

Washington County Public Health Advisory Council

Bylaws

I. PURPOSE:

The Washington County Public Health Advisory Council (PHAC) has been appointed by the Washington County Board of Commissioners to fulfill any federal and state-mandated responsibilities and to advise the Board of Commissioners in its role as the Board of Health for Washington County.

The Public Health Division is committed to improving the health and well being of everyone in Washington County, with special attention focused on people and communities who have experienced historic disadvantages and injustices, including but not limited to culturally and linguistically marginalized communities and geographically isolated communities.

The Washington County Public Health Advisory Council will make recommendations to the Board of Commissioners and the Public Health Division Manager to improve the health and well-being of everyone in Washington County. The Council will assist the Public Health Division with its purpose by:

- 1.1 Advocating for equitable public health services and policies that improve the health of all who live, work and play in Washington County.
- 1.2 Promoting the community's understanding and support of policies and strategies that will promote the public's health.
- 1.3 Fostering and strengthening diversity, equity, and inclusion in decision-making on matters related to public health in Washington County.
- 1.4 Participating in quality improvement efforts to ensure quality and effectiveness of local services.
- 1.5 Participating in studies relating to long-term public health needs of people living in Washington County.
- 1.6 Participating in a structured ethics process and/or exercise in order to make recommendations to the Public Health Division Manager.
- 1.7 Obtaining community member input regarding public health issues.
- 1.8 Reviewing program proposals developed by the Department of Health and Human Services and community providers to develop recommendations to the Board of Commissioners.
- 1.9 Reviewing proposals and making recommendations to the Oregon State Public Health Division on public health matters.
- 1.10 Reviewing any policies and ordinances relating to public health prior to Board adoption.

- 1.11 Reviewing budgets and other matters as deemed appropriate by the Board of Commissioners.

The Washington County Public Health Advisory Council will serve as a liaison between the community and the Board of Commissioners by:

- 1.12 Serving as an advocacy group for public health programs.
- 1.13 Helping to inform community members about programs and services provided directly, through contract and in partnership with other providers.
- 1.14 Building consensus and support around common goals.

II. MEMBERSHIP:

The Washington County Board of Commissioners may appoint a Public Health Advisory Council as provided in ORS 431.447 to advise the governing body on matters of public health.

- 2.1 All members of the Public Health Advisory Council shall work or live in Washington County.
- 2.2 Public Health Advisory Council members will be recruited and nominated from all commissioners' districts, with equal distribution where possible.
- 2.3 Individual Public Health Advisory Council members will exercise the authority of their position only when the Public Health Advisory Council is in legal session. No member of the Public Health Advisory Council has the authority to act in the name of the Advisory Council unless so authorized by specific motion.
- 2.4 The Public Health Advisory Council members must declare potential conflicts of interest under consideration. Such members will abstain from voting on issues related to conflict of interest as determined by the membership.
- 2.5 The Washington County public health division manager and appointed county commissioner shall be non-voting ex-officio members of the Council.
- 2.6 The Washington County Public Health staff shall assist the chairperson to coordinate activities of the Public Health Advisory Council. Staff assigned to the Public Health Advisory Board shall maintain minutes, files and other matters for the Council.
- 2.7 The Public Health Advisory Council shall consist of a minimum of 15 and a maximum of 17 members representing many dimensions of the community. The Council will be comprised of members that represent, but are not limited to, the characteristics below:

Community:

- Racial and ethnic communities
- Refugee and immigrant communities
- Disability community
- LGBTQ+ community
- Seniors/aging population
- Youth

Sector:

- Non-profit/government
- Faith
- Business & finance
- Education
- Community safety and law enforcement
- Transportation
- Housing
- Healthcare
- Public Health
- Law & policy
- Student
- Retired

Interests:

- Adolescent health
- Aging population
- Chronic disease prevention
- Communicable disease control and prevention
- Community health workers
- Disability community
- Emergency preparedness
- Environmental health
- Health equity
- LGBTQ community
- Maternal, child, & reproductive health
- Mental health
- Trauma informed approaches

2.8 The Public Health Advisory Council membership will seek to represent the whole community; members of communities that experience health and social inequities will be given preference for membership on the Council.

