letter of intent and updated resume shall be submitted to the Council Chair.
IV. OFFICERS

Sec. 1. A Chairperson, a Vice-chairperson and a Secretary shall serve from July 1 to June 30 (a one-year term) and may be re-elected for another one-year term. A steering committee member may change positions after two years, but may not remain on the Steering Committee for more than 5 consecutive years. (amended January 5, 2008 by a majority vote)

Sec. 2. The Steering Committee officers shall be elected at the June meeting of the Council.

Sec. 3. A nominating committee shall consist of at least three (3) (amended January 5, 2008 by a majority vote) members who, at the May meeting, shall volunteer to prepare a slate of candidates for the June meeting.

Sec. 4. The Council, by vote of a quorum, shall have the power to fill any vacancy created by the resignation or termination of officers.

Sec. 5. The Vice-Chair attends steering committee meetings and shall act as chair at the request of the Chairperson, or in the event of absence and/or resignation of the Chairperson.

Sec. 6. The Secretary shall be responsible for recording meeting minutes and submitting the same to the coordinator for distribution to the council members.

Sec. 7. There shall be no compensation, per diem, or expenses paid for any Council member.

V. MEETINGS

Sec. 1. The CHC shall meet at least ten (10) times a year. Meeting times, dates, and places shall be determined by the Council six (6) months in advance.

Sec. 1.1. The coordinator shall send the coming year’s meeting dates, Times, and places to the membership by electronic mail by the second week of November of the preceding year.

Sec. 2. A quorum shall consist of 50% plus one (amended January 5, 2008 by a majority vote) of the voting membership.

Sec. 3. The Steering Committee may call special meetings.

Sec. 4. The Chairperson, in conjunction with the coordinator, shall prepare the monthly meeting agenda.

Sec. 4.1. The coordinator shall send the agenda to the membership at least one week before each monthly meeting by electronic mail and attach a copy of the previous month’s meeting minutes to the transmission.

Sec. 5. The Chairperson, or a delegate appointed by the Chairperson, shall conduct the monthly meetings.

Sec. 6. Voting may take place via telephone, email, or at a monthly meeting.

VI. COMMITTEES

Sec. 1. The Steering Committee shall consist of the Chairperson, the Vice-chairperson, the Secretary and the Council coordinator who shall not vote. When there is a time constraint, the full Steering Committee shall act when necessary
between regular CHC meetings. The voting membership will then ratify the Steering Committee decision(s) at the following monthly Council meeting.

Sec. 2. Ad Hoc Committees shall be formed as needed.

Sec. 3. There shall be a chairperson of each Ad Hoc Committee whose responsibility includes calling meetings, conducting business, and scheduling time to report findings to the full Council.

Sec. 4. Committees can implement the community health improvement plan as approved by the Council under the guidelines of the approved budget. Decisions on specific contractors to be hired shall go before the membership for a vote or be decided through a review committee with membership approved by the Council (amended January 5, 2008 by a majority vote.)

VII. COORDINATOR/ADMINISTRATIVE STAFF/FISCAL AGENT

Sec. 1. A panel composed of a representative of the fiscal agent, a representative of the CHC’s Steering Committee, and two (2) at-large Council members, agreed upon by a majority of the voting Council, shall hire a coordinator. The coordinator shall be funded through the County Maternal Child Health Plan Act and shall be governed by a contract between the State of New Mexico’s Department of Health, Public Health Division, Office of Health Promotion and Community Health Improvement, and the Council’s current fiscal agent.

Sec. 2. The coordinator shall be responsible for coordinating services between the Bernalillo County Community Health Council, health providers, and community leaders from the public and private sector.

Sec. 3. The coordinator’s performance shall be evaluated after the first six (6) months and annually thereafter by a panel composed of a representative of the fiscal agent, a representative of the CHC Steering Committee and two (2) at-large members, agreed upon by a majority of the voting Council. The panel will use an evaluation tool and process selected by the Council representatives and the Coordinator. The Council representatives shall meet with the Coordinator at least twice a year to review performance expectations and progress made within each competency area. The Coordinator’s annual performance evaluation shall take place prior to the Council’s approval of the annual budget and its submission to the County.

Sec. 4. The Council coordinator shall provide to the Board of County Commissioners annual reports on the Councils’ activities and the status of the Councils’ Comprehensive Community Health Plan.

Sec. 7. The Coordinator shall keep an up-to-date file of the N.M. Statute, County Ordinance, the Council Community Comprehensive Health Plan, By-laws, and Fiscal Agent/Coordinator documents.

Sec. 8. The Fiscal Agent shall serve as the administrative entity, which provides such administrative services as office space, employing and supervising the staff approved under the BCCHC contracts.

Sec. 9. The BCCHC coordinator shall supervise and evaluate any assistant, administrative or contract staff and will provide periodic evaluations and/or progress reports to the council.
Sec. 10. The Fiscal Agent shall provide administrative support in the form of budgeting, procurement, payroll, accounts payable, general accounting services and reporting.
Sec. 11. The Fiscal Agent may propose programs, approaches and provide input to the Council through the coordinator for the Council's consideration as the council exercises its role in planning health programs and services.
Sec. 12. Communication between the Council and the Fiscal Agent shall be channeled through the Chair, Vice-Chair, Secretary and/or coordinator.

VIII. PARLIAMENTARY RULES
Sec. 1. Meetings shall be structured using Roberts Rules of Order, newly revised.

IX. COMMUNITY DEVELOPMENT
The mission of the Council is in part to encourage and support community and organizational efforts that are in line with the mission and goals of the Council. In order to accomplish this support, the Council may endorse a stand on an issue, be part of a public health campaign, or join a coalition as long as the following criteria are met:
_ The issue under question is in line with the goals and mission of the Council’s Comprehensive Community Health Plan;
_ There is a formal vote to endorse/participate with a simple majority quorum of the Council’s voting members

X. AMENDMENT PROCEDURE
Sec. 1. Any Council member may propose an amendment to the Bylaws.
Sec. 2. Notice of request to Council for amendment vote shall be in writing and received at least 30 days prior to the vote.
Sec. 3. A majority vote shall constitute an agreement to amend.