

**LAKE COUNTY HEALTH AND HUMAN SERVICES
ADVISORY COMMITTEE**

BYLAWS

**ARTICLE I
NAME AND DEFINITIONS**

Section I: Name

This organization shall be known as the Lake County Health and Human Services Advisory Committee.

Section II: Definitions

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

Advisory Committee - The Lake County Health and Human Services Advisory Committee (hereinafter "Committee"), established by the Lake County Board of Commissioners, acting as the Lake County Health and Human Services Board "Board", pursuant to Minnesota Statutes, section 402.03.

Board - The Lake County Board of Commissioners (hereinafter "Board").

Committee Member - Any interested citizen not a staff member. Except under special circumstances, 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 Committee is to serve as an advisory committee to the Board to fulfill the provisions of Minnesota Statutes, section 402.03. Committee actions shall include, but are not limited to, the following:

1. To actively participate in the formulation of the plan for the development, implementation and operation of programs and services by the Board.
2. To provide a formal recommendation to the Board, at least annually, concerning the annual budget of the Board and implementation of the plan during the ensuing year.
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 (including social services, mental health services and public health services) programs, service and performance.
4. To appoint permanent Task Forces to assist in planning for social, mental health and public health services.

5. To perform such other duties as requested by the Board.

Section II: Mission Statement

The Lake County Health and Human Services Advisory Committee exists to fulfill the mandates of Minnesota Statutes, section 402.03, and to advise the Board on matters pertaining to general issues affecting the quality of life of the citizens of Lake County. It is comprised of membership which has been appointed by the Board, and serves as an umbrella organization for the Task Forces which the Committee appoints.

**ARTICLE III
MEMBERSHIP**

Section I: Membership

In accordance with Minnesota Statutes, section 402.03, the Committee shall be comprised of no more than 25 persons to be appointed by the Board. Membership should be comprised as follows:

1. One-third shall be representatives of those persons receiving services provided by the Board.
2. Up to one-third may be providers of services.
3. The remaining members shall represent the citizens of Lake County.

Section II: Term of Office

In compliance with Minnesota Statutes, section 402.03, members will serve two year terms, not to exceed three consecutive terms.

**ARTICLE IV
OFFICERS**

Section I: Chairperson

In accordance with Minnesota Statutes, sections 402.02(b) and 402.03, the Committee chair shall be appointed by the Board and may not be a member of the County Board of Commissioners.

Section II: Vice-Chairperson

A Vice-Chairperson shall be appointed by the Board.

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

Section III: Secretary

- A. A secretary pro-tem will be appointed as necessary.
- B. Duties
 1. Keep minutes and maintain a record for that purpose.
 2. Certify records of Committee meetings and perform such additional duties as may be

- established by the Committee 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 Committee shall be held at least annually, in the month of August, at such time and place as shall be determined by the Chair. Committee 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 Committee shall not be limited to such agenda items during its meetings.

Section II: Special Meetings

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

Section III: Quorum

To conduct business, a quorum of members must be present. If a Committee Member is unable to physically attend the meeting, they may participate by phone or by interactive television (ITV). Their participation by phone or ITV will constitute a member being present to make up the quorum provided the conditions set forth in Minnesota Statute, sections 13D.015 through 13D.021 are met. A quorum shall consist of 50 percent plus one of the total membership.

Section IV: Conduct of Business

- A. The Advisory Committee 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 Committee positions, reports, etc. will be stated in writing to the Board.

Section V: Records of Meetings

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

Section VI: Open Meetings

All Lake County Health and Human Services Advisory Committee meetings shall be open to the public. Notices of meetings will be posted.

ARTICLE VI

GENERAL PROVISIONS

Section I: Amendments

These bylaws may only be altered by a majority vote of the Board.

Section II: Approval and Ratification

These bylaws are hereby approved by resolution of the Lake County Human Services Advisory Council, on August 18, 1999; and ratified by the Lake County Human Services Board, effective November 23, 1999.

These bylaws are hereby approved by resolution of the Lake County Health and Human Services Advisory Committee on June 17, 2013; and ratified by the Lake County Health and Human Services Board, effective June 25, 2013.

These bylaws are hereby approved by the Lake County Health and Human Services Advisory Committee on May 24, 2017, and ratified by the Lake County Board of Commissioners, effective June 14, 2017.