

**Draft January 2024**

BYLAWS OF THE LAKE COUNTY MATERNAL, CHILD AND ADOLESCENT HEALTH ADVISORY BOARD

ARTICLE I NAME

Lake County Maternal, Child and Adolescent Health (MCAH) Advisory Board

ARTICLE II PURPOSE STATEMENT

The purpose of the MCAH Advisory Board is to promote and advocate for the physical, social, and emotional health of pregnant people, children, adolescents, and their families in Lake County by sharing resources, and coordinating activities.

ARTICLE III GOALS

Advise the Lake County MCAH staff, Department of Health Services, and Board of Supervisors on the needs of the community, the action of the MCAH Advisory Board, and provide recommendations to MCAH staff and provide recommendations. The MCAH Advisory Board will:

1. Increase public awareness of the health concerns and challenges pertaining to pregnant people, children, adolescents, and their families.
2. Support ongoing efforts toward building a coordinated, effective health care delivery system for pregnant people, children, adolescents, and their families.
3. Promote access to health care for pregnant people, children, adolescents, and their families.
4. Identify and advocate for unmet health needs of pregnant people, children, adolescents, and their families.

ARTICLE IV MEMBERSHIP

1. The MCAH Advisory Board shall seek to reflect the demographic and ethnic characteristics of Lake County. It shall consist of at least 5 members from the following areas:

REPRESENTATION

Health Professionals

Health Specialist

Behavioral Health-includes Mental Health & Substance abuse

Oral Health

Nutrition

Physical Health

Tribal Health

School Personnel

Nurse

Special Education

Youth/ Adolescent Health Educator

Administrators

Teachers

Human Services Representative

Economic Assistance

Family, Youth & Children

Public Health

Home Visiting

Community Representatives

Child Care and Development

Child Health

Homeless/Hunger/Poverty

Parenting

Safety and Prevention of Violence

Teen Health

Tribal Representatives

Consumer/Parent/Advocate

Elected Officials and/or their Representatives

Local Government

2. Appointment of New Members: MCAH Advisory Board vacancies shall be posted in accordance with the Maddy Act (Governmental Code Section 54970). Those interested in serving are required to complete the application form available at the Board of Supervisors' website

All qualified applicants will be reviewed by the MCAH Advisory Board officers (i.e. Chairperson and Vice-Chairperson). Based on current vacancies and needs of the MCAH Advisory Board, officers will recommend candidates for appointment to the Board of Supervisors. The MCAH staff will submit an agenda item to the Board of Supervisors requesting appointment of new members.

3. Terms of Appointment: Membership term begins on the date of appointment by the Board of Supervisors. The term for all members is a period of two full years.
4. At the end of their term, members in good standing will be invited to continue on the Board. Upon their consent, reappointment will be recommended by the MCAH Advisory Board to the Board of Supervisors.
5. Termination of Membership: Membership ends when (a) a member completes his or her term and is not reappointed by the Board of Supervisors or (b) resigns. Members are asked to submit a formal letter of resignation to the Chairperson.
6. Compensation: MCAH Advisory Board members receive no compensation for serving on the MCAH Advisory Board and no reimbursement for activities.

#### ARTICLE V OFFICERS OF THE MCAH ADVISORY BOARD

1. The MCAH Advisory Board shall elect a Chairperson and Vice-Chairperson by majority vote of the membership to serve as its two officers.
2. The election of officers shall take place at the beginning of each year. Any MCAH Advisory Board member may nominate themselves or another member.
3. Each officer shall serve a one-year term beginning at the meeting following his/her election. Upon a majority vote by the MCAH Advisory Board, officers may serve without term limits.
4. The Chairperson shall conduct meetings, prepare and approve meeting agendas with the help of MCAH staff, review and recommend MCAH Advisory Board member appointments, create and dismiss ad hoc committees and appoint their chairpersons, call special meetings of the MCAH Advisory Board as needed, and represent the MCAH Advisory Board in the public arena as needed.
5. The Vice-Chairperson shall assist in the review and recommendation of MCAH Advisory Board member appointments, and assume the Chairperson's position and responsibilities in the event that the Chairperson is unable to complete his/her duties.

#### ARTICLE VI MEETINGS

1. Members are expected to attend monthly meetings of the MCAH Advisory Board. If unable to attend, they are to notify the MCAH Chairperson. The officers

will review membership standing if there are an excessive number of absences. The officers may also call a special meeting should the need be warranted.

2. The MCAH Advisory Board shall meet monthly and shall take a summer and winter recess if that recess is agreed upon by a majority. Additional meetings may be called as needed by the officers.
3. Meetings of the MCAH Advisory Board are open to the public. Visitors desiring to address the MCAH Advisory Board must wait until the meeting has progressed to the "Public Comment" item on the agenda.
4. All meetings shall be announced and publicized, per the Brown Act, on the County website and County bulletin board.
5. Minutes and copies of all pertinent program documents considered by the MCAH Advisory Board will be made available for public inspection.

#### ARTICLE VII QUORUM

1. Three (3) members of the MCAH Advisory Board shall be considered a quorum to conduct business.

#### ARTICLE VIII PROCEDURES

1. Robert's Rules of Order shall constitute the procedural authority for conducting business.

#### ARTICLE IX COMMITTEES

1. Ad hoc committees shall be appointed by the Chairperson as needed.

#### ARTICLE X ADOPTION AND REVISIONS OF THE BYLAWS

1. The bylaws shall be adopted upon (a) majority vote of the MCAH Advisory Board and (b) approval by the Board of Supervisors.
2. Changes to the bylaws may be proposed by staff or any MCAH Advisory Board member by requesting an item be placed on the next month's agenda under new business.
3. Proposed bylaws shall be submitted to the MCAH Advisory Board members for review at least two weeks prior to a vote.
4. Bylaws shall be reviewed annually at the beginning of the year during a regularly scheduled MCAH Advisory Board meeting.