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# **MCAH ADVISORY BOARD BYLAWS**

## **ARTICLE I NAME AND PURPOSE**

### **Section 1 Name**

The name of this body is the **Lake County Maternal, Child, and Adolescent Health (MCAH) Advisory Board**, hereinafter referred to as the “Board.”

### **Section 2 Purpose**

The purpose of the MCAH Advisory Board is to promote and advocate for the physical, social, and emotional health of pregnant people, children, adolescents, and their families in Lake County by sharing resources, and coordinating activities.

#### **Section 2.1 Goals**

The goals of the Board are to advise the Lake County MCAH staff, Department of Health Services, and Board of Supervisors on the needs of the community, the action of the Board, and provide recommendations to MCAH staff and provide recommendations. The Board will:

1. Increase public awareness of the health concerns and challenges pertaining to pregnant people, children, adolescents, and their families.
2. Support ongoing efforts toward building a coordinated, effective health care delivery system for pregnant people, children, adolescents, and their families.
3. Promote access to health care for pregnant people, children, adolescents, and their families.
4. Identify and advocate for unmet health needs of pregnant people, children, adolescents, and their families.

### **Section 3 Authority**

The Board is an advisory board established by the Lake County Board of Supervisors.

The Board is subject to the Ralph M. Brown Act (Government Code Section 54950 et seq.) and all other applicable open meeting laws, hereinafter referred to as “Brown Act”.

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## **ARTICLE II MEMBERSHIP**

### **Section 1 Composition**

The Board shall consist of at least five (5) members appointed by the Lake County Board of Supervisors. The Board members will serve without compensation.

### **Section 2 Qualifications**

Membership shall reflect diverse community representation, including but not limited to:

1. Health Professionals, such as:

- a. Health Specialists, Behavioral Health (including Mental Health & Substance Use Disorders), Oral Health Professionals, Nutritionists, Physicians, or Tribal Health representatives.
2. School Personnel, such as:
  - a. School Nurses, Special Education Specialists, Youth/Adolescent Health Educators, Administrators, or Teachers.
3. Human Services Representative, such as:
  - a. Economic Assistance specialists, Family Youth & Children specialists, Public Health professionals, or home visitors.
4. Community Representative, such as:
  - a. Child Care and Development liaisons, Child Health specialists, Homeless/Hunger/Poverty support specialists, Parents, Safety and Prevention specialists, or Tribal representatives.
5. Consumer/Parent/Advocate Representative
6. Elected Officials or their representative, such as:
  - a. Board of Supervisor member, city council member, or state representative.

### **Section 3 Designees**

Designees for Board Members may be permitted, provided the following conditions are met:

1. Continuity of representation is maintained by appointing one consistent designee; and
2. The designee shall be second in the chain of command within the represented agency/department or represents the same category from which the Board member serves in.

These conditions are intended to ensure routine communication between the appointed member and the designee and to preserve decision-making authority so that the work of the Board is not impeded.

Only one designee may be appointed for the duration of the Board member's term. The proposed designee and the purpose of the designation shall be reviewed and approved by a two-thirds (2/3) vote of the appointed Board members.

Upon approval by the Board, the recommendation shall be forwarded to the Lake County Board of Supervisors for final approval.

A designee shall be vested with full voting rights when the appointed member is not present.

### **Section 4 Term of Office**

The Board members shall be appointed by the Board of Supervisors, upon recommendation of the Board, for two-year terms, with the option to serve more than one term by means of reappointment; but shall serve at the pleasure of the Board of Supervisors, and may be removed at any time, without cause, by said Board. Membership term begins on the date of appointment by the Board of Supervisors.

### **Section 5 Vacancies**

A vacancy on the Board shall be deemed to exist when any of the following occurs:

1. Attendance: A member fails to attend three (3) regular meetings of the Board per calendar year, except when such absence is due to illness, authorized leave, or other reasons protected by law.

2. Resignation: A written letter of resignation is submitted to the Chair of the Board, who shall transmit the resignation to the Clerk of the Board of Supervisors.
3. Removal: A member is removed by the appointing authority in accordance with applicable laws and policy.

