



Garrett County Health Department

"Working Together for a Healthier Tomorrow"

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Public Health
Prevent. Promote. Protect.

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BYLAWS

ARTICLE I – NAME

Section 1: The name of the organization shall be the Garrett County Health Planning Council.

ARTICLE II – DEFINITIONS

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

- A. Council – refers to the Garrett County Health Planning Council.
- B. Executive Committee – refers to the officers and permanent members of the Council.
- C. Consumer member – refers to a member who is not directly engaged in or compensated by providing health care services and/or officer of a corporation directly engaged in providing health care.

ARTICLE III – MISSION

Section 1: Vision Statement – Garrett County will be a place where there are opportunities for every person to live with a sense of safety and physical, emotional, material, and spiritual wellbeing.

Garrett County will be a place where we will wisely hold to our healthy traditions, and prudently develop new traditions allowing us to become healthier.

Garrett County will remain a wonderful place to live, work and enjoy family and community.

Section 2: Mission Statement – Garrett County Health Planning Council is an advisory council to the Garrett County Board of Health. Its mission is to insure a high quality effective integrated community care system that is responsive to the needs of the Garrett County people. The Council will accomplish this mission through an open public process. This will encourage and enable the community to work together to adopt goals and achieve objectives.

ARTICLE IV – COUNCIL MEMBERSHIP

Section 1: Membership – The Council shall consist of twenty-one members. There shall be one member from the Board of Garrett County Commissioners. There will be nine permanent members serving by reason of their office and eleven 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 Health Department Health Officer
- B. The Chief Executive Officer of the Garrett County Community Hospital.
- C. The Chief Executive Officer of the Mountain Laurel Medical Center.
- D. A Practicing Physician representative selected by the Medical Staff at the Garrett County Community Hospital.
- E. A representative of the County nursing homes appointed by the Garrett County Commissioners.
- F. The Superintendent of the Garrett County Public School system or his or her designee
- G. The Director of the Garrett County Department of Social Services or his or her designee
- H. A representative of the University of Maryland Extension Office - Garrett County
- I. The President of Garrett County Community Action Agency or his or her representative

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

One member shall be a County Commissioner.

One member shall be a licensed pharmacist practicing in Garrett County and appointed by the Garrett County Commissioners.

Section 3: Attendance – Non permanent members that do not show up for three consecutive meetings without prior notice to the Secretary are presented to the Council for removal. The Secretary shall present the name(s) of the member to the Council who shall consider removal.

Section 4: Terms – Non permanent members will be nominated to three year terms and shall not be eligible to serve more than three consecutive terms.

Section 5: Ex-officio members – The Council may appoint ex-officio members. Ex-officio members shall not have voting rights.

ARTICLE V – COMMITTEES

There shall be two standing committees. These are the Executive, and Community Health Planning committees.

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: Community Health Planning Committee – The Community Health Committee shall be responsible for developing and updating the Garrett County Community Health Plan. The Community Health Committee shall consist of two sub-committees. These subcommittees shall be designated as the Health Plan Steering and Health Plan Monitoring Sub-Committees.

2A: The Health Plan Steering Sub-Committee (HPSSC). The HPSSC shall be composed of permanent members of the Council. HPSSC shall provide leadership to the council in identifying critical health care needs and issues. The HPSSC will monitor the health outcomes and contributing factors as well as care delivery and utilization in Garrett County. It will review and assess relevant internal and external data. The HPSSC shall be responsible for drafting plans for the general Council approval that address, goals and objectives that respond to the Council priorities and direction.

2B: The Health Plan Monitoring Sub-Committee (HPMSC)
HPMSC shall monitor, measure and track progress of health programs and services, particularly those measures identified in the Community Health Plan. The Committee shall review plans and proposals for resources and shall recommend Council action.

Section 3: Membership – Except for the Executive Committee, members of standing and ad-hoc committees and sub-committees are not required to be members of the Council.

Section 4: 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: Chairperson, Vice Chairperson, and Secretary and such other offices as may be created by the Council.

Section 2: Eligibility – The Chairperson 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 for maintaining minutes and records of the Council.

Section 4: Selection – The Chairperson and Vice Chairperson 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 – Members representing the Garrett County Community Hospital, the Garrett County Health Department, Mt. Laurel Medical Center, the Garrett County Department of Social Services, Garrett County Community Action, and the Garrett County School System may designate a representative to attend meetings in their place and have full voting privileges.

Section 2: Practicing Physician Representative – The medical staff at the Garrett County Community Hospital may select a representative to the Council. The name of this individual shall be provided in writing to the Council Secretary.

ARTICLE VIII - ADMINISTRATION

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

Section 2: Amendments – Changes to the Bylaws 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 membership.

Adopted: 10/22/1998

Amended: 6/22/2006

7/30/2015