



Public Health
Prevent. Promote. Protect.

Idaho Public Health Districts

IDAHO ASSOCIATION OF DISTRICT BOARDS OF HEALTH

BYLAWS

ARTICLE I

NAME

This Association, approved by members of the seven (7) public health districts of the State of Idaho, shall be called the Idaho Association of District Boards of Health (IADBH).

ARTICLE II

PURPOSE

The purpose of this Association shall be:

1. To exchange information among the District Boards of Health.
2. To coordinate policies and programs among the seven (7) public health districts.
3. To pursue new, as well as amend existing public health laws, standards, regulations, and rules to prevent disease, disability, and premature death; to promote healthy lifestyles; and to protect and promote the health and quality of our environment.

ARTICLE III

MEMBERSHIP

Membership in the Association shall be limited to members of the seven (7) District Boards of Health of the State of Idaho who are appointed pursuant to Section 39-411 Idaho Code. The District Directors are ex-officio members of the Association.

ARTICLE IV

FINANCING

Funding for the Association shall be provided by the seven (7) public health districts on an equal basis.

ARTICLE V

OFFICERS of the ASSOCIATION

Section A. Officers

The leadership of the Association will be referred to as the "Executive Council" and shall consist of the following:

- a. Executive Council: The Executive Council will be comprised of a Board of Health member from each health district.

- b. President of the Association: The President shall be the Executive Council member from the District hosting the current year's Annual meeting.
- c. Vice-President: The Vice President shall be the Executive Council member from the District hosting the next year's Annual meeting.
- d. Secretary: The secretary shall be the District Director from the District hosting the current year's Annual meeting. The secretary shall have no vote. Properly post agendas and approved minutes on the Idaho Public Health Districts' website (www.idahopublichealthdistricts.org) pursuant to Idaho open meeting law.

Section B. Terms of the Executive Council

The new President, Vice-President, and Secretary of the Association shall take office at the conclusion of the Annual meeting and shall serve until the conclusion of the next Annual meeting. Executive Council members shall serve for the term in which they have been elected by their local Boards of Health.

Section C. Duties of the Executive Council

1. The President of the Association shall:
 - a. Preside at the annual Association meeting and at any special Association meetings.
 - b. Determine the need, dates, times, and location of the annual Association meeting and any special meetings of the Association's Executive Council.
2. The Vice-President shall:
 - a. Preside at all meetings of the Association in the absence of or at the request of the President.
 - b. Perform such other duties as may be required.
3. The Secretary of the Board shall:
 - a. Record minutes of the Association and Executive Council meetings.
 - b. Conduct correspondence as directed by the President.
 - c. Send all notices in accordance with these bylaws.
 - d. Perform such other duties as may be required.
 - e. Properly post agendas and approved minutes on the Idaho Public Health Districts' website (www.idahopublichealthdistricts.org) pursuant to Idaho open meeting law.
4. The Executive Council representative of each health district shall represent their local Boards of Health throughout the year except at the Annual meeting. This includes providing their Board's position on such laws, standards, regulations, and rules to the Executive Council. As issues arise between the annual Association meetings, decisions of the Executive Council shall constitute interim decisions of the Association.
5. The Executive Council shall:
 - a. Conduct the affairs of the Association in accordance with the purpose and Bylaws of the Association and directives adopted by the Association.

- b. In the event a council member cannot attend, an alternate Board Member from his/her District shall represent that District at meetings and on conference calls or video conferencing.

Section D. The Association Office shall:

1. Serve as custodian of the Association records.
2. Keep Bylaws current for reference.
3. Have custody of, and be responsible for, all funds and securities of the Association.

Section E. The SALBOH Representative

The SALBOH (State Association of Local Boards of Health) Representative is a Board of Health Member elected by the Association and:

1. Shall serve as the NALBOH (National Association of Local Boards of Health) contact for Idaho's SALBOH.
2. May attend the annual SALBOH and NALBOH meetings and provide a written summary or an annual report of each meeting to the Association during the Annual business meeting. As a representative of the Association, expenses for travel to the annual SALBOH and NALBOH meetings shall be reimbursed by the Association.
3. Shall serve a three (3) year term and must be reappointed or a new representative appointed at the conclusion of the term.
4. An alternate Representative will be elected by the Association to serve in the absence of the SALBOH Representative.

**ARTICLE VI
BOARD OF TRUSTEES**

Section A. Composition of Board of Trustees

The composition of the Board of Trustees is as follows.