Upon declaration of a vacancy, the Chair shall notify the Clerk of the Board of Supervisors so that the vacancy may be filled in accordance with established appointment procedures.

### **Section 6 Removal**

Members may be removed for cause, including but not limited to non-attendance, misconduct, or violation of these bylaws, in accordance with applicable law and procedures of the appointing authority.

### **Section 7 Recruitment**

In accordance with the Maddy Act (Government Code Section 54970 et seq.), the Board shall work with the Clerk of the Board of Supervisors to post vacancies and maintain a process for the recruitment of new members when vacancies occur.

Recruitment efforts shall seek applicants from all geographic areas of Lake County and shall be conducted through publicly accessible means, which may include, but are not limited to, Board meetings, public notices, newspaper publications, and internet postings.

Applications shall be reviewed and screened by the Chair if the number of applicants is equal to or less than the number of vacancies. If there are more applicants than vacancies, then an Ad Hoc Committee appointed by the Chair of the Board will review and screen applicants.

Recommendations for applicants will be given to the full Board for consideration and voting.

Upon approval by the Board, the Chair shall forward the selected applicant's application to the Lake County Board of Supervisors for final consideration and appointment.

Recruitment practices shall promote transparency, inclusiveness, and community representation consistent with legal requirements and the purpose of the Board.

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## **ARTICLE III POWERS AND DUTIES**

The Board serves as a public body in accordance with applicable federal, state, and local laws.

The Board shall:

- Provide policy guidance and recommendations to the MCAH staff;
  - Approve the annual budget and oversee expenditures of MCAH;
  - Monitor funded programs and outcomes;
  - Promote public engagement, collaboration, and transparency;
  - Ensure compliance with applicable laws and regulations;
  - Adopt rules of procedure consistent with these bylaws and federal, state, and local laws.
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## **ARTICLE IV OFFICERS**

### **Section 1 Officers**

The officers of the Board shall be a Chair and Vice Chair.

### **Section 2 Election of Officers**

At the first regular meeting of the Board in each calendar year, the Board shall elect a Chair and a Vice Chair from the voting members by majority vote. In case of failure to elect at the time specified, the election shall take place at the next regularly scheduled meeting.

The Chair and Vice Chair shall hold their respective offices until their successors are elected and qualified.

### **Section 3 Officers Duties**

#### **Section 3.1 Chair:**

The Chair shall preside at all meetings of the Board and shall maintain order and decorum during proceedings. The Chair may bring matters before the Board for consideration and may participate in discussion.

The Chair must vacate the chair in order to make a motion but may second a motion without vacating the chair. At the request of any Board member, the Chair shall direct that a roll call vote be taken and entered into the record.

In the absence of an established rule of parliamentary procedure, meetings shall be conducted in accordance with Robert's Rules of Order, as practicable.

The Chair shall prepare and approve meeting agendas with the help of MCAH staff, call special meetings of the MCAH Advisory Board as needed, and represent the MCAH Advisory Board in the public arena as needed.

#### **Section 3.2 Vice Chair:**

The Vice Chair shall preside at meetings in the absence of the Chair. In the event the Chair is absent, disabled, or has vacated the chair, all duties and responsibilities of the Chair shall temporarily devolve upon the Vice Chair.

### **Section 4 Officer Term Limits**

An officer's term shall be approximately one (1) year in length beginning at the meeting following the election and shall continue until a successor is elected and qualified.

### **Section 5 Vacancies in Office**

A vacancy in any officer position shall be filled by election at the next regular meeting.

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## **ARTICLE V MEETINGS**

### **Section 1 Regular Meetings**

The Board shall set, upon formal action taken, and hold regular meetings at a time and place established by resolution.

### **Section 2 Special Meetings**

Special meetings may be called in accordance with the Brown Act.

### **Section 3 Notice of Meetings**

Notice of meetings shall be provided in compliance with the Brown Act.

### **Section 4 Quorum**

A majority of the appointed members of the Board shall constitute a quorum for the transaction of business.

