

THE FINAL DRAFT OF THE BYLAWS FOR THE LOS ALAMOS COMMUNITY HEALTH
COUNCIL: Revised and Adopted January, 2012

Article I

Name

The name of the group is the Los Alamos Community Health Council (LACHC).

Vision

Consumers, service providers, business interests, local government, and youth will work together to ensure that Los Alamos is a healthy place for all who live, work, and visit here.

Mission

The LACHC will take the lead in community health improvement through representative membership empowered to identify and address health issues in our community. This will be done through ongoing research regarding issues of concern raised by the membership, comprehensive planning, coordination and development of health programs and services for Los Alamos.

Definition of "Health"

It is understood that the term "health" includes mental and physical health, and the overall quality of life within the community as well as proper access to health care.

Article II

Goals and Functions

To support the formation and continuing development of a non-categorical comprehensive community health council that can take the lead in community health status improvement.

To provide an effective network of programs and providers to develop and initiate comprehensive planning for the delivery of services.

To focus on the areas of concern as determined by LACHC as informed by community assessment. (Already approved)

To be sensitive to the public's voice regarding areas of concern.

Any member can move that a particular area of concern be addressed by the LACHC. The motion will be addressed to the Coordinator in writing, and added to the agenda for LACHC discussion, or a motion can be made at any meeting to discuss a particular topic

Article III Membership

It is the goal of LACHC to include as diverse and representative a membership as possible from the Los Alamos County Community. Members should represent bona fide involvement with area health concerns, broadly defined. Members can include, but not necessarily be limited to: consumers, providers, community agencies, faith communities, groups and clubs, and residents. No limit will be imposed on the number of overall members, and no terms of membership will be set by the LACHC. Organizations represented by multiple members will have only one vote, as will individual members. Member organizations will be responsible for deciding the terms of their representatives, and for designating, in writing to the secretary, their voting member. Members should have attended a minimum of at least three meetings in the preceding six months for vote.

Voting members will be asked to recuse themselves on any vote that represents a direct or perceived conflict of interest.

The Coordinator and Secretary are not full voting members, but provide leadership and staffing to the LACHC.

Any changes in membership assignments should be sent to the Secretary within five (5) business days prior to the next monthly meeting.

Officers

The LACHC officers will include a Chair, a Vice-Chair, a Secretary, and in the event that the LACHC should ever control finances, a Treasurer. Staffing will be determined by contract with Los Alamos County.

Eligibility of Officers

Officers will be voting members in good standing of the LACHC. Those members who have missed two consecutive meetings without written notification and/or substitute representation will not be in good standing.

Nomination of Officers

Nominations will be handed to the staff (secretary) in writing on or before the May monthly meeting. All members in good standing can participate in the nomination process. (Voting members in good standing can nominate themselves).

Election of Officers

Only (accredited voting) members in good standing will be allowed to vote in the election of officers at the June meeting. Should they not be available to

attend the meeting, they can inform staff (the secretary) in writing (three (3) business days) before the meeting of a substitute. Votes will be tallied by count or ballot. Candidate list will be sent to members at least two weeks in advance of the June meeting via regular minutes distribution channels. Officers will be elected by majority vote.

Terms of Office for Officers

Officers will hold position for one year. Elections will take place every June.

Resignations

Officers will address their intention to resign in writing to the Coordinator as soon as possible (with forty (30) days' notice). The election of the substitute will take place as per normal nomination and election procedures. A member, who fails to attend two (2) consecutive meetings without written notification and/or substitute representation, will be considered resigned, and will be so notified by the Secretary or Coordinator.

Vacancies

Vacancies will be advertised via regular minutes distribution channels.

Reimbursement

Approved LACHC representatives will be reimbursed for attending those meetings/trainings (classes) that have been approved by the LACHC, where the same are appointed by LACHC as its representatives.

Article IV

Regular Meetings

Regular meetings will be held monthly for an hour and a half. The time and place of the next meeting will be reviewed at the close of each regular meeting. Notice of meetings will be distributed via regular minutes (*distribution channels at least two (2) weeks in advance.*)

Minutes

Minutes will be distributed via email and be available in hard copy format at an agreed upon address for those with no email access (no later than ten (10) business days after the meeting.) Amendments to the minutes will be addressed in writing to the staff (secretary) prior to (no later than) the next meeting date. When no amendments have been received by the start of the next meeting, the minutes will be accepted as read.

Special Meetings

Special meetings will be held as the need arises at the request of the staff or executive committee, (secretary, treasurer (when applicable), chair, and vice-

chair) or at the written request of at least ten members in good standing. Notice of such meetings will be distributed via regular minutes distribution channels. (at least five (5) business days in advance).

Meeting Protocol

Members of the LACHC will establish meeting protocols, including rules or order of the meetings.

Quorum

A simple majority of members in good standing will constitute a quorum. Those members who have missed two (2) consecutive meetings without written notification and/or substitute representation are not in good standing.

Method of Voting

Two types of votes will exist: informal votes on day-to-day business and formal votes. Anyone present (in good standing) will be eligible to vote informally on day-to-day business. Only (accredited) voting members will be eligible to cast formal votes. Voting will be conducted by a show of hands except in the case of the election of officers when a secret ballot will be used. Members who would like to participate in a formal vote but who cannot attend a meeting, can appoint someone to vote in their stead if the staff (secretary) is advised of this appointment in writing prior to (three (3) business days before) the meeting in question. Any member in good standing can make a motion that a vote should be conducted as a formal vote. Such a motion will be proposed verbally and will be seconded.

Majority Vote

A majority vote will be a simple majority of those present (the members in good standing) who participate in the vote.

Seconding a Motion

It will not be necessary to second a motion before that motion can be discussed where day-to-day business is concerned. In the case of submitting further areas of concern to be addressed; submitting changes to the membership group structure; motions for a formal vote; and motions for the dissolution of the LACHC, only seconded motions will be considered.

Closure of Meetings

Any portion of any monthly or special meeting may be closed to the public after an affirmative vote of a majority of the membership present.

Parliamentary Authority

The parliamentary authority to be used during meetings is The A-B-C's of Parliamentary Procedure.

Article V
Amendments

These bylaws may be altered, amended, or repealed in whole or in part by a three-quarters vote of the council members in good standing present at any regular or special meeting, provided that written notice of any proposed changes to the bylaws has been given to members at least five (5) business days prior to the meeting via regular minutes distribution channels.

Article VI
Dissolution

The LACHC may recommend its own dissolution at such time as it deems its functions no longer to be relevant or when, for any other reason, it deems its own dissolution to be in the best interest of the community. The motion for such a dissolution will be handed to the staff (secretary) in writing, seconded, distributed to the members via regular minutes distribution channels, and will be voted on at the next regular meeting. A simple majority vote will accept the motion. The membership will vote on how any remaining LACHC assets should be used.