

**St. Clair County Health Department  
Advisory Board of Health**

**By-Laws**

**Article I – Name, Authority, Mission, & Jurisdiction**

- a. The name of this body is St. Clair County Health Department Advisory Board of Health. The Board of Health is organized under Act 368 of 1978, known as the “Public Health Code”.
- b. The St. Clair County Health Department exists under the statutory authority of Part 24, Section 2413 of Act 368, Public Act of 1978.
- c. The mission of the St. Clair County Health Department is to promote and protect public health through assessment, planning, and response so that the public can achieve optimal wellbeing.
- d. The vision of the St. Clair County Health Department is to be the trusted local public health expert.

Jurisdiction: St. Clair County Health Department shall have jurisdiction throughout St. Clair County and shall serve all citizens without regard to race, color, religion, national origin or ancestry, age, sex, handicap, or sexual orientation.

**Article II – Creation, Purpose, Duties & Responsibilities of the Advisory Board of Health**

- a. The Advisory Board of Health is created and delegated authority by the St. Clair County Board of Commissioners pursuant to Section 2413 of Public Health 368, of 1978, as amended, to:
  - i. Perform the responsibilities as delegated by the St. Clair County Board of Commissioners.
  - ii. To provide the “governmental presence” locally in assuring conditions in which people can be healthy.
  - iii. To recommend policy for the St. Clair County Health Department.
- b. The Advisory Board of Health shall recommend and review required programs of public health services to at least meet the minimum standards of performance as prescribed by Michigan Department of

Health and Human Services (MDHHS). Specific duties of the Advisory Board of Health shall include, but not be limited to:

- i. Developing and recommending to the Board of Commissioners rules, regulations and ordinances necessary to carry out the public health mission of the Health Department.
  - ii. Identifying and recommending priorities of public health problems for community action.
  - iii. Reviewing and providing comments to the Public Health Officer and regarding the annual Health Department budget presented by the Health Officer;
  - iv. Interpreting health department programs to the community, adopting resolutions setting forth the position of the Board on pertinent community health issues, and actively promoting and advocating public health policies to the community.
  - v. Promoting the collaboration and coordination of the department's programs with public and private agencies to maximize effectiveness of public health dollars and provide a network of cooperation in the community.
  - vi. Participating in state and local public health organizations, conferences, and seminars as deemed necessary for education and information of members and the Board of Commissioners.
- c. The Advisory Board of Health shall recommend one (1) Advisory Board of Health member and one (1) alternate to the Board of Commissioners for appointment to the Septic Tank Board of Appeals.

### **Article III – Membership**

- a. The Advisory Board of Health shall consist of eight (8) members, seven (7) of whom are appointed by the County Board of Commissioners, five (5) of whom shall be from different county districts and two (2) shall be members at large, and one (1) member of the Board of Health shall be a member of the County Board of Commissioners. The Board of Commissioner member shall be a non-voting Board of Health member (map attached).

- b. At large members may be selected from one or more, but not limited to the following sectors of the county:
  - i. Representatives of city, village or township government.
  - ii. Representative of the environmental sector.
  - iii. Representative from identified community(s) with disproportionate health equity issues.
  - iv. Representative from the healthcare delivery system.
  - v. The terms of office for non-commissioner Board members shall be two (2) years, which will be staggered with three (3) to expire one year and four (4) to expire the next. The Chairperson of the Board of Commissioners shall appoint the commissioner member and their terms shall be for two (2) years, provided they continue to serve as an elected County Commissioner.
  - vi. All Board vacancies shall be filled in accordance with Article III of these By-laws.
  - vii. Each Board member shall have the power of one vote by attendance.

**Article IV – Officers**

- a. Election of Board of Health officers shall take place every year. The Board shall elect from its membership a Chairperson and a Vice-Chairperson and Secretary. The officers shall serve a one-year term beginning in January of each year and may be re-elected at the discretion of the Board.
- b. The Chairperson and Vice-Chairperson of the Board shall be elected from the non-commissioner membership of the Board. A Board member must have served not less than one (1) year on the board before being eligible for election to Chairperson.
- c. The Chairperson shall:
  - i. Maintain open and direct communication with the Health Officer.
  - ii. Preside at all meetings of the Advisory Board.
  - iii. Speak for the Board and represent it at meetings of official and community groups.

