

LOCAL PUBLIC HEALTH ASSOCIATION OF MINNESOTA

BYLAWS

Revised November 2011
Revised June 2008
Revised November 2005
Revised November 2004
Revised November 2002
Revised November 2001
Revised January 2001
Revised November 1999
Revised November 1996
Adopted January 20, 1995

**BYLAWS
of the
LOCAL PUBLIC HEALTH ASSOCIATION OF MINNESOTA**

ARTICLE I: TITLE

- A. The title of this Association shall be the Local Public Health Association of Minnesota.
- B. For purposes of this organization, "local public health" shall be defined as local government public health as provided by
 - 1. City and County Boards of Health,
 - 2. Community Health Boards as defined in Minnesota Statute Chapter 145A, or
 - 3. Tribal Governments.
- C. The Local Public Health Association is an affiliate organization of the Association of Minnesota Counties.

ARTICLE II: PURPOSE AND FUNCTION

SECTION I: PURPOSE

- A. The purpose of this Association shall be to improve and protect the health of the population of Minnesota by providing local government leadership and advocacy on behalf of public health issues.

SECTION II: FUNCTION

The functions of this Association shall include the following:

- A. Promote local governmental public health.
- B. Provide leadership on local governmental public health issues, which have regional and statewide impact.
- C. Provide leadership development for local governmental public health professionals who are members of this Association.

- D. Facilitate communication and interaction among local public health leaders.
- E. Develop and support legislative positions.
- F. Establish and support linkages among local public health leaders, the Minnesota Department of Health, the Association of Minnesota Counties, and other groups, state agencies, and associations.
- G. Promote public policy to improve and protect the health of the population of Minnesota.

ARTICLE III: MEMBERSHIP AND DUES

SECTION I: MEMBERSHIP

- A. Eligible members shall meet the qualifications for voting membership as follows:
 - 1. Be directly employed by and responsible to a County Board, a Community Health Board, or a Board of Health under Minnesota Statute, Chapter 145A and/or a state approved, delegated environmental health program; or
 - 2. Be contracted with and responsible to a County Board, a Community Health Board, or a Board of Health under Minnesota Statute, Chapter 145A for the public health programs in the respected governmental jurisdiction; or
 - 3. Be directly employed by a Tribal Council as a public health professional who is responsible for the local public health program of a Minnesota Indian Reservation; and
 - 4. Be either a Community Health Services Administrator under Chapter 145A and/or a Director or Supervisor responsible for a local governmental public health program in Minnesota;
 - 5. Each governmental jurisdiction who meets the criteria above is limited to a total of four (4) voting members.

- B. Each member is allowed an alternate representative who shall be designated on the membership application.
- C. Voting membership rights shall be forfeited upon termination of employment or contract by a County Board, a Community Health Board, or a Board of Health. Membership rights shall be transferred to the individual succeeding or serving as an interim appointment to that position providing that individual continues to meet the eligibility requirements in Section I.A. above.
- D. The Executive Committee shall have final authority to make decisions about eligibility for membership.

SECTION III: DUES

- A. Dues for the association shall be established by the membership on or before November 30 of each year for the subsequent year. Counties shall be responsible for payment of the AMC dues as calculated on a county basis by AMC. City-based Community Health Boards shall share responsibility for their county dues as designated by the membership committee. Delegated city Environmental Health programs and Tribal Health Departments will not pay AMC dues, but will pay an annual dues amount established by the membership on or before November 30.
- B. Voting membership rights shall be forfeited upon failure to pay dues following two notices from the Treasurer.
- C. Association dues, payable at the beginning of each calendar year, may be used to pay the expenses of the Association as approved in the annual budget, or by Executive Committee action on behalf of the Association between regular meetings.

ARTICLE IV: MEMBERSHIP VOTING PRIVILEGES

- A. Voting privileges for meetings, elections of officers, and bylaws.
 - 1. Each member will have State level voting privileges.
 - 2. Members may designate, at the time of membership application, an alternate representative who may vote in the absence of the member at a meeting.

