

## **WARREN COUNTY BOARD OF HEALTH BY-LAWS**

### **ARTICLE I MEMBERSHIP**

- Section 1 In accordance with the provisions of Section 3709.7 of the Ohio Revised Code, there has been established, by contracts, union of the Lebanon City Health District, the Franklin City Health District, the Mason City Health District, the Springboro City Health District, the Carlisle City Health District, the South Lebanon City Health District and the Warren County General Health District, to be known as the Warren County Combined Health District.
- Section 2 The Board of Health of the Warren County Combined Health District shall consist of nine members: one member appointed by the chief executive of Lebanon, subject to the approval of the Lebanon Council; one member appointed by the chief executive of Franklin, subject to the approval of the Franklin Council; one member appointed by the chief executive of Mason, subject to the approval of the Mason Council; one member appointed by the chief executive of Springboro, subject to the approval of the Springboro Council; and five members elected by the Warren County Health District Advisory Council. The cities of Carlisle and South Lebanon have agreed not to have a direct representative on the Board of Health, but may be represented if elected by the Warren County Health District Advisory Council.
- Section 3 The members appointed by the chief executives of Lebanon, Franklin, Mason, and Springboro shall serve at the pleasure of the appointing authorities. The members elected by the Warren County Health District Advisory Council shall serve five-year overlapping terms. Each term shall expire on the First Monday in March five years subsequent to election, or until duly qualified successors are elected.
- Section 4 All vacancies shall be filled by appointment in the same manner as the original appointment and for the remaining unexpired term pursuant to ORC 3709.02(D).
- Section 5 Not more than one member elected by the Warren County Health District Advisory Council shall be a resident of the same township or city and shall give due regard to equal representation of all parts of the district.
- Section 6 At least one member of the Board of Health shall be a physician. Whenever the resignation of a member of the Board of Health or expiration of term of a member results in there being no physician on the Board, the next member elected shall be a physician.
- Section 7 As required by ORC 3701.342, all Board of Health Members shall complete two hours of continuing education annually. Continuing education credits shall pertain to ethics, public health principals or a member's responsibilities. Credits may be earned at Board of Health meetings or at other programs. Failure to obtain credits by individual members may result in the resignation of that member.

### **ARTICLE II OFFICERS**

- Section 1 The officers of the Board shall be a President and a President Pro Tempore, and the Health Commissioner shall be the Secretary.
- Section 2 The President shall preside at all meetings of the Board. The President shall also appoint all Standing and Special Committee Chairmen, call special meetings as deemed necessary, and the

President will be an ex officio member of all committees.

- Section 3 The President Pro Tempore shall perform the duties of the President in the event of his/her absence or disability and, at the President's request, shall assist the President in the performance of his/her functions.
- Section 4 In the event of the absence of the President and President Pro Tempore, the members of the Board present will elect a member to act as President.
- Section 5 In the event that the President resigns or is unable to fulfill his/her role, the President Pro Tempore shall assume the role of President and the Board shall elect a new President Pro Tempore at the next meeting.
- Section 6 Officers terms expire at the end of the meeting at which their successors are elected.

### **ARTICLE III    MEETINGS**

- Section 1 The Board of Health of the Warren County Combined Health District shall reorganize annually during the March meeting each year and at such other times as is necessary because of changes in membership.
- Section 2 The Board shall meet not less than once a month. Notices of regular meetings, with agendas therefore, shall be mailed or emailed to members of the Board. These notices shall be mailed and postmarked on the Friday before the Tuesday Board meeting.
- Section 3 Special meetings may be called by the President, on his own initiative, or on the written request of three members of the Board. Notice of special meetings stating the purpose thereof, shall be given to members of the Board as much in advance as may be feasible. In most instances, this will be not less than three days.
- Section 4 Firmly committed to the letter and spirit of the Ohio Revised Code, Section 121.22, Ohio Open Meetings Act, decision making by the Board shall always be conducted publicly. Consistent with this commitment, executive sessions are permissible as deemed appropriate by the Board.
- Section 5 The presence of a majority of the membership shall constitute a quorum for any meeting. Board members must be present in person in order to be considered present, vote, or be counted as part of a quorum, unless a specific law permits otherwise.
- Section 6 Robert's Rules of Order shall be followed by the Board at all meetings.
- Section 7 All meetings shall be open to the public. However, the Open Meetings Act does not bestow upon attendees the right to be heard at that meeting and a disruptive person waives his or her right to attend and may be removed from the meeting. The Board may set a time limit that a member of the public may address the Board during a Board meeting.
- Section 8 Regular meetings of the Board of Health shall be held on the third Tuesday of each month at 6:00 pm. Notice of meetings shall be posted in at least three public buildings and provided to media outlets if requested.
- Section 9 Full and accurate minutes shall be kept of all board meetings. Meetings may be recorded contemporaneously to be used as a backup in preparing official written minutes. The minutes are not required to be a verbatim transcript of the proceedings, but must include enough information

to understand the rationale behind the board's decisions. If recorded, the audio recording will be retained in accordance with the records retention schedule.

Section 10 During a declared emergency, if it becomes imprudent or impossible to conduct the board's affairs at the regular meeting place, the Board of Health may meet at an alternate site or via teleconference, web-conference or other form of meeting that would not require the Board members to all be in the same room, if permitted by law or executive order. The Board of Health may exercise its powers and functions in light of the exigencies of the emergency without compliance to the time-consuming procedures of the Ohio Open Meetings Act.

#### **ARTICLE IV AMENDMENT OF BY-LAWS**

Section 1 These by-laws can be amended at any meeting of the Board by a two-thirds vote of all Board members, provided that the amendment has been submitted in writing prior to the meeting.


Dr. Stephen Barr moved for adoption of the foregoing by laws, being seconded by Mr. Brigano. Upon call of the role, the following vote resulted:

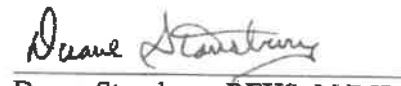
Stephen A. Barr, Ph.D.	<u>aye</u>	Mr. Dominic Brigano	<u>aye</u>
Mr. Adam McClanahan	—	Mrs. Terrie Zajo	<u>aye</u>
Ms. Holly Boyd	—	Mr. J. Dick Staten	<u>aye</u>
Mrs. Nicole Ditmer,	<u>aye</u>	Christina Jeffer, MD	—
James Sosnowski, MD	<u>aye</u>		

By Laws Adopted this 16th Day of August, 2022

Motion #90-2022

#### **WARREN COUNTY BOARD OF HEALTH**

  
J. Dick Staten  
President

  
Duane Stansbury, REHS, M.P.H.  
Secretary