If a quorum is not present at the scheduled start time of a meeting, the Board may proceed as an information-only meeting and no formal action shall be taken.

### **Section 5 Call to Order & Voting**

Meetings of the Board shall be called to order by the Chair or, in the Chair's absence, by the Vice Chair.

Each member shall have one vote. Actions shall be approved by majority vote of members present and voting, unless otherwise stated in these bylaws or required by law.

### **Section 6 Minutes**

Minutes of each meeting shall be prepared, approved, and maintained as public records in accordance with state laws. The minutes of previous meetings shall be submitted for approval and any errors noted and corrections made, after which the regular order of business may be taken up. It shall be the practice of the Board to waive the reading of the minutes unless a Board member requests that the minutes be read.

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## **ARTICLE VI ATTENDANCE AND PARTICIPATION**

### **Section 1 Attendance Requirement**

Board members are expected to attend all regular and special meetings of the Board and to actively participate in its work.

### **Section 2 Excused Absences**

An absence shall be considered excused when a member is unable to attend a meeting due to:

- Personal illness or medical reasons;
- Family emergency or caregiving responsibilities;
- Authorized leave of absence; or
- Other reasons protected by law.

Members should notify the Chair in advance of the meeting when possible.

### **Section 3 Unexcused Absences**

Absences not meeting the criteria above shall be considered unexcused.

### **Section 4 Review of Attendance**

When a member has accumulated two (2) unexcused absences per calendar year, the Chair shall contact the member to discuss continued participation and provide an opportunity for the member to reaffirm their commitment to serve.

### **Section 5 Declaration of Vacancy**

In accordance with the Vacancies provision of these bylaws, a vacancy may be declared when a member fails to attend three (3) regular meetings per calendar year without excused absence. And shall be reported to the Clerk of the Board of Supervisors.

### **Section 6 Participation Standards**

Members shall conduct themselves in a professional and respectful manner and shall participate in discussions and decision-making consistent with the purpose and duties of the Board.

### **Section 7 Record of Attendance**

Attendance shall be recorded in the official minutes of each meeting and maintained as part of the Board's public records.

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## **ARTICLE VII COMMITTEES**

### **Section 1 Ad Hoc Committees**

The Chair may appoint ad hoc committees to accomplish specific, time-limited tasks unless otherwise directed by the Board. Upon completion of the assigned task(s), the ad hoc committee shall be dissolved by the Chair.

The ad hoc committee shall call meetings at such time and place as deemed appropriate when there is business requiring the attention of the committee. Ad hoc committees shall provide reasonable notice of meetings and shall comply with the Brown Act when required.

Ad hoc committees shall present reports and recommendations to the full Board at regular meetings.

### **Section 2 Authority of Committees**

Committees shall be advisory only and shall make recommendations to the full Board.

### **Section 3 Membership**

Board members shall be appointed by the Chair with approval of the Board. The committees shall consist of at least two (2) members and fewer than a quorum of the Board.

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## **ARTICLE VIII CONFLICT OF INTEREST & ETHICS**

### **Section 1 Conflict of Interest**

Members shall comply with all applicable conflict of interest laws, including but not limited to the Political Reform Act (Government Code Section 87100 et seq.).

### **Section 2 Recusal**

Any member with a financial or personal interest in a matter before the Board shall disclose such interest and abstain from discussion and voting as required by law.

### **Section 3 Code of Conduct**

Members shall conduct themselves in a professional, ethical, and respectful manner.

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## **ARTICLE IX ADOPTION AND AMENDMENTS**

### **Section 1 Adoption**

These By-Laws shall be adopted upon a majority vote of the Board and the approval of the Board of Supervisors.

### **Section 2 Amendments**

The bylaws shall be reviewed yearly to ensure no changes are required.

Changes to the bylaws may be proposed by staff or any MCAH Advisory Board member by requesting an item be placed on the agenda of the next regularly scheduled meeting.

These bylaws may be amended by a majority vote of the Board.

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## **ARTICLE X EFFECTIVE DATE**

These bylaws are effective on **[date]**.