

**LAKE COUNTY PUBLIC HEALTH TASK FORCE
BYLAWS**

**ARTICLE I
NAME AND DEFINITIONS**

Section I: Name

This organization shall be known as the Lake County Public Health Task Force.

Section II: Definitions

The terms defined in this section shall have the meanings given unless otherwise provided by the context.

Task Force - The Lake County Public Health Task Force (hereinafter Task Force), established by the Lake County Health and Human Services Advisory Committee, serves as a task force to the Lake County Health and Human Services Advisory Committee, pursuant to Minnesota Statutes, Section 402.03.

Board - The Lake County Health and Human Services Board (hereinafter “Board”), established under the provision of Minnesota Statutes, Sections 402.01-.10.

Task Force Member - Any interested citizen not a staff member or an Advisory Committee member; except the Task Force must be chaired by an Advisory Committee Member. Staff of the Health and Human Services Department are excluded from membership, but may advise at any and all levels when needed.

**ARTICLE II
PURPOSE**

Section I: Overall Purpose

The overall purpose of the Task Force is to serve as an advisory committee to the Lake County Health and Human Services Advisory Committee and to fulfill the provisions of Minnesota Statutes, section 402.03. Task Force actions shall include, but are not limited to, the following:

1. To actively participate in the Community Health Services planning process.
2. To review and evaluate implementation of the plan and the budget and provide recommendations to the Board for inclusion in the Lake County Health and Human Services Advisory Committee’s report to the Board.
3. To receive, review and comment on special interest group and community-at-large input regarding the Lake County Health and Human Services Department’s plan, programs, service and performance.
4. To perform such other duties as are requested by the Lake County Health and Human Services Advisory Committee.

ARTICLE III MEMBERSHIP

Section I: Membership

The Task Force members will be appointed by the Lake County Health and Human Services Advisory Committee and shall be composed of no less than five (5) nor more than fifteen (15) members, who shall be citizens of Lake County representing special interest areas, identifiable groups and geographic areas. No Health and Human Services Department staff members shall be members of the Task Force.

One member shall also be a member of the Carlton-Cook-Lake-St. Louis County Community Health Board.

Section II: Term of Office

Members will serve one year terms. There will be no limit on reappointments.

Section III: Appointments

New members will be actively recruited annually. The Task Force will accept and review applications for new members as they are submitted and other information such as special interest, etc., from applicants. Annually the Task Force shall recommend new and existing members to the Advisory Committee for appointment.

Section IV: Absences

A member who is absent from two (2) regular meetings in one year, without prior notification, shall be sent a letter requesting membership intentions. If no answer is received prior to the next scheduled Task Force meeting, a recommendation will be brought to the Task Force to review their membership. At that time, it shall be decided to continue or discontinue that person's membership.

Section V: Vacancies

A vacancy on the Task Force during a term shall be filled as promptly as possible in accordance with Section III of this Article.

ARTICLE IV OFFICERS

Section I: Officers

The Chairperson of the initial Task Force, who shall be a member of the Lake County Health and Human Services Advisory Committee, shall be appointed by the Board for a term to expire December 31 of that year. Thereafter, the Task Force shall appoint a Chairperson, who shall be a member of the Lake County Health and Human Services Advisory Committee. The Task Force shall also appoint a Vice-Chairperson and a Secretary to serve as officers of the Task Force. Each officer shall serve for a period of one year, commencing at the January meeting of each calendar year, or until his/her successor is duly appointed. All officers must have served on the Task Force for at least one year before being elected to office.

In the absence of an appointed Secretary, Health and Human Services staff may provide secretarial services. In that instance, the secretary provided shall not be an officer or a voting member of the Task Force.

Section II: Duties of Officers

A. Chairperson

1. The Chairperson shall preside at all meetings of the Task Force; shall perform the usual duties of the Chairperson and may speak for, and on behalf of, the Task Force.
2. Task Force Meeting Minutes will be included in the Lake County Health and Human Services Board Packet.
3. The Chairperson or designee shall have the authority to initiate temporary work groups when emergencies arise.

B. Vice-Chairperson

1. In the absence of the Chairperson, the Vice-Chairperson shall assume all the powers and duties of the Chairperson.

C. Secretary

1. Issue notice of all Task Force meetings, keep the minutes and maintain a record for that purpose.
2. Certify records of Task Force meetings and perform such additional duties as may be established by the Task Force from time to time.
3. Request and obtain any necessary administrative support from the Health and Human Services Department.

**ARTICLE V
MEETINGS**

Section I: Regular Meetings

Regular meetings of the Task Force shall be held at least quarterly, at such time and place as shall be determined by the Task Force. Task Force members shall be sent notification of the specific time and place and tentative agenda, together with appropriate materials, at least five (5) calendar days prior to the meetings. The Task Force shall not be limited to such agenda items during its meetings.

Each August, and at other times as needed, at least one (1) member of the Task Force, who shall be recommended by the Task Force, shall meet jointly with the appointed representative of the Lake County Local Mental Health Task Force and the Lake County Health and Human Services Advisory Committee.

Section II: Special Meetings

Special meetings of the Task Force may be held upon the call of the Chairperson, Vice-Chairperson or a majority of members of the Task Force. Notice of a special meeting shall be sent to Task Force members at least three (3) days prior to the meeting. In the event of an emergency, notice may be waived by two-thirds vote of the Task Force.

Section III: Quorum

To conduct business, a quorum of members must be present. A quorum shall consist of 50 percent plus one of the total membership.

Section IV: Conduct of Business

- A. The Task Force shall conduct business according to commonly accepted procedures.
- B. There shall be no voting by proxy and each member shall have one vote.
- C. All official Task Force positions, reports, etc. will be stated in writing to the Advisory Committee.

Section V: Records of Meetings

The Secretary shall prepare the minutes of the meetings, and the Chairperson and Secretary shall certify said minutes. Copies shall be provided to Task Force members, the Advisory Committee and members of the Board.

Section VI: Open Meetings

All Lake County Public Health Task Force meetings shall be open to the public. Notices of meetings will be posted.

**ARTICLE VI
GENERAL PROVISIONS**

Section I: Amendments

The Task Force will recommend amendments of the Bylaws to the Advisory Committee for their approval. The Lake County Health and Human Services Board will then ratify the Bylaws. These bylaws may only be altered by a majority vote of the Lake County Health and Human Services Board.

Section II: Approval and Ratification

These bylaws are hereby approved by resolution of the Lake County Health and Human Services Advisory Committee on July 15, 2013; and ratified by the Lake County Health and Human Services Board, effective July 23, 2013.