

**Otero County Community Health Council**  
**By-Laws**  
October 2010

**Article I – Name and Purpose**

The Otero County Community Health Council is a collaborative effort by service providers and community members to promote cooperation and networking among agencies providing community services within Otero County.

Our **mission** is to assess, promote, and enhance the health and well being of county residents by creating a process that encourages broad-based community involvement.

The **vision** of the Otero County Community Health Council is to be the officially recognized agency through which health related issues, programs, and grants are coordinated. This will best be accomplished by providing an environment that fosters countywide involvement and true collaboration.

**Article II - Definitions**

Consistent with the County Maternal and Child Health Plan Act [24-1B-1 to 24-1B-y, NMSA, 1978], the Department of Health/Maternal and Child Health and Improving Health Initiative, the following definitions apply to these By-laws.

1. “Board” means the Otero County Board of Commissioners.
2. “Department” means the New Mexico Department of Health.
3. “Council” means the Otero County Community Health Council.
4. “Act” means the county Maternal and Child Health Plan Act [24-1B-1 to 24-1B-y, NMSA, 1978].
5. “CHI” means Dept. of Health/Community Health Improvement.
6. “Profile” means a document describing the current state of health in Otero County, including appropriate health status indicators.
7. “Plan” means the community health improvement plan as required by the NM Department of Health/Maternal and Child Health and Improving Health Initiative and based on the Profile.
8. “Coordinator” means the Otero County Community Health Council Coordinator.
9. “Life Cycle” means a subcommittee working on specific age related priorities as listed in the Plan.
10. “Community Action Team” means a subcommittee focused on a specific health related issue.
11. “CHINS” means Children In Need of Services, the fiscal agent for the Community Health Council.

**Article III - Authority**

In furtherance of the mission described above, and consistent with Section 5 of the Act, and CHI, the Council shall have the authority to develop a county community health improvement Plan which must be approved by the Council and the Board prior to submission to the Department for approval. This Plan shall include a county needs assessment, county inventory, county health

status indicators, and recommendations on how to improve the health of the county and potential funding for these efforts. The Plan may be revised at the request of the Board or the Department, in order to maintain consistency with Department requirements and community needs.

#### **Article IV - Functions of the Council**

The Council shall carry out the following functions as consistent with the Act, CHI, the Department, and the Otero County Community Health Council bylaws, including:

1. Develop, update and approve the Profile based on current (or most up to date) health status indicators.
2. Develop, update and approve the Plan based on priorities established by the Council in response to local needs and resources consistent with the Profile.
3. Create proposal(s) for funding from the Department and/or other sources.
4. Develop and support policies that impact community health.
5. Support the Life Cycles, Community Action Teams, and other subcommittees as appropriate.
6. Communicate regularly with the Board on community health issues.
7. Perform such other acts, duties, and obligations as may be required and permitted by the Act and CHI.

#### **Article V - Membership**

Membership in the Council will be as follows:

1. The Council shall maintain two (2) levels of membership: voting and general.
2. The Council shall maintain a voting membership of at least 12, whereas general and ex officio membership shall be unlimited.
3. Voting membership shall be based upon the following:
  - a. Attendance at regular Council meetings, subcommittees (Life Cycles and/or Community Action Teams), or other designated participation such as approved by the Council.
  - b. Requirements of the Department (including demographic representation, conflict of interest, etc.).
  - c. Signing of a Memorandum of Understanding or letter of collaboration.
  - d. Approval of the Council.
  - e. Approval by the Board.
4. Voting membership shall be reviewed at least once per year, 30 days prior to submitting a membership roster to the Board for approval.
5. Terms of voting members shall be indefinite, if the above requirements are met.
6. Voting members may send designated representatives to meetings they are unable to attend with prior written notification to the Coordinator. Such representatives shall be counted as present on behalf of the voting member.
7. Voting members who resign from the Council shall recommend an appropriate replacement for Council consideration.
8. Voting members may be removed from the Council roster if they do not meet the criteria for voting membership, or if their conduct is not otherwise consistent with the requirements of the Council, Department, or the Board.
9. General membership shall consist of all agencies and individuals who attend meetings of the Council or otherwise participate in Council activities, including email and mailing lists.

## **Article VI - Officers/Executive Committee**

The Executive Committee shall consist of the Officers (President, Vice-President, and Secretary), with input from the CHINS Executive Director (ex officio) and the Dept. of Health/Health Promotions liaison (ex officio). The Officers shall be elected in October of every other year (even years) by a majority vote of the voting members. The newly elected officers shall serve a term of two (2) years beginning the following January.

