



REQUEST FOR BOARD ACTION

ITEM NO. 12.

DATE OF MEETING: October 20, 2014

REQUESTED BY: Carolyn Moser, Health and Human Services Director, Pender County Health Department.

SHORT TITLE: Resolution to Approve the Pender County Board of Health's Operating Procedures Policy.

BACKGROUND: The Pender County Commissioners serving as the Pender County Board of Health is to have standard Operating Procedures that are to be reviewed and approved on a yearly basis.

SPECIFIC ACTION REQUESTED: To consider a resolution accepting the Pender County Board of Health's Operating Procedures Policy.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

OWA
Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that:

the board hereby authorizes to approve a resolution to accept the Pender County Board of Health Operating Procedures Policy. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Williams _____ McCoy _____ Brown _____ Tate _____ Ward _____

James David Williams, Chairman 10/20/14
Date

ATTEST 10/20/14
Date

PENDER COUNTY HEALTH DEPARTMENT

Title: Operating Procedures
Pender County Board of Health

Department: Health and Human Services/
Pender County Commission

Effective Date: September 18, 2007

Last Revised: January 12, 2012
September 12, 2013
September 9, 2014

Approved by:

David Williams, Chair Date
Pender County Commissioners

Carolyn Moser, MPA Date
Health Director

1. Name and Office.

The name of this organization is the Pender County Commission who shall also serve in the capacity of the Pender County Board of Health (hereinafter "Board"). The principal office of the Board is located at 805 South Walker St., Burgaw, NC 28425.

2. Officers and Committees.

a. Chair and Vice-Chair

The Board members shall elect a Chair and Vice-Chair by majority vote each year at the December meeting.

b. Secretary

The administrative clerk to the Board shall serve as Secretary to the Board. The Health Director is not a member of the Board.

c. Advisory Board of Health

The Board shall establish and appoint members for an Advisory Board of Health to serve as a professional liaison to the Board of Commissioners. This advisory board is subject to the North Carolina open meetings laws and shall comply with the provisions of those laws.

3. Meetings.

a. Regular Meetings.

The Board shall hold regular monthly meetings on the first and third Monday. If a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at 805 South Walker Street, Burgaw, NC and shall begin at 4:00 p.m.

b. Public Comment/Participation.

Individuals, agencies, and organizations need the opportunity to participate in the community health improvement process. Therefore, each agenda shall include a time aside for individuals or groups who wish to address the Board of Commissioners regarding health department/community health concerns. Such individuals or groups that wish to address the Board shall sign in at the beginning of each meeting on a sign-in sheet provided by the Secretary. The time limit for each speaker shall be established by the Board.

c. Agenda.

The Secretary to the Board shall prepare an agenda for each meeting. Any board member who wishes to place an item of business on the agenda shall submit a request to the Secretary. The Health Director shall submit resolutions from the Advisory Board of Health to the Secretary two weeks before the Board meeting. Actionable resolutions must be presented to the Board for final approval on behalf of the Advisory Board. Other resolutions may be informational as related to public health reports and updates.

For regular meetings, the Board may add items to the agenda by a unanimous vote or subtract items from the agenda by a majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws.

d. Presiding Officer.

The Chair of the Board shall preside at Board meetings. If the Chair is absent, the Vice-Chair shall preside.

e. Quorum.

A majority of the actual membership of the Board shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.

f. Voting.

Each Board member shall be permitted to abstain from voting, by so indicating when the vote is taken. A member must abstain from voting in cases involving conflicts of interest as defined by North Carolina law. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members, the member's vote shall be recorded as an abstention.

g. Minutes.

The Secretary shall prepare minutes of each Board meeting. Copies of the minutes shall be made available to each Board member before the next regular Board meeting. At each regular meeting, the Board shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The public may obtain copies of Board meeting minutes at 805 South Walker Street, Burgaw, NC.

4. Amendments to Operating Procedures.

These operating procedures may be amended at any regular meeting or at any properly called special meeting that includes amendment of the operating procedures as one of the stated purposes of the meeting. A quorum must be present at the meeting at which amendments are discussed and approved, and any amendments must be approved by a majority of the members present at the meeting.

5. Compliance with North Carolina Law.

In conducting its business, the Board shall comply with all applicable North Carolina laws, including but not limited to open meetings laws, public records laws, and the laws setting forth the powers and duties of local boards of health. To assist the Board in compliance, the county attorney shall maintain a current copy of relevant North Carolina General Statutes and make them available to Board members on request.