

# CHEMUNG COUNTY BOARD OF HEALTH BY-LAWS

Reviewed and Approved-- *December 1, 2009*

## Article One PURPOSE AND AIMS

The purpose and aims of the Chemung County Board of Health are not only to prevent disease and untimely death but also to promote good health within the County. This may be accomplished through an organized effort and the coordination with community agencies, private physicians and other health care providers.

## Article Two MEMBERS AND TERMS

**MEMBERS:** Members of the Board of Health of Chemung County shall be appointed at the recommendation of the County Executive and with the approval of the County Legislature. The members of the Board of Health serve at the pleasure of the Chemung County Legislative and Executive Branches. The Legislative Branch also shall select one of the legislators to serve as a voting member on the Board of Health. The Board of Health shall have not less than seven (7) and not more than ten (10) voting members.

In addition to the voting members there shall be five (5) ex-officio members without a vote.

- The Public Health Director
- The Director of Patient Services
- The Director of Environmental Health Services
- The Deputy Public Health Director
- The Medical Consultant to the Chemung County Department of Health

**TERMS:** The voting members of the Board of Health shall be appointed for six (6) year terms, and they are eligible to be re-appointed for an indefinite number of consecutive terms. To preserve continuity an attempt shall be made to stagger the terms of the voting members.

## Article Three ELECTION AND NOMINATION OF OFFICERS

**ELECTION:** Bi-annually the Board shall elect a President and Vice-President for a term of two (2) years and shall designate an administrative staff member to take the minutes of the meetings. At least one of the two elected officers must be a physician in accordance with Public Health Law. The election shall take place at the December meeting of the odd numbered years. The President's term shall be limited to two (2) years. The President shall not succeed him/herself in this office unless under extenuating circumstances, the voting members by a unanimous vote, may allow one (1) additional two (2) year term.

**NOMINATIONS:** The Nominating Committee shall be chaired by the Vice-President and shall have at least one (1) other voting Board member who shall be appointed by the President at or before the September meeting of the Board of the odd numbered years. The President shall not serve on the Nominating Committee. A voting member may make a nomination after the report of the Nominating Committee to the Board.

Article Four  
MEETINGS, QUORUM AND MINUTES

**MEETINGS:** The Board of Health shall meet on the 4<sup>th</sup> Tuesday of the months of January, March, May, July, and September and on the 1<sup>st</sup> Tuesday of December, and the President of the Board may schedule special meetings in the intervening months for urgent matters requiring the action of the Board.

**QUORUM:** A quorum shall be the presence of at least half (1/2) of the voting member of the Board.

**MINUTES:** The staff person designated shall record minutes of each Board meeting and they shall include a record of attendance. After approval of the minutes by the Board, they shall be kept on file at the Department of Health.

Article Five  
DUTIES OF THE BOARD

**DUTIES:** The Board of Health shall be vested with the powers and duties as set forth in Article III of the New York State Public Health Law and such other articles as may be applicable.

**BUDGET:** The Board annually shall direct the Public Health Director to submit to the Chemung County Executive an estimate of expenditures and revenues for the following year as required by law.

**COMMITTEES:** The members shall serve on a committee for a special purpose when appointed by the President of the Board.

**EXPENDITURES:** The Board shall require an annual report from the Public Health Director of expenditures by the Chemung County Department of Health.

**SANITARY CODE:** The Board may adopt or revise the Chemung County Sanitary Code in accordance with the New York State Public Health Law.

**SUBPOENAS AND HEARING OFFICER:** The Board of Health may appoint a member of the Board to prepare subpoenas to compel the attendance of witnesses at hearings concerning violations of the Public Health Law, the New York State or the Chemung County Sanitary Code. The Board may appoint a hearing officer to hold hearings and prepare findings for submission to the Board for a decision concerning penalties that may be imposed, or to issue orders concerning the preservation of health and safety in Chemung County.

**ADVISORY COMMITTEE:** The Board of Health shall appoint a Professional Advisory Committee to review and advise concerning health care service delivery policies and quality of care for the Home Health Agency.

Article Six  
THE PUBLIC HEALTH DIRECTOR

**APPOINTMENT:** The Board of Health shall appoint a Public Health Director, qualified in accordance with the NYCRR Volume 10 (A) 11.180, to administer the public health programs for the County of Chemung under the direction of the Chemung County Board of Health. When a Public Health Director is appointed, arrangements for medical consultation will be made subject to the approval of the New York State Health Department.

**CONTRACTS:** The Public Health Director may recommend contracts for provisions of therapeutic services subject to approval by the Chemung County Executive and the Legislature.

**DUTIES:** The Public Health Director shall employ and supervise the personnel of the Chemung County Health Department subject to the approval of the Board of Health and the County Executive. He/she is responsible for enforcement of the Chemung County Sanitary Code as well as the New York State Sanitary Code and Public

Health Law. He/she is responsible for sanitary surveillance, public health promotion and distribution of information about disease prevention. He/she must secure prompt reporting of communicable diseases as well as birth and death registrations. He/she is required to report the annual expenditures of the Department of Health to the County Executive. He/she shall also serve as chairperson of the County's Public Health Emergency Preparedness Committee and oversee planning and response for public health emergencies including communicable disease and terrorism events.

Article Seven  
REVIEW AND CHANGES TO THE BYLAWS

REVIEW: These bylaws shall be reviewed and/or revised by the Board of Health at least annually.

CHANGES: Changes to the bylaws require written notification to the voting members at least two (2) weeks before a meeting of the Board of Health, and approval of the changes requires at least a two-thirds (2/3) majority vote for adoption at that meeting.