

# **GARRETT COUNTY HEALTH PLANNING COUNCIL**

## **BY-LAWS**

### **ARTICLE I – NAME**

Section 1: The name of the organization shall be the Garrett County Health Planning Council, acting as the Local Health Improvement Coalition (LHIC) recognized by the Maryland Department of Health.

### **ARTICLE II – DEFINITIONS**

Section 1: Terms used in the Bylaws are defined as follows:

- A. Council/Coalition – refers to the Garrett County Health Planning Council acting as the LHIC.
- B. Executive Committee – refers to the officers of the Council.
- C. Consumer member – refers to a voting member from multisector agencies.
- D. Consumer - refers to an individual participating as an engaged participant who is unaffiliated and uncompensated with formal agencies or non-profits.

### **ARTICLE III – MISSION, VISION, VALUES & FUNCTION**

Section 1: Mission Statement - Garrett County's Health Planning Council works to achieve health equity and improve local health outcomes.

Section 2: Vision Statement – The Garrett County Health Planning Council strives to build a culture of health where all Garrett County residents have an opportunity for optimum health and wellbeing.

Section 3: Values

- Multisector Collaboration
- Data Transparency
- Inclusive Community Engagement
- Evidence-Based
- Monitoring health indicators
- Promoting good health practices

Section 4: Function

The Garrett County Health Planning Council is an advisory council to the Garrett County Board of Health. Incorporating our values to achieve our mission by responsibly collaborating with multiple sectors as we (all participation levels) provide feedback based on community health assessments and community health improvement planning for optimum health outcomes.

**ARTICLE IV – COUNCIL MEMBERSHIP**

Section 1: Membership – The Council shall consist of twenty-three voting members. There shall be one member from the Board of Garrett County Commissioners. There will be eleven permanent members serving by reason of their office and at least twelve members appointed by the Garrett County Board of Health.

Section 2: Composition – The Council membership shall consist of the categories below.

The permanent members of the Council shall consist of the following:

- A. Garrett County Commissioner.
- B. Health Officer of the Garrett County Health Department
- C. The Chief Executive Officer of the Garrett Regional Medical Center.
- D. The Chief Executive Officer of the Mountain Laurel Medical Center.
- E. Garrett County licensed practicing provider
- F. A representative of the County nursing homes appointed by the Garrett County Commissioners.
- G. The Superintendent of the Garrett County Public School system
- H. The Director of the Garrett County Department of Social Services
- I. A representative of the University of Maryland Extension Office - Garrett County
- J. The President of Garrett County Community Action Agency
- K. The President of Garrett College

A minimum of 51% of the membership shall be designated consumers. Non-permanent members shall be appointed by the Garrett County Board of Commissioners.

Section 3: Open Meetings - All meetings, including the Board of Health and Ad Hoc Committee, are open to the public in accordance with the Maryland Open Meetings Act. Meeting documents shall be posted on mygarrettcountry.com in the Health Planning Council action group.

Section 4: Attendance – Nonpermanent members that do not attend for three consecutive meetings without prior notice to the Secretary may be presented to the Council for

removal. The Secretary shall present the name(s) of the member in question to the Council for removal.

The Council shall make every effort to invite and include as many stakeholders as possible including but not limited to businesses, agencies, civic groups, and underserved/at-risk populations.

Section 5: Terms – Nonpermanent members will be nominated to three-year terms and shall not be eligible to serve more than three consecutive terms.

Section 6: Ex-officio members – The Council may appoint ex-officio members without voting rights.

A. The LHIC Coordinator will be an ex-officio member with no voting privileges.

#### **ARTICLE V – COMMITTEES**

There shall be one standing committees. It is the Executive Committee.

Section 1: Executive Committee – The Executive Committee shall be composed of officers of the Council. The Committee is empowered to make binding decisions on behalf of the Council between Council meetings on routine administrative issues.

Section 2: Membership – Except for the Executive Committee, members of standing and ad-hoc committees and subcommittees are not required to be members of the Council.

Section 3: Ad-Hoc Committees – The Council may, from time to time as it sees fit, create ad-hoc committees.

#### **ARTICLE VI - OFFICERS**

Section 1: Identification – The officers of the Council shall be as follows: Chair, Vice Chair, Secretary, and such other offices as may be created by the Council.

Section 2: Eligibility – The Chair shall be one of the Council members designated as a consumer representative. No less than two officers shall be consumer representatives.

Section 3: Secretary – The Council Secretary shall be the County Health Officer and shall have responsibility providing general leadership and administrative support for maintaining minutes and records of the Council. The LHIC Coordinator shall provide direction based on data and community collaboration.

Section 4: Selection – The Chair and Vice Chair and such other officers as may be created by the Council from time to time shall be nominated annually by the Council at its regular June Meeting. Officers may be nominated only by voting members of the Council. A vote of the attending members will be taken for each position. The new officers shall take office the first day of the month after their election and shall remain in office until a successor is selected.

#### **ARTICLE VII - ALTERNATES**

Section 1: Designees – Permanent members may designate a representative to attend meetings in their place and have full voting privileges.

#### **ARTICLE VIII -- MEETINGS**

Section 1: The Council will meet at least quarterly.

Section 2: The May and October meetings will be held concurrently with the Garrett County Board of Health

Section 3: All meetings are open to the General Public. Garrett County Board of Health meetings are subject to the Maryland Open Meetings Act.

Section 4: Meetings may be held and voting acceptable in person or via synchronous communication.

#### **ARTICLE IX - ADMINISTRATION**

Section 1: Robert's Rules of Order will serve as a guide for conducting meetings.

Section 2: Amendments – Changes to the by-laws shall be made in writing and submitted to the membership three weeks prior to the next regular meeting. Acceptance of Bylaw amendments shall require approval of two-thirds of the voting members.

*Adopted: 10/22/1998*

*Amended: 6/22/2006*

*7/30/2015*

*6/22/2023*