- a. Board of Trustees: The Board of Trustees will be comprised of an elected Board of Health members from each health district.
- b. Chairman: The Chairman position shall be the Trustee from the District hosting the current year's Annual meeting.
- c. Secretary: The secretary shall be the District Director from the District hosting the current year's Annual meeting. The secretary shall have no vote.

Section B. Terms

The new Chairman and Secretary of the Board of Trustees shall take office at the conclusion of the Annual meeting and shall serve until the conclusion of the next Annual meeting. Trustee members shall serve for the term in which they have been elected by their local Boards of Health.

Section C. Duties of the Board of Trustees

1. The Board of Trustees shall:
 - a. Have authority to allocate appropriations from the legislature to the health districts. (IC 39-411)
 - b. Develop and administer a formula for the allocation of legislative appropriations. (IC 39-411)
 - c. Members of the Board of Trustees may also serve as members of the Executive Council if elected by their Board of Health to fulfil this role.
2. The Secretary of the Board of Trustees shall:
 - a. Record minutes of the Board of Trustee meetings.
 - b. Conduct correspondence as directed by the President.
 - c. Send all notices in accordance with these bylaws.
 - d. Perform such other duties as may be required.
 - e. Properly post agendas and approved minutes on the Idaho Public Health Districts' website (www.idahopublichealthdistricts.org) pursuant to Idaho open meeting law.

ARTICLE VII ANNUAL MEETING AND SPECIAL MEETINGS

Section A. Purpose.

To fulfill the objectives of ARTICLE II of these Bylaws.

Section B. Date and Site of Annual Meeting.

An Annual meeting of the Association shall be held each year. The location shall be on a rotating basis in each of the seven (7) Health Districts (District 1, 7, 3, 2, 6, 5 and 4). The date and site of the Annual meeting shall be set by the host district. Invitations and information shall be mailed to the District Boards of Health at least two (2) months prior to the meeting.

Section C. Special Meetings.

Special meetings of the Association may be called by:

1. The Association President or
2. A majority of the members of the Executive Council, provided all members are notified not less than seven (7) days before the date of the meeting.

Section D. Voting.

Voting at the Annual meeting and at special meetings shall be limited to the membership in attendance and by proxy of the absent members. Absent members must provide a written proxy to their designee. No email proxies will be accepted.

Section E. Quorum.

Representation from membership from four (4) of the seven (7) District Boards of Health shall constitute a quorum for the transaction of business at the Annual meeting and special meetings.

**ARTICLE VII
PARLIAMENTARY AUTHORITY**

ROBERT'S RULES OF ORDER NEWLY REVISED shall apply on all questions of procedure and parliamentary law not specified in these Bylaws.

**ARTICLE VIII
AMENDMENTS**

These Bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of the Association members, at the Annual Association meeting, when the proposed action has been sent out in the notice of such meeting to all members. Proposed amendments must be submitted to the Executive Council President for distribution to the Association board members at least sixty (60) days prior to the Annual meeting, for the purpose of giving the seven (7) District Boards of Health notice of the proposed amendments. Exception to this ruling is allowed when the amendment has the majority consent at the Annual meeting to allow consideration. It may then be adopted by a two-thirds ($\frac{2}{3}$) vote of the Association members in attendance or by proxy according to ARTICLE VI, Section D. All amendments adopted at the Annual Association meeting shall become effective thirty (30) days following the Association meeting unless otherwise specified.

1988 Adopted at the Annual meeting of IAB.

5/93 Adopted by the Board of Trustees on 7/8/93.

5/95 Adopted by the Board of Trustees on 5/21/95.

5/95 Adopted at the Annual meeting of the Association on 5/4/95.

6/08 Adopted at the Annual meeting of the Association on 6/30/08.

6/10 Adopted at the Annual meeting of Association on 6/17 /10.

5/14 Adopted at the Annual meeting of the Association on 5/29/2014.

6/14 Adopted at the Annual meeting of the Association on 06/14/2018.

**ARTICLE IX
RESOLUTIONS**

1. Resolutions must be submitted to the Executive Council President for distribution to the Association Board members at least sixty (60) days prior to the Annual meeting, for the purpose of giving the seven (7) District Health Boards an opportunity to review and comment.
2. Emergency Resolutions, defined as anything that represents a sudden and urgent public health need or anything that is needed to keep the organization moving forward, may be brought up for discussion as long as approved by a two-thirds ($\frac{2}{3}$) vote of the Association members at any Annual Association meeting.