1. Officers shall serve no more than two (2) consecutive 2 year terms in the same office.
2. If a vote of the Executive Committee is required and a decision cannot be reached by the Executive Committee, the vote shall be taken to the voting members of the Council as described in Article V herein.
3. Duties of the Officers shall be as follows:
  - a. The President shall facilitate all Council meetings and shall work directly with the Coordinator to fulfill Council functions.
  - b. The Vice-President shall facilitate Council meetings and act on behalf of the President in his/her absence.
  - c. The Secretary shall determine and declare a quorum at Council meetings and act as timekeeper during the meetings. The Secretary shall assist the Coordinator in monitoring attendance; and in preparation and distribution of all reports and communication of the Council, including minutes as needed.
4. The functions of the Executive Committee shall include:
  - a. Ensuring that the Council operates within the requirements of the Act, CHI, Department, and Board.
  - b. Making policy changes consistent with the Annual Plan, CHI, Article IV herein, and any other regulating documents of the Council.
  - c. Engaging in strategic planning consistent with the Council's Annual Plan and CHI.
  - d. Overseeing all committees of the Council.
  - e. Attending all Executive Committee meetings.
  - f. Briefing the Council on topics discussed during Executive Committee meetings.
  - g. Supporting and assisting the Coordinator in all decisions and actions consistent with the Council, Plan, Act, CHI, Department, and Board.
  - h. Providing input and advice to CHINS regarding the hiring and management of any hired staff, including the Coordinator.
  - i. Participating in performance reviews of any hired staff, including the Coordinator, with CHINS.
  - j. Reviewing requests for letters of support and determining whether the Council shall provide such letters of support.
  - k. Setting agendas for monthly Council meetings.
  - l. Monitoring the Council budget.
  - m. Attending annual meeting of the Board with the Coordinator when the Health Council membership is provided for approval by the Board.

## **Article VII - Committees**

Subcommittees of the Community Health Council will be established as necessary and may include up to four Life Cycles, based on age related concerns as follows: Perinatal (pre-birth to 1 year), Early Childhood (age 2 to 8), Youth (age 9 to 19), and Adult (age 20 and up); or

Community Action Teams based on specific health related topics. The purpose of each subcommittee (Life Cycle or Community Action Team) is to meet independently to assess the current community situation, develop a strategic plan, and implement community action around a specific issue (including the Community Health Council's specified priorities). The subcommittees (Life Cycles or Community Action Teams) shall act as the "working" arms of the Council, providing issue related expertise and capacity for the overall success of Council goals. Membership in the Life Cycles and/or Community Action Teams will be open to the public, and each will report back to the Community Health Council. Subcommittees may choose to select chairs or other leadership as necessary to accomplish their work.

The President may establish additional committees as necessary to fulfill the functions of the Council.

### **Article VIII - Meetings**

Meetings of the Council will be held as recommended or required by the Council, Board, and Department. Regular meetings will be scheduled and advertised to the membership and to the public, and an annual meeting will be held in October (or 2<sup>nd</sup> fiscal quarter) of each year for the purpose of electing officers (in even years) and/or reviewing the Plan and other council operational documents. Special meetings may be called by the President as necessary to fulfill Council functions. Meetings will be conducted as per Roberts Rules of Order.

### **Article IX - Voting Procedures**

For the purposes of voting, a quorum shall consist of those voting members present. For pertinent issues requiring a vote (election of officers, approval of the Plan, amendments to the bylaws), the voting membership shall be notified, in advance, of the details of the issue. If voting members are unable to attend, they may submit a written vote in advance to the Coordinator, or they may send a designated proxy to attend the meeting with prior written notification to the Coordinator. Voting members may not vote on issues in which they have a clear conflict of interest as consistent with the policies of the Department.

### **Article X - Non-profit Status/Fiscal Management**

The Otero County Community Health Council is organized and operates exclusively for the above-stated purposes. Children In Need of Services (CHINS) shall act as fiscal agent under the Department contract. All funds, grants, donations, etc. shall be managed by the CHINS Business Manager and shall be designated for the purposes of the Council according to the Department contract. All Council staff shall be governed by the policies and procedures of CHINS with regard to payroll and benefits.

### **Article XI - Amendments to the Bylaws**

These bylaws may be altered, amended or repealed, in whole or in part, by a  $\frac{3}{4}$  majority vote of the voting members present at any regular or special meeting. Written notice of proposed changes or amendments must be given to Voting members at least 7 days in advance, and changes must be in compliance with the Act and/or CHI.

### **Article XII - Regarding Coordinators**

1. After approval by the voting membership, a Health Council coordinator may represent

the Health Council as a member of an advisory board. A Health Council coordinator may not represent the Health Council as a member of a governing board.

2. A Health Council coordinator may at his/her discretion issue letters of support on behalf of the Health Council. Copies of letters issued shall be sent to the members of the Executive Committee as soon as is practicable (email is acceptable), and notice that the letter was issued shall be given at the next full Health Council meeting.

### **Article XIII - Dissolution**

The Council or the Department may recommend dissolution of the Council to the Board at such time as its functions are deemed no longer relevant or when, for any other reason, its dissolution is deemed to be in the best interest of the health, well-being, and quality of life of Otero County residents. Upon dissolution of the Council, any property or equipment purchased with Department funds shall become the property of the Department. Other property or equipment shall become the property of the funding source, or shall be donated at the discretion of the Executive Committee and the Executive Director of CHINS.