- d. The Vice-Chairperson shall assume the duties of the Chairperson in the Chairperson's absence or by the Chairperson's delegation.

#### **Article V – Meetings and Official Minutes**

- a. The Board shall meet monthly and shall establish a regular meeting schedule with times and dates of all regular meetings set by the Advisory Board of Health. The meeting schedule shall be reviewed and revised, if necessary, at least annually at the first meeting of each new year.
- b. A quorum for all business of the Advisory Board of Health shall be defined as at least four (4) voting members present.
- c. The quorum for all meetings deemed necessary by the call of the Chairperson or by a written request of two members of the Board of Health shall be four (4) voting members.
- d. As a public body, the Advisory Board shall provide proper notice and conduct all meetings in accordance with the "Open Meetings Act".
- e. The Health Officer or administrative staff designee shall record the major points of discussion and all official transactions of the Board and maintain a permanent record of same. The Agency shall be the repository for the Board minutes and other official documents of the Board of Health. A copy of the Board of Health minutes shall be provided to the St. Clair County Administrator.
- f. The Board of Health shall meet on a regular basis once a month, but may meet at other times as deemed necessary by the call of the Chairperson or by a written request of two members of the Board of Health. If any Board member is not available for a scheduled meeting, the individual shall contact the Health Officer before the meeting. If a Board member is absent from three (3) meetings in one calendar year without notification or without a valid reason, upon recommendation from the Chairperson of the Advisory Board of Health, the Board of Commissioners may terminate the member.
- g. Annual Meeting: The Advisory Board of Health shall convene in a regular session during the month of January of each year provided a quorum is present. The January meeting will constitute the annual meeting of the

Board of Health, at which time the election of officers will occur and other appropriate business shall be conducted. At this meeting, the Health Officer, who is the Administrative Officer of the Advisory Board of Health, shall conduct the election of the Chairperson.

#### **Article VI – Board of Health Compensation**

- a. The members of the Advisory Board of Health shall receive such compensation for their services as shall be determined by the Board of Commissioners. All other compensation for attendance at various meetings shall be in accordance with established County policies for Board members.

#### **Article VII – Parliamentary Authority**

- a. Roberts Rules of Order shall be the Board’s final authority on all questions of procedure and parliamentary law not covered by these by-laws or the laws of the State of Michigan.

#### **Article VIII – Amendments to By-Laws**

- a. Majority by the Advisory Board of Health and majority by the Board of Commissioners may amend these By-Laws.
- b. All proposed amendments to these By-Laws shall be put in writing and distributed to the Board members at least 30 days before the Board of Health may vote on them. The Board of Commissioners shall be notified and copies of proposed amendments distributed to them at the same time the amendments are proposed for Health Board action.
- c. Review of the by-laws will occur beginning in July of every even year (i.e. 2024, 2026, etc.) by the Advisory Board of Health.


#### **Article IX – Conflict of Provisions**

- a. If there are any conflicts between the provisions contained in these By-Laws and state Law, the state law shall supersede these By-Laws. If there is any conflict between the provisions contained in these By-Laws and the Board of Commissioners’ resolutions delegating authority to the Board of Health, or any


amendments made thereto, the Resolutions of the Board of Commissioners shall supersede these By-Laws.

**Article X – Effective Date**

- a. The By-Laws are recommended for approval by the Advisory Board of Health on this 15<sup>th</sup> day of February, 2023.
- b. These By-Laws are hereby approved and adopted by the St. Clair County Board of Commissioners on this 16<sup>th</sup> day of March, 2023.

  
\_\_\_\_\_  
John Jones, Chairman  
St. Clair County Advisory Board of Health

2-15-23  
Date

  
\_\_\_\_\_  
Jeff Bohm, Chairman  
St. Clair County Board of Commissioners

3-24-2023  
Date

Original: May 19, 2003  
Amended: September 16, 2010  
Amended: February 15, 2023