

BY-LAWS
of the
PIMA COUNTY BOARD OF HEALTH

ARTICLE I
Name and Principal Office

The name of this Board shall be the Pima County Board of Health (hereinafter "Board"). The principal office for the transaction of business for this Board shall be in Pima County, Arizona.

ARTICLE II
Membership

1. Member The Board of Supervisors shall appoint a Board of eleven (11) members consisting of a member of the Board of Supervisors, a licensed physician, five (5) citizen members each to be a resident of a different supervisorial district, and four (4) citizen members from the county at large.
2. Term The term of office of each member appointed shall be four (4) years.

ARTICLE III
Duties and Responsibilities

1. Meetings The Board shall meet at least once every three (3) months. All meetings shall follow a prepared agenda and, unless otherwise specified herein, shall be governed by the current Robert's Rules of Order. The agenda shall be delivered or sent to each Board member no later than ten (10) days prior to a regular meeting. The Director of the Pima County Health Department (hereinafter "Director") or any two (2) Board members may call monthly and special meetings by notifying the President in writing that a meeting is requested. Such notice to the President shall include a statement of the purpose of and need for the meeting. Upon a receipt of such written request, the President shall set a convenient time within five (5) working days of the receipt of the request for the meeting. The President may, of his or her own accord, call monthly or special meetings as deemed necessary. If a quorum for a special meeting cannot be obtained, the subject for that special meeting shall be placed on the agenda of the next regular Board meeting.

The Board shall hold an annual meeting in July of each year at which a President and Vice President shall be elected for the ensuing year. Members shall be allowed to cast absentee ballots for the offices of President and Vice President.

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2. Quorum Six (6) members of the Board at any properly called meeting, regular or special, shall constitute a quorum. Participation by conference telecommunications, in a manner consistent with Article III, paragraph 3, may be considered sufficient to constitute a quorum. If quorum is not established within 20 minutes of the publicly noticed time, the meeting will be canceled.

3. Board Attendance Members who fail to attend three (3) consecutive regular meetings shall be considered resigned from the Board. The Board may, for good cause, grant leaves of absence to its members. Members may participate in and act at any meeting of the Board by means of conference telephone, teleconferencing, videoconferencing or similar communications equipment provided that all persons participating in the meeting, including the public, can hear the proceedings. The member(s) shall provide sufficient information, on record, to assure their identity and confirm the ability to hear and participate in the proceedings.

4. Officers A President and a Vice President shall be elected by a majority of the membership of the Board casting ballots pursuant to Article III, paragraph 1 for a term of one (1) year. The Director shall act as Secretary to the Board.

5. Functions of the Board

The Board shall follow all statutory mandates set forth for its duties and responsibilities including:

- A. Annually estimate both the cost of maintaining the Pima County Health Department, (hereinafter “Health Department”) for the ensuing fiscal year and the amounts of money that may be available from the unexpended surpluses from grants or donations. These estimates shall be submitted in the form of a budget to the Board of Supervisors on or before May 1 of each year.

- B. Advise the Director and request information from the Director as the Board deems necessary.

- C. Keep minutes of all meetings of the Board.

- D. Make rules and regulations, not inconsistent with the rules and regulations of the Arizona Department of Health Services, for the protection and preservation of public health.

- E. Advise the Board of Supervisors regarding provision of suitable offices, facilities, and equipment for the Health Department.

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- F. Recommend rules and regulations to the Board of Supervisors for adoption and enforcement in Pima County.

ARTICLE IV
Officer's Duties

1. President The President shall preside at all meetings of the Board. The President may, from time to time, call special meetings of the Board whenever he or she deems it proper to do so. The President shall do and perform such other duties and have such other powers as, from time to time, may be assigned to the President by the Board. It shall be the responsibility of the President to approve the agenda of each Board meeting.
2. Vice President In the event that the President is absent from a meeting of the Board, the Vice President shall preside. The Vice President shall have such powers and shall perform such duties as may be assigned by the Board and as may be delegated by the President. The Vice President shall possess the power and may perform the duties of the President in his or her absence or disability, unless otherwise prescribed by the Board.
3. Secretary The Director shall serve as Secretary and as an ex-officio member of the Board. The Secretary shall not vote in matters of the Board. The Secretary shall keep a record in due form of the proceedings of all meetings of the Board. He or she shall properly process all notices by the Board and perform the duties appropriate to the office of Secretary. The Secretary shall have such other duties and powers as may be assigned, from time to time, by the Board.
4. Term of Office The President and Vice President shall be elected for a term of one (1) year. A member shall be eligible for election to these offices after having served on the Board, in good standing, for a minimum of one (1) year. A member holding any office may succeed himself or herself in that office.

ARTICLE V
Advisory Committees

1. Committee Composition and Membership Unless otherwise indicated in this article, any committee of the Board shall be composed of a minimum of three (3) members. The President may, without consent of the Board, appoint members to each committee. One member shall serve as chair of each committee by appointment by the President. A member who is appointed to chair an Advisory Committee will be permitted to serve as a member on two (2) other Advisory Committees. A majority of the members appointed to

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a committee, shall constitute a quorum. Each committee shall conduct its business pursuant to these by-laws and the Arizona Open Meeting Law.

2. Special Advisory Committee Special Advisory Committees or ad hoc committees shall be appointed, as deemed necessary, to complete projects as determined by the Board. These committees shall be responsible to both the President and the Board. The President, or his or her designee, shall be an ex-officio member of all special advisory and ad hoc committees.
3. Budget Advisory Committee The Budget Advisory Committee shall prepare an estimate of the cost of maintaining the Health Department for the ensuing fiscal year, and also the amounts of money that may be available from unexpended surpluses from grants or donations, and submit the estimate to the Board for consideration and, if appropriate, approval. The estimate shall be prepared in a time frame which allows the Board to meet its statutory obligations with regard to budget requirements.
4. Animal Advisory Committee The President may appoint one or more members to function as an Animal Advisory Committee. This advisory committee shall be responsible for reporting information as to any rabies outbreak and make suggestions as to whether or not a quarantine action is imminent or necessary.
5. Pima Animal Care Center Advisory Committee The Board shall, by majority vote of members present, select one member to act as the Board's representative to the Pima Animal Care Center Advisory Committee. The representative shall serve in accordance with Pima Animal Care Center Advisory Committee by-laws and only so long as he or she remains a member in good standing of the Board.
6. Nominating Committee The President shall select one member to act as Chair of the Nominating Committee. The Chair shall select two (2) additional members to establish a committee of three (3). The Nominating Committee shall be responsible for recommending individuals to be nominated for the offices of President and Vice President for the ensuing year.

ARTICLE VI Conflict of Interest

Any member of the Board who has, or whose relative (as defined by A.R.S. ' 38-502 (9)) has, or who is employed by or associated with a firm or company which has a substantial financial interest in any decision of the Board, shall make known such interest so that it is recorded in the minutes of the Board, and shall refrain from participating in any manner in such decision. All members of the Board shall comply with the provisions of A.R.S. ' 38-501, et. seq.

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The Health Department shall not enter into any agreement with a member of the Board, a relative of a member of the Board, or a firm or company which employs or is associated with a member of the Board, to provide equipment, materials, supplies or services to the Board provided, however, such procedures shall not apply to an award or agreement after competitive bidding. This provision shall not prohibit any physician member of the Board from being a member of any county medical staff.

ARTICLE VII
Amendments

By-laws may be adopted, repealed or amended, by a majority of the appointed members at a regular or special meeting, provided written notice is given to members of the proposed changes at least five (5) days prior to the meeting, and there is no conflict with the Arizona Revised Statutes.

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