



# 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 EXECUTIVE COUNCIL**

#### **Section A. Composition of Executive Council**

1. The leadership of the Association will be referred to as the “Executive Council” and shall be comprised of a Board of Health member appointed from each health district.
2. The Executive Council representative of each health district shall represent their local Board of Health throughout the year except at the Annual Association Business 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 Business

Meetings, decisions of the Executive Council shall constitute interim decisions of the Association.

3. In the event an Executive Council member cannot attend, an alternate Board Member, with proxy, from his/her District may represent that District at any meeting.

### **Section B. Office of the Executive Council**

1. President of the Association: The President shall be the Executive Council member from the District hosting the current year's Annual meeting.
2. Vice President: The Vice President shall be the Executive Council member from the District hosting the next year's Annual meeting.
3. 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 C. Terms of the Executive Council and Officers**

1. Executive Council members shall serve for the term in which they have been elected by their local Boards of Health.
2. The 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.

### **Section D. Duties of the Executive Council and Officers**

1. The Executive Council shall:
  - a. Conduct the affairs of the Association in accordance with the purpose of the Bylaws of the Association and the directive adopted by the Association.
  - b. The Executive Council shall cause to have a budget prepared and shall have the membership approve the budget at the Annual Business Meeting.
  - c. The Executive Council, on behalf of the Association, may take a position on specific legislation that impacts the Association. The position to be taken shall be consistent with the purpose outlined in Article II.
2. The President of the Association shall:
  - a. Preside at the Annual Association meeting and any Association special meetings.
  - b. Determine the needs, dates, times, and location of the annual Association meeting and any special meetings of the Association's Executive Council, general assembly, or Trustees.
  - c. Appoint ad hoc committees as needed.
3. The Vice-President shall:
  - a. Assume the responsibilities and duties of the Association in the absence of or at the request of the President.
  - b. Perform such other duties as may be required.
4. The Secretary of the Board shall:
  - a. Record notes 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 on the Idaho Public Health Districts' website ([www.idahopublichealthdistricts.org](http://www.idahopublichealthdistricts.org)).

### **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 Executive Council meetings.

## **ARTICLE VI BOARD OF TRUSTEES**

### **Section A. Composition of Board of Trustees**

The composition of the Board of Trustees is as follows:

1. Board of Trustees: The Board of Trustees will be comprised of a Board of Health member appointed from each health district.
2. Chairman: The Chairman position shall be the Trustee from the District hosting the current year's annual meeting.
3. Vice Chairman: The Vice Chairman assumes the responsibilities and duties in the absence of or at the request of the Chairman.
4. 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 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. Develop and administer a formula for the allocation of legislative appropriations. ([IC 39-411 \(6\)](#))
  - b. Members of the Board of Trustees may also serve as members of the Executive Council if elected by their Board of Health to fulfill 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 Chairman.
  - 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](http://www.idahopublichealthdistricts.org)).

**ARTICLE VII  
ANNUAL MEETING AND SPECIAL MEETINGS**

**Section A. Purpose**

To fulfil 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 date and site of the annual meeting shall be set by the host district (District 1, 7, 3, 2, 6, 5, and 4). Invitations and information shall be sent to the District Boards of Health at least (2) months prior to the meeting.

**Section C. Special Meetings**

Special meeting 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 Business 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, utilizing the Association form, to their designee prior to the start of the Annual Business Meeting.

**Section E. Quorum**

Representation from membership from four (4) of the seven (7) District Boards of Health and at least 50% of current membership, including proxies, shall constitute a quorum for the transaction of business at the Annual Business Meeting and special meetings.

**ARTICLE VIII  
PARLIAMENTARY AUTHORITY**

See Robert's Rules of Order: The Basic for Small Boards. Provided by Jim McNall, Oct 2024.

**ARTICLE IX  
POSITION STATEMENTS**

**Section A. Purpose**

A position statement is a formal declaration of the Association's viewpoint or stance on a specific issue. Unlike resolutions, the position statement will not require an action to be taken and are intended to articulate the principle, belief, or opinions on matters of interest or internal policy.

**Section B. Development of Position Statements**

1. Any active member of District Boards of Health may submit a position statement for consideration. It must meet the following criteria:

- a. Address a single subject.
  - b. Be prepared in the standard Association position statement format (TBD).
  - c. Meet the purpose of Section A.
  - d. Complete Position Statement cover sheet with the following information:
    - i. Position Statement Title
    - ii. Sponsor
    - iii. Background Information
2. Position statements must be submitted to the Executive Council President or his/her designee for distribution to the Association members at least thirty (30) days prior to the Annual Business Meeting, for purposes of giving the seven (7) District Boards of Health an opportunity to review and comment.
  3. Position Statements will be considered for adoption at the Annual Association Business Meeting.
  4. Adoption of Position Statements at the business meeting will require a 2/3 majority vote of the quorum present and by proxy votes.
  5. Position statements may be adopted at any time throughout the year as “interim” with a 2/3 majority of the Executive Council approval. The interim position statement is pending subsequent approval by 2/3 majority vote at the next Association Business Meeting.

## **ARTICLE X RESOLUTIONS**

### **Section A. Purpose**

A resolution is a concise statement of the Association’s stance towards a particular issue and serves as a call to action for the organization and its members. It describes and endorses a defined course of action directed toward a particular individual, organization, event, legislation, or policy. Resolutions are used to educate and urge action by elected officials at all levels, other organizations, the media, and the public about the Association’s commitment on important Public Health issues.

