

**BYLAWS OF THE CROOK COUNTY  
COMMUNITY HEALTH ADVISORY COUNCIL**

**ARTICLE I – NAME AND DEFINITION**

The Crook County Community Health Advisory Council (the “Council”) is an advisory body to the Crook County Court, a political subdivision of the State of Oregon (the “County Court”) regarding Behavioral Health and Public Health issues.

**ARTICLE II – PURPOSE**

The purpose of the Council is as follows:

- a. Advocate and build consensus for local policies to protect and promote the health (behavioral and physical health) of all people in Crook County;
- b. Promote and facilitate population health initiatives as well as accessible, affordable, and quality safety net health services including behavioral health, development disabilities, and public health;
- c. Advise the broader community health system on coordination, collaboration and integration of mental health and public health services;
- d. Provide appropriate and timely information to the County Court on mental health, alcohol and drug policy, public health issues, and developmental disability matters;
- e. Review statewide behavioral health and public health issues and make recommendations;
- f. Monitor health status indicators that will help identify and solve community health problems;
- g. Receive input from community members at regularly scheduled meetings or special meeting as determined by the Council;
- h. Assist Crook County in broad-based community health assessment and planning;
- i. Advise and make recommendations to the County Court on issues related to the needs of the citizens of Crook County;

- j. Annually determine the Council's focus, projects, priorities, and progress based on community health issues;
- k. Develop plans and practices to follow up on recommendations and their implementation;
- l. Participate in public health policy development;
- m. Advocate for the resources necessary to assure the provision of essential mental and public health functions;
- n. Provide summary assessments to the County Court on the work of the Council in providing oversight for the behavioral health and public health systems;
- o. Inform the County Court about emerging public health threats, legislation, and health issues in need of attention.

#### **ARTICLE III – MEMBERSHIP**

- A. The Council shall consist of 10-15 members.
- B. Membership will be broadly represented of the community by age, gender, and ethnicity.
- C. Membership will consist of advocates, consumers, professionals, and interested citizens of all ages.
- D. Members shall be appointed by the County Court with the assistance and recommendations from the Council whenever an opening is available.
- E. Appointment to the Council is for a two-year term.
- F. A member wishing to resign from the Council shall send a letter to the County Court with the effective date of resignation.
- G. Members are expected to attend all meetings of the Council.
- H. By the affirmative vote of at least a majority of its members, the Council may recommend to the County Court that a member be removed from the Council for continued neglect of duties required by law, for failure to attend Council meetings without just cause, for incompetence, or for unprofessional or dishonorable conduct. Such a recommendation shall be made only after a proposed recommendation to the

Council by the Chair and Vice-Chair, or by any three members and after the member being considered for removal has been given the opportunity to appear before the Council regarding that proposed recommendation.

- I. Vacancies on the Council shall be filled by appointment by the County Court. The Chairperson will notify the County Court of any Council vacancies.

#### **ARTICLES IV – OFFICERS**

- A. The officers shall consist of the Chair, who will be the Health & Human Services Director appointed by the County Court, and Vice Chair, elected by the Council to serve a two-year term.
- B. Nominations for the Vice-Chair will be made by one or more Council members.
- C. Election of officers shall occur at the final regular Council meeting of every even numbered year.
- D. The position of Vice-Chair may not be filled by a County employee.
- E. Duties:
  - 1. The Chair shall preside at meetings of the Council, appoint committees, and perform all additional duties prescribed by these Bylaws.
  - 2. The Vice-Chair shall serve as Chair in the absence or incapacity of the Chair, assist the Chair, see that the Bylaws are followed, and perform additional duties as prescribed by these Bylaws.
  - 3. The Chair or Vice Chair shall provide an annual report/summary of the Board's activities to the County Court. The Chair or Vice Chair may report to the County Court any time an issue arises necessitating the County Court's attention.

#### **ARTICLE V – MEETINGS**

- A. Regular meetings of the Board shall be every other month.
- B. Meetings shall be conducted in accordance with Oregon's public meeting law (ORS 192.610 – 192.710) and Oregon's public records law (ORS 192.311 – 192.431).
- C. Regular meetings shall require at least seven (7) days advance written notice to all members. The notice shall include an agenda of all major topics for discussion and all topics for action.

- D. Special meetings may be called as determined by the Chair. Special meetings shall require at least seventy-two (72) hours advance written notice to all members. The notice shall include an agenda of all major topics for discussion and all topics for action.
- E. Emergency meetings may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting will describe the emergency justifying less than 24 hours' notice.
- F. A quorum of any meeting shall consist of not less than a majority of the Council members. Action shall be taken by at least a majority of the Board members present at any regular or special meeting.
- G. Written minutes will be taken at all meetings. Minutes will include: member present, all motions, proposals, resolutions, orders, ordinances, and measures proposed and the disposition of each; the substance of discussion on any matter; and a reference to any document discussed or distributed at the meeting.

#### **ARTICLE VI – COMMITTEES**

- A. The Council may appoint standing or temporary committees. Committees may include those who are not members of the Council.
- B. The Council shall have the power to create additional committees in number and responsibilities believed by the Council to be necessary to aid in the development and implementation of mental health and public health requirements.
- C. Committee shall be designated ad hoc or standing. Ad hoc committees shall terminate upon completion of the committee aim and are therefore limited in duration. Standing committees shall remain in existence until such time as specifically terminated by the Council.
- D. Each committee shall select its lead or presiding officer. All committee members will be entitled to vote on matters being considered by the committee, whether member of the Council or not.

#### **ARTICLE VII – AMENDMENTS**

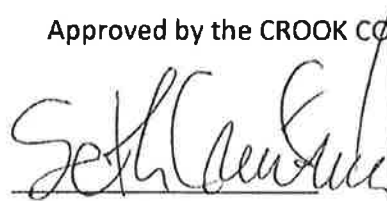
The Council may recommend to the County Court amendments(s) of these bylaws by a vote of a majority of the Council present at the duly notice meeting. Any proposed amendment will be made available to the Council at least seven (7) days prior to the Council meeting at which the proposed amendment will be reviewed and a recommendation acted upon. Final approval of any bylaw change rests solely with the County Court.

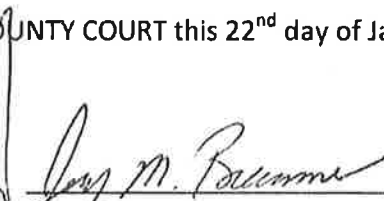
**ARTICLE VIII – PARLIMENTARY AUTHORITY**


Roberts Rules of Order (eleventh edition) govern Council meetings except in instances of conflict between the Rules of Order and the Bylaws of the Council, or provision of law.

These bylaws were adopted by the Council on the 30 day of June, 2020.

Approved by the CROOK COUNTY COURT this 22<sup>nd</sup> day of January 2020.

  
Seth Crawford  
County Judge

  
Jerry Brummer  
County Commissioner

  
Brian Barney  
County Commissioner

<u>Vote:</u>	Aye	Nay	Abstain	Excused
Seth Crawford	—	—	—	—
Jerry Brummer	—	—	—	—
Brian Barney	—	—	—	—