

RULES AND BY-LAWS
OF THE
BOARD OF HEALTH
OF
MADISON COUNTY

ARTICLE 1. NAME

This body shall be known for all purposes as the Board of Health of Madison County.

ARTICLE 11. PURPOSES: POWERS AND DUTIES

1. This Board shall be responsible for the administration of the provisions of the Public Health Law, the New York State Sanitary Code and the Madison County Sanitary Code. Additionally this Board shall advise the Public Health Director on any and all matters relating to the promotion of the security of life and health within the County.
2. This Board shall exercise all the powers and perform all duties as provided in the Public Health Law, including, but not limited to, the formulation, promulgation, adoption, and publication of rules, regulations, orders and directives for the security of life and health in the County, and it shall, in conjunction therewith, exercise all the powers and perform all the duties expressly or implicitly requisite for the lawful performance and achievement thereof.
3. All powers and privileges, limitations and restrictions of the Public Health Law of New York, Local Health Organization Article 3, shall apply to the Madison County Board of Health.

ARTICLE 111. ORGANIZATION: APPOINTMENT

1. The Board of Health of Madison County shall consist of eight members, one of whom shall be a member of the Board of Supervisors, a member of the Public Health Services Committee and elected by the Public Health Services Committee and at least three of whom shall be physicians licensed to practice in the State of New York. One member shall be a representative from the City of Oneida and the remaining members shall be community representatives with consideration given to geographical representation throughout Madison County.
2. The members of the Board of Health shall be residents of Madison County.
3. a. The members of the Board of Health shall be selected by the Board of Health and Public Health Committee and be appointed by the Board of Supervisors.

b. The Madison County Medical Society may submit to the Board of Health a list of physicians from which the Board may select the medical members of the Board of Health.

c. Curriculum Vitals should be requested from all potential candidates and they will be invited to a meeting of the Board of Health prior to being appointed to the Board.

d. All members of the Board shall maintain an e-mail address for timely communication to members of the Board.

ARTICLE 1V. TERMS OF OFFICE: VACANCIES

1. The term of office of each appointive member of the Board of Health shall be six years, and the term of at least one of the members shall expire annually; except that the term of office of the representative member of the Board of Supervisors shall be for such lesser period as may be required in the event that he does not continue as a member of the Board of Supervisors.
2. Vacancies shall be filled by appointment for the unexpired terms by the Board of Supervisors.
3. Vacancies in the Board of Health shall be filled in a timely manner.

ARTICLE V. ELECTION OF OFFICERS

This Board, at its regular annual meeting in January, and by majority vote, shall elect one of its members as president and another as vice-president. Nominations shall be made from the floor for each office. If more than one nomination is made for the same office, election shall be by secret written ballot. Ballots cast for any person other than a duly nominated candidate shall be deemed null and void and disregarded for all purposes. Officers shall be installed in office immediately at the conclusion of balloting.

ARTICLE VI. DUTIES OF OFFICERS

1. The President shall preside at all regular and special meetings of the Board. He/she shall conduct all meetings in an orderly manner, in accordance with generally accepted standards of parliamentary procedure, and see that all Board members shall have equal opportunity to express their views. He/she shall make such reports, recommendations and suggestions as may be necessary or beneficial, and shall maintain the liaison between the Board and the Public Health Director and shall represent this Board before the Board of Supervisors and elsewhere as appropriate. He/she shall appoint with the approval of the Board all standing committees and such special committees as may be necessary or beneficial and shall be an ex-officio member of all such committees. Finally, he/she shall

perform such other duties and activities from time to time as may be authorized by the Board and as may otherwise properly pertain to his/her office.

2. The Vice-President shall perform all the duties of the President in his/her absence or by reason of his/her incapacity.
3. The Public Health Director or designee shall act as the Recording Secretary and shall maintain accurate minutes of all Board meetings and be responsible for the general correspondence of the Board.

ARTICLE V11. COMMITTEES

1. The President shall appoint with the approval of the Board standing or special committees, as he may deem necessary or beneficial.
2. A quorum of any committee shall consist of majority of members of that committee.
3. Standing committees may include a Physicians Advisory Committee and a Budget Review Committee.

ARTICLE V111. MEETINGS

1. The Board of Health shall meet monthly, or as determined by the Board. Special Board meetings may be called at any time by the President or in his/her absence by the Vice President, or on request of a majority of the whole number of votes of the Board. All regular meetings shall be held at the office of the Madison County Health Department at a time agreed upon by the Board. Regular meetings may be adjourned to any other place at the will of the majority of the members of the Board.
2. It shall be the duty of the President, or in his/her absence the Vice President, to issue a call for special meeting to be held not later than ten (10) days after receipt of such request. Telephone, e-mail and written notice of each special meeting shall be given to the Recording Secretary or designee (or in his/her absence by any officer) specifying the time and place of the meeting, addressed to the respective Board members, at their place of residence or business, and shall be deposited in the post office at least twenty-four (24) hours prior to the time fixed for such meeting. Such notice shall state the purpose of such meeting and no business other than stated in the notice shall be transacted at such special meeting unless every member of the Board is present and it is unanimously agreed to consider matters other than those specifically provided for in the notice of such meeting.
3. Attendance of four (4) members of the board shall constitute a quorum.

4. The Board, except as hereinafter provided, shall have the power to act for the transaction of any business of the exercise of any power of the board, by a majority of the votes present at any meeting at which a quorum is in attendance.
5. It is to be considered the duty of all members to attend as many meetings as possible.
6. A majority of the members present whether or not a quorum is present may adjourn any meeting to another time and place.
7. Polling. Should a situation arise which requires immediate action such that the health, safety or financial resources of any component of Madison County or its peoples, or the smooth functioning of the Board of Health may be jeopardized by a delay of a timely decision required before a regular meeting of the Board of Health, or by law, the President of the Board of Health may conduct a special vote by polling via email, telephone or other means of communication. This polling vote shall be binding and considered the same as a vote at a regular meeting, as long as a quorum of members participate in this vote, and no member of the Board objects.

ARTICLE IX. COMPENSATION

Each Board of Health member shall receive a rate of compensation as determined by the Board of Supervisors for every meeting attended at which there is a quorum. Members of boards of health shall also be allowed their actual and necessary expenses. Mileage expenses shall be determined at the current IRS rate. The compensation and expenses of members of boards of health shall be audited and paid in the same manner as the other expenses of the health district.

ARTICLE X. ORDER OF BUSINESS

Robert's Rules of Order, revised, shall be the final authority with respect to procedures to be followed at all Board meetings except that the order for business may be suspended by majority of the members present and voting.

ARTICLE XI. AMENDMENTS

These Rules and By-Laws may be repealed or amended at any regular board meeting by resolution of the Board approved by not less than a majority of the whole number of votes of the board, provided, however, that any resolution to repeal or amend these By-Laws shall not be adopted until the same has lain on the table until the next succeeding regular meeting or written notice of the proposed amendment has been mailed or delivered to each board member not later than one (1) week prior to said meeting.

Amendment may be affected without prior notice, however, at any regular or special meeting, upon the unanimous vote of all members of the Board,

ARTICLE XII. ADOPTION

These Rules and By-Laws shall become effective immediately upon approval by the affirmative vote of majority of the Board members present and voting, provided that written notice of the proposed adoption of these Rules and By-Laws shall be mailed or delivered not later than one (1) week prior to said vote. Upon adoption, a certified copy of these Rules and By-Laws shall be entered in the minutes of this Board.

Adopted: 11/28/2005; Revised 12/8/06; Revised 11/23/2009