3. Absentee voting shall be allowed on any issue identified on the agenda in advance of the meeting.
 - a. The absentee member(s) shall contact the Chairperson in writing with the vote to be registered prior to the meeting.
 - b. The Chairperson shall announce the absentee vote at the meeting.
 4. Voting on amendments to the bylaws, and annual elections shall be completed by ballot to the membership.
 5. Electronic voting shall be allowed as an option to the membership at the discretion of the Executive Committee. The Association Director shall track votes to ensure that votes are not cast in multiple.
- B. Voting process on legislative platform.
1. The Association's legislative platform and any amendments to the platform may be adopted at any regular or special association meeting by a simple majority of the voting members and designated alternates present at the meeting.
 2. Draft proposals must be submitted in writing to the membership at least two weeks prior to the vote. Members may offer amendments and suggest revisions to the draft proposals prior to voting.
 3. Upon request of 1/3 of the voting members and designated alternates present, a legislative platform plank may be denied final approval and returned to the Legislative Committee for further consideration.

ARTICLE V: MEETINGS

SECTION I: REGULAR MEETINGS

- A. The general membership of this Association shall meet not less than four times a year.
- B. General membership meetings shall be held at a time and place determined and published in advance by the Executive Committee.

- C. Committee and subcommittee meetings may be held as determined by the membership of each committee or subcommittee. Recommendations from the committees shall be brought to the general membership for decision-making.

SECTION II: SPECIAL MEETINGS

- A. Special meetings may be called by the Chairperson or three Executive Committee members or upon written request from twenty-five percent (25%) of the voting membership.

SECTION III: ANNUAL MEETING

- A. The annual meeting shall be held in November of each calendar year.
- B. The agenda for the annual meeting shall include the election of officers and the setting of annual budget and dues.

SECTION IV: QUORUM

- A. A quorum shall consist of twenty-five percent (25%) of the voting membership of the Association. A quorum must include members from at least 5 of the 7 regions.

ARTICLE VI: REGIONAL STRUCTURE

- A. The Association shall be divided into regions as determined by a majority vote of the membership.
- B. Each region may develop its own operating procedures, which address membership, frequency and type of meetings including a format for regional meetings if desired.
- C. The regional representative to the Executive Committee shall be the liaison between the Association Office and the regional members.

ARTICLE VII: OFFICERS

SECTION I: OFFICERS

- A. The officers of the Association shall consist of the Chair, Chair-elect, Treasurer, and Secretary. Officers shall be elected only from among the voting membership.

SECTION II: TERMS OF OFFICE

- A. The term of office for the Chairperson and Chair-elect is one calendar year beginning on January 1 following the annual meeting and election.
- B. The term of office for the Secretary and the Treasurer shall be two calendar years beginning on January 1 following the annual meeting and election. The Secretary shall be elected in the odd numbered year and the Treasurer shall be elected in the even numbered year.
- C. Any officer who has served more than half a term shall be considered to have served a full term.

SECTION III: DUTIES

- A. Chairperson: the Chairperson shall preside at all meetings and give leadership to the Association. The Chairperson shall be responsible for developing the meeting agenda. The Chairperson shall be responsible for all correspondence on behalf of the Association and shall sign all reports and papers for the Association as authorized by the membership. The Chairperson shall appoint Standing Committees and Chairpersons.
- B. Chair-Elect: the Chair-elect shall assume all duties of the Chairperson in the Chairperson's absence or as delegated by the Chairperson. The Chair-elect lends support and assistance to the Chairperson. The Chair-elect shall serve as Chairperson for the remainder of any unexpired term, which occurs as a result of a vacancy in the office of the Chairperson. The Chair-elect serves as the chair of the policy and practice committee.
- C. Secretary: the Secretary is responsible for meeting minutes, and correspondence to the membership.
- D. Treasurer: the Treasurer shall be responsible for the fiscal affairs of the Association. This includes preparing an annual budget for the calendar

year for presentation to the Executive Committee and the membership; overseeing the billing and collection of dues as part of the Association of Minnesota Counties annual dues process; and preparing regular reports of the financial condition to the Executive Committee and/or membership as requested. The AMC annual audit shall serve as the annual audit for the Association.