### **Section B. Development of Resolutions**

1. Any active member of a District Board of Health may submit a resolution for consideration either through adoption or amendment. It must meet the following criteria:
  - a. Address a single subject.
  - b. Be prepared using the standard Association resolution format.
  - c. Meet the purpose of Section A.
  - d. Complete the Resolution Proposal cover sheet with the following information:
    - i. Resolution Title
    - ii. Sponsor
    - iii. Statues Affected
    - iv. Background Information
    - v. Desired Action

- vi. Arguments and Entities in Support
  - vii. Arguments and Entities Against
  - viii. Fiscal Impact
2. Resolutions must be submitted to the Executive Council President or his/her designee for distribution to the Association members at least thirty (30) days prior to the Annual Association Business Meeting, for the purpose of giving the seven (7) District Boards of Health an opportunity to review and comment.
  3. Resolutions will be considered for adoption at the Annual Association Business Meeting.
  4. Adoption of Resolutions at the Annual Association Business Meeting will require 2/3 majority vote of the quorum present and by proxy votes.
  5. Late breaking resolutions may be adopted at any time throughout the year as “interim” with a 2/3 majority vote of the Executive Council approving the resolution. The interim resolution is pending subsequent approval by majority vote at the next Association Business Meeting.
  6. Upon adoption of the resolution, the resolution will be added to Active Compendium of Resolutions following the Association’s adopted Formatting Instructions for Developing and Maintaining Resolutions.

**Section C. Maintenance of Resolutions**

1. A file of all resolutions, both active and archived, will be maintained (See section X).
2. The normal life of an Association Resolution is 3 years. At the 3-year term, the Resolution will be brought forward at the annual Association Business Meeting for discussion and either readoption or archival (see Sections D and F).
3. Resolutions may be amended at any general Association meeting with the approval of a majority vote of quorum present and by proxy vote (see Section E).
4. Resolutions that have met the 3-year term will be the responsibility of the Public Health District currently serving in the rotation of the annual meeting to bring forward for either readoption or archival.

**Section D. Readoption of Resolutions**

1. If the Associations’ Resolution is readopted after 3 years, or at any time, with no changes to the THEREFORE, BE IT RESOLVED statement(s), the resolution will maintain the original resolution number but will add an “R” to the end of the number signifying that it was readopted.
2. Upon readoption, the resolution will be added to the Active Compendium of Resolutions following the Association’s adopted Formatting Instructions for Developing and Maintaining Resolutions.
3. Resolutions will be maintained in Active Compendium of Resolutions until further action or after 3 years.
4. Resolutions shall be considered Readopted if brought forward by any member for consideration of updating WHERAS and only WHERAS statements, in any year after initial adoption. Upon adoption following Section B voting procedures, the readopted resolution will retain the original numbering sequence and add “R” to the end of the

resolution number. The original Resolution will not need to be maintained in the Archived Compendium of Resolutions as no substantive changes have been made. If not approved with updated WHEREAS Statements, the original Resolution will continue with the original term unless otherwise brought forward for a vote following these rules (Section F).

### **Section E. Amendment of Resolution**

1. An active resolution would be considered amended at any time after adoption if either THEREFORE, BE IT RESOLVED statement(s) are changed in any way or by the request of a member after substantial changes to WHEREAS statement(s) and put to the vote of the membership.
2. Resolution shall be considered amended if brought forward by any member for consideration of updating THEREFORE, BE IT RESOLVED statement(s) if any year after initial adoption. Upon adoption following Section B voting procedures, the amended resolution will receive a NEW Resolution number as well as have an “A” placed at the end of the Resolution sequence. The original resolution will then be archived with a note referencing the new resolution number. The new amended resolution will also have a note placed at the end of the document referencing the original resolution. If the proposed amended resolution is not approved following Section B voting procedure, the original resolution will continue with the original term unless otherwise brought forward for a vote following these rules (Section F).

### **Section F. Archival of Resolutions**

1. Archival of Resolution may be considered for the following reasons:
  - a. Resolution has been brought forward at the end of the standard 3-year term.
  - b. An Association member has brought forward to the Executive Council President or his/her designee for distribution to the Association members at least thirty (30) days prior to the Annual Business Meeting the desire to Archive an Active Resolution.

## **ARTICLE XI**

### **ASSOCIATION RECORD KEEPING (Formerly Association Office)**

1. PHD2 will have custody of and be responsible for all funds and securities of the Association.
2. PHD7 will serve to update the Association’s website, [www.idahopublichealthdistricts.org](http://www.idahopublichealthdistricts.org), with all pertinent information.
3. Updating resolutions through amendment, archival, or readoption will be the responsibility of the Public Health District that is currently serving in the rotation of the annual meeting.

## **ARTICLE XII**

## AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the Association members present at the Annual Association Business Meeting and at least 50% of the overall membership of the Association. Proposed amendments must be submitted to the Executive Council President or his/her designee for distribution to the Association Board Members at least thirty (30) days prior to the Annual Business Meeting for the purpose of giving the seven (7) District Boards of Health notice of the proposed amendments. All amendments adopted at the Annual Association Business meeting shall be effective thirty (30) days following the Association Business Meeting unless otherwise specified.

1988 Adopted at the Annual Meeting of IAB

05/93 Adopted by the Board of Trustees on 7/8/19593

05/95 Adopted by the Board of Trustees on 5/21/1995

05/95 Adopted at the Annual meeting of the Association of IAB on 5/4/1995

06/08 Adopted at the Annual meeting of the Association on 6/30/2008

06/10 Adopted at the Annual meeting of the Association on 6/17/2010

05/14 Adopted at the Annual meeting of the Association on 5/29/2014

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

10/24 Adopted at the Annual meeting of the Association on 10/24/2024