

CONNECTICUT ASSOCIATION OF BOARDS OF HEALTH

Bylaws

ARTICLE I - NAME

Section 1. The name of the Association shall be the Connecticut Association of Boards of Health ("CABOH").

Section 2. It shall be organized as a section of the Connecticut Public Health Association ("CPHA") pursuant to Article V of the CPHA bylaws.

ARTICLE II - MISSION

Section 1. The mission of CABOH is to strengthen and support boards of health in Connecticut in their roles and efforts to promote and protect the health of their communities.

Section 2. Its goal is establish a statewide network of effective boards of health that actively plan and support the provision of essential public health services in their jurisdictions.

ARTICLE III – DUTIES AND FUNCTIONS

Section 1. The duties and functions of this Association shall include but not be limited to:

- A. Develop and maintain bylaws pertaining to its functions and responsibilities and revise as needed.
- B. Formulate an annual plan and budget for its activities as a section under CPHA and submit to the Board of CPHA.
- C. Plan meetings, programs and other activities that meet the needs of the boards of health in Connecticut including planning and implementing education, training, networking, advocacy and technical assistance.
- D. Establish and appoint committees as needed. When possible integrate such committees' work into that of CPHA.
- E. Develop policy resolutions supported by CABOH as a section under CPHA and submit to the Board of CPHA
- F. Make general recommendations for and provide input to the CPHA annual program committee.
- G. Periodically report its actions to the CPHA Board and prepare and submit a written report to for inclusion in the CPHA Annual Report.
- H. Submit for approval by the CPHA Board, any project or action as a section under CPHA which would involve reference to or participation by CPHA.
- I. Meet with sufficient frequency to accomplish its mission and goals, but hold at least one annual membership meeting each fiscal year.
- J. Promote agency member recruitment and retention; and
- K. Maintain minutes, financial and other records of CABOH activity.

ARTICLE IV – MEMBERSHIP

Section 1. There shall be two categories of membership: board membership and individual membership.

Section 2. To be eligible for board membership a board of health must be an agency member in good-standing of CPHA and be either:

- A. A district board of health established pursuant to Section 19a-241 of the Connecticut general statutes or,
- B. A municipal board of health established pursuant to municipal charter or other municipal vote, ordinance or directive or,
- C. The board of health of a sovereign tribal council located in Connecticut.

Section 3. To be eligible for individual membership in the section a person must be a member in good-standing of CPHA and interested in furthering the mission and objectives of CABOH.

ARTICLE V- CABOH MEETINGS

Section 1. Annual Meeting

There shall be an annual meeting of the members of CABOH on such date and place as the Leadership Council shall determine. Notice of such date and place shall be sent to the address of each CABOH member at least 30 days prior to the time appointed for the meeting.

Section 2. Special Meetings

Special meetings may be called by the chair of the Council or by written petition of at least ten percent of the members. Written notice of any special meeting shall be provided to each CABOH member no less than fifteen days prior to the time appointed for the special meeting and such notice shall state the purpose for which the meeting is called.

Section 3. Emergency Meetings

The section chair, or vice-chair in the absence of the chair, shall have the authority to call emergency meetings when an issue of importance to the section needs to be addressed.

Section 4. Quorum

Quorum for the annual meeting and any special or emergency meeting shall consist of a simple majority of CABOH members present at the meeting.

ARTICLE VI – LEADERSHIP COUNCIL

Section 1. Members

The Leadership Council shall be made up of the three elected officers of CABOH.

Section 2. Authority

The Leadership Council shall direct and supervise the affairs of the CABOH between the annual meetings of the members. All council actions shall be subject to review by the CABOH voting members at any meeting.

Section 3. Meetings

The Leadership Council shall hold a regular meeting immediately following the annual meeting of the section and at such other times as may be called by the chair or upon the request of a majority of the Council's members. Notice of all regular meetings of the Section Council shall be sent to each member of the Council at least seven (7) days in advance of such meeting.

Section 4. Quorum

A quorum shall consist of a simple majority of council members, one of who is either the chair or vice-chair or, in the event of vacancies, all the remaining Council members.