SECTION IV: NOMINATIONS

- A. The nominating committee shall consist of the Chairperson, Chair-Elect, and Director, annually.
- B. The nominating committee shall select qualified nominees for each office to be filled and shall preside over the election process.
- C. The selections shall be submitted in writing to the membership no less than 14 days in advance of the annual meeting.

SECTION V: ELECTIONS

- A. Elections shall be held at the annual meeting by ballot or by electronic voting prior to the meeting.
- B. A plurality of votes of those voting in any election shall constitute an election. In case of a tie, the choice shall be decided by lot.

SECTION VI: VACANCIES

- A. Vacancies in the offices of Chair-elect, Secretary, and Treasurer will be filled by nominations from the floor with voting to occur at the next regular meeting of the membership.
- B. The newly elected officer shall serve the remainder of the unexpired term.
- C. A vacancy in the office of Chairperson is automatically filled by the Chair-elect.

ARTICLE VIII: EXECUTIVE COMMITTEE

SECTION I: MEMBERS

- A. The members of the Executive Committee shall be the officers of the Association, the immediate past-Chair, the Chairs of the Standing Committees and one representative from each region.
- B. Each region must appoint an alternate to the Executive Committee who may act in the absence of the regional Executive Committee representative.
- C. All Executive Committee members and alternates must be dues paid voting members.

SECTION II: RESPONSIBILITIES AND AUTHORITY

- A. The Executive Committee shall generally supervise the affairs of the Association and, if necessary, speak on behalf of the Association between regular meetings.
- B. The Executive Committee shall recommend annual membership dues, in consultation with the Association Treasurer, and Association Director, to the membership.
- C. Actions taken by the Executive Committee shall be reported by the Chairperson to the membership at its next regular meeting.
- D. The Executive Committee shall make recommendations to the membership and perform such other duties as specified by the general membership.
- E. The Executive Committee shall determine the intent of the Association's Bylaws when called into question.
- F. One-third of the members of the Executive Committee shall constitute a quorum.

ARTICLE IX: COMMITTEES

SECTION I: STANDING COMMITTEES

- A. The Legislative Committee shall consist of a minimum of one representative from each region appointed by the regions. A legislative committee chair(s) is appointed annually by the Association's Chairperson. In addition, any dues-paying agency members or guests of the Association can participate in the Legislative Committee as a non-voting member. This committee shall develop legislative platforms, position statements, and report significant legislation and regulatory activities to the membership.
- B. The Membership Committee shall consist of a minimum of one voting member representative from each region appointed by the regions. A membership committee chair(s) is appointed annually by the Association's Chairperson. This committee shall develop membership attraction and retention initiatives.
- C. The Policy and Practice Committee shall consist of a minimum of one voting member representative from each region appointed by the regions. The Chair-elect serves as the committee chair. This committee shall identify topics of concern and ensure membership participation in discussion, information sharing and problem solving to advance the goals and objectives of LPHA.
- D. The Finance Committee is a subcommittee of the Executive Committee and shall consist of the Treasurer, Chair-Elect and immediate Past Chair of the Association. Staff support is provided by the Director and the AMC Accountant. The committee shall meet at least once annually to review the reserve accounts and develop dues and budget options for the following year. They present this information to the Executive Committee for discussion and action. The Treasurer is authorized to call more frequent meetings of the committee as needed.

SECTION II: AD HOC COMMITTEES

- A. A Bylaws Committee, other special committees, task forces, or any other constituent group shall be established with the approval of the Executive Committee and will dissolve upon completion of the task assigned. The Chairs of all ad hoc committees will be appointed by the Chairperson of the Association.

ARTICLE X: PARLIAMENTARY AUTHORITY

- A. The rules of parliamentary procedure comprised in Roberts Rules of Order Newly Revised shall be the authority of all meetings of this Association and its Executive Committee, subject to special rules, which may be adopted at any time.

ARTICLE XI: AMENDMENTS AND REVIEW

- A. These Bylaws may be amended by a majority vote of the total voting membership. The Bylaws may be amended at any regular or special meeting by ballot. The proposed amendment shall have been distributed to the voting members two (2) weeks in advance of the meeting or two (2) weeks in advance of the requested vote.
- B. Bylaws will be reviewed annually or upon request of the membership or the Executive Committee by the Bylaw Committee.

- End of Bylaws -