

WILSON COUNTY HEALTH DEPARTMENT

NAME OF PROCEDURE:  BOARD OF HEALTH OPERATING PROCEDURES	PROGRAM: Administration	MANUAL/LOCATION: Administration	
	EFFECTIVE DATE: October 12, 2011		
	REVISED DATE: October 5, 2011	DISTRIBUTED DATE: October 11, 2011	
	SUPERCEDES:	DISTRIBUTED TO: Wilson County Board of Health	
APPROVAL SIGNATURES: My signature below indicates that I have reviewed and approved this procedure.			
See Below			
Name/Title Felix Meyer, Secretary, Board of Health			Date
Date Reviewed:_____	Initials _____	Date Reviewed:_____	Initials _____
Date Reviewed:_____	Initials _____	Date Reviewed:_____	Initials _____

- 1.0 Name and Office - The name of this organization is the Wilson County Board of Health (hereinafter “BoH”). The principal office of the BoH is located at 1801 Glendale Drive, Wilson, NC 27893.
- 1.1 Officers and Committees.
- 1.1.1 Chair and Vice-Chair
- The Board members shall elect a Chair and Vice-Chair by majority vote each year at the August meeting.
- 1.1.2 Secretary
- The local health director shall serve as Secretary to the Board, but the director is not a member of the Board. The local health director may delegate the duties of the Secretary that are set forth in these operating procedures to an appropriate local health department employee.
  - The local health director may sign routine correspondence or documentation on behalf of the Board of Health, in his/her capacity as Secretary to the Board. This authority may not be delegated further.
- 1.1.3 Members
- The Board of Health will consist of a total of eleven (11) members. They shall be a representational mix of persons and professions as listed below. To the extent possible, they will also provide a representational demographic mix of the local constituency. Members are appointed for three year terms and no member may serve more than three consecutive terms.
    - Physician
    - Dentist
    - Optometrist
    - Veterinarian
    - Industrial Engineer (Hygiene, Sanitation, etc.)
    - Nurse
    - Pharmacist
    - At-Large
    - At-Large
    - At- Large
    - Commissioner

1.1.4 Standing committees.

The Board shall have the following standing committees:

- *Executive Committee*
- *Environmental and Animal Control Committee*
- *Finance Committee*
- *Health Services and Health Education*
- *Home Health Committee*

All standing committees are subject to the North Carolina open meetings laws and shall comply with the provisions of those laws.

1.1.5 Temporary committees.

- Temporary committees may be established ad hoc, depending on circumstantial need (e.g., Selection Committee for recruitment/selection of key personnel). The Board may establish and appoint members for temporary committees as needed to carry out the Board's work. All temporary committees are subject to the North Carolina open meetings laws and shall comply with the provisions of those laws.

2.0 Meetings.

2.1 Regular Meetings.

2.1.1 The Board shall hold a regular meeting on the second Tuesday of the months of February, April, June, August, October and December, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at the Wilson County Health Department and shall begin at 6:00p.m. Meetings will be conducted in the Board Room, unless otherwise determined. A schedule of forthcoming meetings will be maintained on the health department website. All board meetings will be announced at least seven days in advance via news media or the electronic bulletin board.

2.2 Agenda.

2.2.1 The Secretary to the Board shall prepare an agenda for each meeting. Any board member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least seven working days before the meeting. For regular meetings, the Board may add items to the agenda or subtract items from the agenda by a majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws. A copy of the agenda will be posted on the health department website at least seven days prior to next BoH meeting.

2.2.2 Maximum effort will be made to distribute agenda information and supporting documentation to all BoH members, in advance of the scheduled meeting. Distribution will utilize the health department website, email, or hard copy mailings, depending on the nature of the material to be distributed.

Any person may request that an item be placed on the Board's agenda by submitting a written request to the Secretary at least ten working days before the meeting.

- 2.3 Presiding Officer.
  - 2.3.1 The Chair of the Board shall preside at Board meetings if he or she is present. If the Chair is absent, the Vice-Chair shall preside. If the Chair and Vice-Chair are both absent, another member designated by a majority vote of members present at the meeting shall preside.
- 2.4 Quorum.
  - 2.4.1 A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.
- 2.5 Voting.
  - 2.5.1 Each Board member shall be permitted to abstain from voting, by so indicating when the vote is taken. A member must abstain from voting in cases involving conflicts of interest as defined by North Carolina law. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members, the member's vote shall be recorded as an abstention.
- 2.6 Minutes.
  - 2.6.1 The Secretary shall prepare minutes of each Board meeting. Copies of the minutes shall be made available to each Board member before the next regular Board meeting. At each regular meeting, the Board shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The public may obtain copies of Board meeting minutes at the Wilson County Health Department or at the Wilson County government website: [www.wilson-co.com](http://www.wilson-co.com).
  - 2.6.2 Review and approval of the minutes shall be construed as review/discussion/approval/ of all items distributed prior to the meeting for consideration, and shall be so reflected in the minutes.
- 3.0 Amendments to Operating Procedures.
  - 3.1 These operating procedures may be amended at any regular meeting or at any properly called special meeting that includes amendment of the operating procedures as one of the stated purposes of the meeting. A quorum must be present at the meeting at which amendments are discussed and approved, and any amendments must be approved by a majority of the members present at the meeting.
- 4.0 Other Procedural Matters.
  - 4.1 The Board shall refer to the current edition of *Robert's Rules of Order Newly Revised (RONR)* to answer procedural questions not addressed in this document, so long as the procedures prescribed in *RONR* do not conflict with North Carolina law.
- 5.0 Compliance with North Carolina Law.
  - 5.1 In conducting its business, the Board shall comply with all applicable North Carolina laws, including but not limited to open meetings laws, public records laws, and the laws setting forth the powers and duties of local boards of health. To assist the Board in compliance, the local health director shall maintain a current copy of relevant North Carolina General Statutes and make them available to Board members on request.

6.0 Concerns of the Public.

6.1 Boards of Health meetings are conducted in accordance with North Carolina statutes as they pertain to open meetings. With the exception of those meetings, which may be convened specifically in closed session, all personnel are welcome to attend and to express concerns or comments regarding Health Department proceedings. Public participation in BoH meetings is particularly encouraged with regard to the development of goals, objectives and strategies for community health improvement (e.g., implementation of the Community Health Assessment). The following guidelines apply to personnel attending Board of Health Meetings:

6.2 Rules for Persons Addressing the Board:

- Any person may address the Board but may only discuss one topic at a time.
- The address must be limited to five minutes unless the Chair grants a time extension. Discussion of a single topic will be limited to fifteen minutes regardless of the number of individuals who wish to speak (groups are encouraged to select a spokesperson).
- Each speaker must give their name and address at the beginning of the address.
- A speaker may address any issue relevant to Wilson County Public Health but must conduct themselves in a manner consistent with the proceedings and appropriate for the occasion.
- The Chair may modify these rules and may adjourn or recess this portion of the meeting at any time.

7.0 Legal Authority: *N.C. GS 130A-35 and 130A-39; Robert's Rules of Order Newly Revised (RONR)*

Approved and adopted by the Wilson Board of Health on October 11, 2011.

A. Felix Meyer, MHA, FACHE  
Secretary, Wilson County Board of Health