

THE FINAL DRAFT OF THE BYLAWS FOR THE LOS ALAMOS COMMUNITY  
HEALTH COUNCIL: DATED 15 FEBRUARY, 2002/Revised April 2004/Revised  
Dec 2006

Article I

Name

The name of this committee is the Los Alamos Community Health Council (LACHC).

Vision

Consumers, service providers, business interests, local government, and youth will work together to ensure that Los Alamos is a healthy place for all who live, work, and visit here.

Mission

The LACHC will take the lead in community health improvement through representative membership empowered to identify and address health issues in our community. This will be done through ongoing research regarding issues of concern raised by the membership, comprehensive planning, coordination and development of health programs and services for Los Alamos.

Definition of "Health"

It is understood that the term "health" includes mental and physical health, and the overall quality of life within the community as well as proper access to health care.

Article II

Goals and Functions

To support the formation and continuing development of a non-categorical comprehensive community health council that can take the lead in community health status improvement.

To provide an effective network of programs and providers to develop and initiate comprehensive planning for the delivery of services.

To focus on the areas of concern highlighted in the consultant's report.

To be sensitive to the public's voice regarding areas of concern.

Any member can submit a particular area of concern that should be addressed by the LACHC. The motion will be addressed to the **Coordinator** (secretary in writing and be seconded). Normal voting procedure will be followed at the next monthly meeting to decide whether the motion is accepted.

Article III

Membership

The LACHC will endeavor to include as wide a representation as possible from the Los Alamos population. Anyone with a bona fide concern and involvement with a section of the Los Alamos population's health and well-being will be eligible for membership. The LACHC will adhere to a membership group structure where voting is concerned as members will naturally fall into a selection of interest groups and some of these interest groups will be significantly larger than others. Consequently, the LACHC can, where deemed practical, vote on limiting the number of voting representatives of the larger interest groups. There will, however, be no limit on the number of overall membership groups. There will be no terms of membership imposed by the LACHC and interest groups will be responsible for deciding the terms of their voting representatives themselves. The **Coordinator** (secretary) will be informed in writing of any changes to the voting representatives by the membership groups five (5) business days before the next monthly meeting. A master list of membership groups and their voting representatives will be available for perusal from the **staff** (secretary). Any member in good standing can submit a written and seconded motion to the secretary for a further membership group to be included or to restructure the existing groups. Normal voting procedure will be followed to decide whether the motion is accepted.

Officers

The LACHC officers will include a Chair, a Vice-Chair, a Secretary, and in the event that the LACHC should ever control finances, a Treasurer. During the period the LACHC is operating in compliance with the contract with the DOH, the secretarial position will be filled by the **staff** (coordinator) of the Los Alamos **Community** (Maternal and Child) Health Council.

#### Eligibility of Officers

Officers will be voting members in good standing of the LACHC. Those members who have missed two consecutive meetings without written notification and/or substitute representation will not be in good standing.

#### Nomination of Officers

Nominations will be handed to the **staff** (secretary) in writing on or **during** (before) the **April** (May) monthly meeting. **Anyone** (All members in good standing) can participate in the nomination process. (Voting members in good standing can nominate themselves).

#### Election of Officers

Only (accredited voting) **members in good standing** will be allowed to vote in the election of officers. Should they not be available to attend the meeting, they can inform **staff** (the secretary) in writing (three (3) business days) before the meeting of a substitute. Votes will be cast by secret ballot at a specified meeting to be advertised at least thirty (30) days in advance via regular minutes distribution channels. Officers will be elected by majority vote.

#### Terms of Office for Officers

Officers will hold position for one year. Elections will take place every June.

#### Resignations

Officers will address their intention to resign in writing to the **Coordinator** (secretary) **as soon as possible** (with forty (40) days' notice). The election of the substitute will take place as per normal nomination and election procedures. A member, who fails to attend two (2) consecutive meetings without written notification and/or substitute representation, **will be contacted by staff** (considered resigned).

#### Vacancies

Vacancies will be advertised via regular minutes distribution channels.

#### Reimbursement

Approved LACHC representatives will be reimbursed for attending those **meetings/trainings** (classes) that have been approved by the coordinator while the LACHC operates in compliance with the contract with the DOH.

### Article IV

#### Regular Meetings

Regular meetings will be held monthly for one hour. The time and place of the next meeting will be reviewed at the close of each regular meeting. Notice of meetings will be distributed via regular minutes. (distribution channels at least three (3) weeks in advance.)

#### Minutes

Minutes will be distributed via email and be available in hard copy format at an agreed upon address for those with no email access. (no later than five (5) business days after the meeting.) Amendments to the minutes will be addressed in writing to the **staff** (secretary) **prior to** (no later than) the next meeting date. When no amendments have been received by the start of the next meeting, the minutes will be accepted as read.

#### Special Meetings

Special meetings will be held as the need arises at the request of the **staff or executive committee**, (secretary, treasurer (when applicable), chair, and vice-chair) or at the written request of at least ten members in good standing. Notice of such meetings will be distributed via regular minutes distribution channels. (least five (5) business days in advance).

#### Meeting Protocol

Members of the LACHC will establish meeting protocols, including rules or order of the meetings.

#### Quorum

A simple majority of members in good standing will constitute a quorum. Those members who have missed two (2) consecutive meetings without written notification and/or substitute representation are not in good standing.

#### Method of Voting

Two types of votes will exist: informal votes on day-to-day business and formal votes. **Anyone present** (in good standing) will be eligible to vote informally on day-to-day business. Only (accredited) voting members will be eligible to cast formal votes. Voting will be conducted by a show of hands except in the case of the election of officers when a secret ballot will be used. Members who would like to participate in a formal vote but who cannot attend a meeting, can appoint someone to vote in their stead if the **staff** (secretary) is advised of this appointment in writing **prior to** (three (3) business days before) the meeting in question. Any member in good standing can make a motion that a vote should be conducted as a formal vote. Such a motion will be proposed verbally and will be seconded.

#### Majority Vote

A majority vote will be a simple majority **of those present** (the members in good standing) who participate in the vote.

#### Seconding a Motion

It will not be necessary to second a motion before that motion can be discussed where day-to-day business is concerned. In the case of submitting further areas of concern to be addressed; submitting changes to the membership group structure; motions for a formal vote; and motions for the dissolution of the LACHC, only seconded motions will be considered.

#### Closure of Meetings

Any portion of any monthly or special meeting may be closed to the public after an affirmative vote of a majority of the membership present.

#### Parliamentary Authority

The parliamentary authority to be used during meetings is The A-B-C's of Parliamentary Procedure.

#### Article V

##### Amendments

These bylaws may be altered, amended, or repealed in whole or in part by a three-quarters vote of the council members in good standing present at any regular or special meeting, provided that written notice of any proposed changes to the bylaws has been given to members at least five (5) business days prior to the meeting via regular minutes distribution channels.

#### Article VI

##### dissolution

The LACHC may recommend its own dissolution at such time as it deems its functions no longer to be relevant or when, for any other reason, it deems its own dissolution to be in the best interest of the community. The motion for such a dissolution will be handed to the **staff** (secretary) in writing, seconded, distributed to the members via regular minutes distribution channels, and will be voted on at the next regular meeting. A simple majority vote will accept the motion. The membership will vote on how any remaining LACHC assets should be used.