

DOUGLAS COUNTY BOARD OF HEALTH BYLAWS

ARTICLE I

NAME

Douglas County Board of Health (hereinafter referred to as Board of Health) means the governing body of the Douglas County Health Department (hereinafter referred to as Health Department).

Douglas County Board (hereinafter referred to as County Board) means the governing body of Douglas County.

ARTICLE II

PURPOSE

This Board of Health was appointed and operates under the provisions of Division 5-25, County and Multi-County Health Departments, of the Counties Code, 55 ILCS 5/5-25001 through 5-25025. In the event of a change in the law that is in disagreement with these by-laws, the law will prevail.

ARTICLE III

FISCAL YEAR

The fiscal year of the Board of Health shall be the same as that of the Douglas County Government being January 1 through December 31.

ARTICLE IV

MEMBERSHIP

SECTION 1 - NUMBER OF MEMBERS

The membership of this Board of Health shall consist of eight persons appointed by the Chairman of the Douglas County Board upon recommendation of the Board of Health, with the approval of the County Board. At least two members shall be physicians licensed in Illinois to practice medicine in all of its branches, one member shall be a dentist licensed in Illinois, and one member shall be a member of the County Board. All members shall be chosen for their special fitness for membership on this board.

SECTION 2 - TERMS OF OFFICE

Each member of the Board of Health shall be appointed for a term of three (3) years. The term of all members shall continue until their successors are appointed.

Vacancies on the Board of Health occasioned by removal, resignation, or otherwise shall be reported to the Chairman of the County Board to fill the unexpired term in the same manner as an individual being appointed for a full term.

SECTION 3 - REMOVAL FROM THE BOARD

A member can be recommended for replacement by the Board of Health to the County Board upon vote of the majority of the Board of Health. The continued non-attendance of Board of Health members at three consecutive or four meetings during the year will be cause for recommendation for replacement. 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.

SECTION 4 - COMPENSATION

All members shall serve without compensation, but may be reimbursed, upon approval of the Board of Health for actual necessary expenses incurred in the performance of their duties, which include attendance of local, state and national meetings.

SECTION 5 - DUTIES

Within its jurisdiction the Board of Health shall:

1. According to the requirements of the Counties Code and within the competence of its staff, enforce and observe all state laws and county and municipal ordinances pertaining to the preservation of health.
2. 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. Appoint a medical health officer or public health administrator as executive officer of the Health Department who fulfills the qualifications set forth by the Illinois Department of Public Health.
4. Employ qualified staff to carry out Health Department programs and the enforcement of laws, ordinances, rules and regulations pertaining to the preservation of health. Appoint other employees as may be necessary. Adopt personnel policies which shall be kept in writing and provided to all employees. Review salary ranges and increments for staff members as outlined in the personnel policies.
5. Annually submit a budget to the County Board providing for or requesting adequate financing for the Health Department programs and shall adopt fiscal policies which shall be kept in writing.
6. Review at each meeting the fiscal status of the Health Department and act on expenditures incurred since the last meeting.
7. Keep a record of all receipts and disbursements. This record shall be compared, at least annually, with the records of the Douglas County Treasurer.

8. Cause an annual audit to be made of the Health Department accounts. In accordance with the county auditing law (55 ILCS 5/6 - 31001, 1992 state bar edition) the County Treasurer's annual audit of all agencies, which includes the Health Department, may be accepted as the Board of Health's official audit.
9. Within ninety days after December 31 each year, publish and distribute an annual report explaining the Health Department's activities and expenditures for the past year. This report shall be distributed free to members of the County Board and to members of the general public upon request.
10. Cause to be kept an accurate inventory of all property of the Health Department.
11. Provide office space and equipment adequate for the needs of the Health Department.
12. Cause the property of the Health Department to be adequately protected by insurance.
13. On an annual basis assure County Board's continued responsibility to provide adequate professional liability insurance for Health Department employees and for Board of Health members, as well as other protection as needed or required by law.
14. As a fundamental activity of the Health Department, directly contribute to the research or education mission of institutions of higher education, the Board of health shall have the authority to enter into clinical service agreements, academic affiliation agreements and other agreements with colleges and universities to further the education or research missions of those colleges and universities, as well as to further the education and health missions of the Health Department.