III. TERMS OF MEMBERSHIP:

- 3.1 The term of each Public Health Advisory Council member shall be four (4) years.*
- 3.2 Public Health Advisory Council members shall be appointed to no more than two (2) successive terms of membership.

- 3.3 The term of membership shall begin on February 1 each year and expire four (4) years hence on January 31.
- 3.4 Appointments to additional terms require special action by the Board of Commissioners.
- 3.5 Any Public Health Advisory Council member who has three (3) unexcused absences during the year may be automatically removed from the Public Health Advisory Council. New Council members shall be informed of this policy.
- 3.6 Upon resignation, removal or inability to serve of any Public Health Advisory Council member, the Board of Commissioners shall appoint a person to serve for that unexpired term. Notwithstanding section 3.3, members who are appointed to fill a partial term will be eligible for two (2) additional four-year terms.
 - * The initial appointments will consist of four (4) members selected for each of one (1) year, two (2) year, and three (3) year terms (for a total of 12 appointments), and three (4) members selected for the full four (4) year term. The terms of the initial Advisory Council members shall be determined by the Washington County Board of Commissioners.

IV. OFFICERS:

- 4.1 At the first regular meeting of the Public Health Advisory Council and at a selected annual meeting thereafter, the Public Health Advisory Council members shall select chair and vice-chair from its membership.
- 4.2 Each officer shall serve for one (1) year or until a successor has been duly elected. An officer's term may be renewed once for a total of two (2) terms.
- 4.3 The chair shall be responsible for the general operation of the Council including establishment of subcommittees or workgroups and presiding over Council meetings.
- 4.4 In the absence of or inability to act as the chair, the vice-chair shall have all the authority of the chair.

V. MEETINGS:

- 5.1 The council shall meet at least 10 times annually.
- 5.2 Times and dates of meetings shall be established by the initial membership vote. The meeting dates and times should be set to accommodate membership participation. Public notice of meetings will be posted as appropriate.
- 5.3 Regular meetings will be held in a location and time that promotes membership participation.
- 5.4 To the extent possible, meetings will follow recommended equity and trauma informed guidelines that create an accessible and welcoming environment for membership participation.
- 5.5 A simple majority of the appointed members must be present at any meeting to transact business. Approval by a majority of those present is required for any council action.

- 5.6 Notice of meetings will be mailed to members and public notices posted at least 5 days prior to the meeting.
- 5.7 At least annually, the Public Health Advisory Council will make a formal report to the Board of Commissioners as part of Public Health Week activities and participate in updates to the Board as requested.
- 5.8 The Public Health Advisory Council may establish panels, study groups or subcommittees to conduct research and advise the membership.

VI. PUBLIC HEALTH ADVISORY COUNCIL RELATIONSHIP TO COMMISSIONERS AND STAFF:

- 6.1 Relationship to Commissioners:
 - 6.1.1 Public Health Advisory Council members will be appointed by the Board of Commissioners.
 - 6.1.2 The Public Health Advisory Council will submit recommendations to the Commissioners in areas of policy, program and budget.
- 6.2 Relationship to Staff:
 - 6.2.1 The Public Health Advisory Council shall assist the County in establishing policy and program objectives, as requested by the Administrator, Division Manager or County Commissioners.
 - 6.2.2 The Public Health Advisory Council will provide consultation on problems, programs, priorities, etc., as requested by the Public Health Division Manager, the HHS Director or the County Commissioners.
 - 6.2.3 The Public Health Advisory Council will work in cooperation with Public Health Program staff and the HHS Administrator.
 - 6.2.4 The Public Health Advisory Council will not be involved in Department of Health and Human Services administration or operations.

VII. ANNUAL WORK PLAN:

Annually, the Public Health Advisory Council shall establish a calendar of prioritized topics, presentations, and activities to work on and complete.

VIII. ADMENDMENTS:

A recommendation to repeal or amend the Bylaws of the Washington County Public Health Advisory Council may be proposed through a majority vote of all members of the Council present, provided that the proposed amendment shall have been read at a previous meeting of the Public Health Advisory Council or provided that it has been made available to each member at least twenty (20) days prior to the meeting at which a vote is taken. The proposed bylaw amendments must be approved by the Board of Commissioners before final adoption and enactment.