Section 5. Electronic Conferencing

Members of the Leadership Council or any of its committees may participate in a meeting of the Council or of such committee by means of conference telephone or other communications equipment enabling all participants in the meeting to hear one another and such participation in a meeting shall constitute presence in person at such meeting.

ARTICLE VII- OFFICERS

Section 1. The officers of the Leadership Council shall be a chairperson, vice-chairperson and secretary.

Section 2. All officers shall be elected annually by one of two methods: either by a majority vote of the CABOH members present and voting at its annual meeting, or via an electronic ballot prior to the annual meeting. When elections are held via an electronic ballot, the majority vote shall be the total number of CABOH members who actually vote by electronic ballot.

Section 3. Each elected officer shall take office immediately following the annual meeting. The term of each shall be one year and officers may stand for re-election.

Section 4. Vacancies in any office shall be filled for the balance of the term by the remaining members of the Leadership Council.

Section 5. Duties

A. The chairperson shall set the agendas and shall preside at meetings of the CABOH and of its Leadership Section Council. Subject to Council approval the chair shall appoint all committees; shall fill by appointment all vacancies occurring in committees; and serve as an ex officio member of each committee. The chair, or designee from the Leadership Council, shall serve as a member of the CPHA Board of Directors pursuant to Article II - Section 2.2 of the CPHA bylaws.

- B. The vice-chairperson shall provide the chair and Leadership Council with any assistance required; shall serve as chair in case of temporary absence or disability of the chair; and shall perform other duties as may be assigned by the chairperson, the

Leadership Council or the CABOH membership. Upon resignation of the chairperson, the vice-chair shall become chair until an election can be held.

- C. The secretary shall maintain meeting minutes and other records of CABOH; shall be responsible for all correspondence and for coordinating notices pertaining to CABOH activities with the CPHA office; and shall perform such duties as are incident to the office or as may be assigned by the chairperson or the Leadership Council or requested by the CABOH membership.

ARTICLE VIII - FINANCES

Section 1. The Leadership Council shall annually establish a budget, determine funds for support of its programs and submit its budget to the CPHA Board of Directors for approval.

Section 2. CPHA Board with input from the Leadership Council shall determine the amount of annual dues for individual and board membership in CABOH.

Section 3. CABOH as a Section of CPHA may raise additional funds for support of its own activities, provided such revenue sources are approved by the Board pursuant to Article V - Section 5.7 of the CPHA bylaws.

ARTICLE IX- COMMITTEES

Section 1. The Leadership Council may from time to time create such committees as may be necessary or appropriate to carry out CABOH's purposes and activities.

Section 2. Members of such committees shall be appointed by the chair, with approval of the Leadership Council, for one year or until the work of the committee is completed, whichever is less. The members of such committees need not be voting members of CPHA or CABOH, but each committee chair must be a member of CABOH.

Section 3. Committees shall meet as often as needed to complete their work.

ARTICLE X - AFFILIATE RELATIONSHIP

Section 1. CABOH may maintain an affiliate relationship as a state association of local boards of health ("SALBOH") with the National Association of Local Boards of Health ("NALBOH").

Section 2. The Leadership Council chair, vice-chair or other CABOH member designated by a vote of the Council shall serve as the CABOH representative on the SALBOH Committee of NALBOH.

ARTICLE XI - BYLAWS

Section 1. These bylaws on governance shall be reviewed by the Leadership Council at least once every three years.

Section 2. Changes in the bylaws after initial adoption shall be made by a vote of a simple majority of the CABOH membership present at any membership meeting provided that each section member has been sent a copy of the proposed revisions not less than 15 days prior to the meeting at which the changes will be discussed and voted on.

Section 3. Any bylaws changes are subject to review by the CPHA Board of Directors.

CERTIFICATION

The foregoing bylaws on Association governance were adopted unanimously by the Leadership Council of the Connecticut Association of Boards of Health (CABOH) on this 25th day of May, 2012.

Judith A. Sartucci
Secretary
CABOH Leadership Council

CPHA BOARD ENDORSEMENT

The foregoing bylaws of the Connecticut Association of Boards of Health (CABOH) were reviewed and endorsed by a majority vote of the Board of the Connecticut Public Health Association (CPHA) on this _____ day of _____, 2012.

Kimberly Ploszaj
Secretary
CPHA Board of Directors