ARTICLE V

OFFICERS

SECTION 1 - OFFICE

The officers of the Board of Health shall be President, Vice President, Secretary and Treasurer. Although not a member of the Board of Health, the Douglas County Treasurer shall be the Treasurer of the Board of Health.

SECTION 2 - ELECTION AND OFFICER'S TERM

All officers shall be elected for one year terms by the members of the Board of Health. The term of office shall be for one (1) year from December 1 to November 30th. Officers shall continue to fulfill their duties until their successors are appointed.

SECTION 3 - VACANCY IN OFFICE

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

SECTION 4 - DUTIES OF OFFICERS

The duties of the officers of the Board of Health shall be those which are customary for such officers as referred to in Robert's Rules of Order.

It shall be the duty of the President of this Board of Health to preside over all Board of Health meetings, and to perform all other duties not inconsistent with the law, which appertain to the office of President.

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

It shall be the duty of the Secretary to keep complete and accurate Minutes, in writing, of all Board of Health meetings. The Secretary shall also perform all other duties which pertain to the office of secretary.

It shall be the duty of the Treasurer to keep a full and accurate account of all receipts and disbursements and perform all other duties which pertain to the office of Treasurer.

ARTICLE VI

MEETINGS

SECTION 1 - REGULAR MEETINGS

The Board of Health shall hold meetings at least quarterly with the intent to hold regular monthly meetings. The Board of Health shall comply with the Open Meetings Act as specified in 5 ILCS 120 (1191 State Bar Edition). Items not specified in the By-laws shall be governed by Robert's Rules of Order.

SECTION 2 - SPECIAL MEETINGS

Special meetings may be held when requested by the President, two (2) members of the Board of Health or the Public Health Administrator with public notification, at least, forty-eight (48) hours prior to the meeting in accordance with the Open Meetings Act.

ARTICLE VII

VOTING AND QUORUM

SECTION 1 - QUORUM

All questions before the Board of Health shall be decided by a majority of all members present. However, no meeting shall be official unless a quorum of the members is present. A quorum shall be five (5) members. A quorum of members of the Board of Health must be physically present at the location of an open meeting.

SECTION 2- ATTENDANCE

Attendance by a means other than physical presence is permitted, if a quorum of the members of the public body is physically present as required by Section 1, a majority of the public body may allow a member of that body to attend the

meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "other means" is by video or audio conference. The member attending by video or audio must be able to hear everything that transpires from the Call to Order through Adjournment, and his comments or questions must be audible to all other members in attendance.

To guard against possible conflicts of interest in business relations, members of the Board of Health shall disclose such interest and shall be excluded from discussion of the related interest and abstain from voting on these issues.

SECTION 3- OPEN MEETINGS TRAINING

All Board of Health members shall receive training in compliance with the Open Meetings Act. Members must successfully complete an electronic training curriculum, developed and administered by the Public Access Counselor, and thereafter must successfully complete an annual training program. Thereafter, whenever a public body designates an additional member to receive this training, that person must successfully complete the electronic training curriculum within 30 days after that designation.

ARTICLE VIII

COMMITTEES

The President of the Board of Health:

1. Shall appoint members of the Board of Health to such special committees as are appropriate for the conduct of its business.
2. May appoint advisory committees from professional, specialty and community groups.

ARTICLE IX

AMENDMENTS TO BY-LAWS

Members of the Board of Health may amend these By-laws by a vote of two-thirds of the members of the Board of Health provided that a written notice of the proposed changes be sent to each member at least two weeks before the meeting at which the By-laws are to be amended.

These by-laws shall replace any previous by-laws and become effective when approved by the Douglas County Board of Health.

Dr. Virginia Wade, President
Douglas County Board of Health

Nancy Simpson, Secretary
Douglas County Board of Health

March 21, 2022
Date of Amendment

Previously amended 5/18/2015
Previously amended 9/22/2007.