

**BYLAWS**  
**OREGON PUBLIC HEALTH ADVISORY BOARD**

**ARTICLE I – Name**

The name of this organization is the Oregon Public Health Advisory Board (“PHAB” or the “Board”).

**ARTICLE II – Purpose**

The purpose of the Board is to advocate and build consensus for state policies to protect and promote the personal, community and environmental health of all people in Oregon; to collaborate with local health units, health providers and other organizations that have an interest in public health.

The Board shall:

- A. Participate in public health policy development.
- B. Advise the Director of the Department of Human Services on matters related to public health aspects of the rules, regulations, and operation of the Department of Human Services.
- C. Review and study public health issues in Oregon and make recommendations to the Director.

**ARTICLE III – Membership**

- A. Members shall be residents of Oregon appointed by the Governor. The Board shall consist of 15 Members at least one-half of whom shall be public members broadly representing the state as a whole and the others shall include representatives of local government and public and private health providers.
- B. Members shall be entitled to compensation and expenses as provided in ORS 292.495.
- C. Members shall serve four-year terms. No person shall serve more than two consecutive full terms. Reappointments shall be made by the Governor. Members interested in being reappointed to the Board shall notify the Governor of their interest.
- D. A Member wishing to resign from the Board shall send a letter to the Governor’s Office of Executive Appointments with the effective date of the resignation.
- E. Members are expected to attend all meetings of the Board. An expected absence shall be noted to the staff of the Board in advance.
- F. A Member may be recommended to the Governor for removal from the Board for continued neglect of duties required by law, for failure to attend

board meetings without just cause, for incompetence, or for unprofessional or dishonorable conduct. Such a recommendation shall be made only after a prior recommendation to the Board by the Chair and Vice Chair or by any three Members followed by action of the Board at or following a meeting of the Board at which the Member being considered for removal has been given the opportunity to appear.

G. Vacancies on the Board shall be filled by appointment of the Governor.

#### **ARTICLE IV – Officers**

- A. The officers shall consist of the Chair and Vice Chair, elected by the Board to serve two year terms.
- B. Nominations will be made by a workgroup consisting of three or more Members appointed by the Chair.
- C. Election of officers shall occur at the final regular Board meeting of every even-numbered year.
- D. Duties:
  - 1. The Chair shall preside at meetings of the Board, appoint committees, and perform all additional duties prescribed by these bylaws.
  - 2. The Vice Chair shall serve as Chair in the absence or incapacity of the Chair, assist the Chair, see that the bylaws are followed, and perform additional duties as prescribed by these bylaws.

#### **ARTICLE V – Meetings**

- A. Regular meetings of the Board shall be held once each quarter year.
- B. Meetings shall be conducted in accordance with Oregon’s Public Meetings Law (ORS 192.610 through 192.710) and Public Records Law (ORS 192.001 through 192.505).
- C. Regular meetings shall require at least 14 days written advance notice to all Members. The notice shall include an agenda of all major topics for discussion.
- D. Special meetings may be called as determined by the Chair. Special meetings shall require at least 10 days advance written notice to all Members, and shall include an agenda of all major topics for discussion and all topics for action.
- E. A quorum at any regular or special meeting shall consist of not less than one-half of the Board members. Action shall be taken by a majority of the Members casting a vote at a meeting at which a quorum is present.
- F. Public notice will be provided to the public and media at least 10 days in advance of each regular meeting and at least five days in advance of any

special meeting. Meeting notice shall include the agenda for the meeting. Discussion of subjects not on the agenda are allowed at any Board meeting.

- G. Written minutes will be taken at all regular and special meetings. Minutes will include: Members present; all motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition; the substance of discussion on any matter; and a reference to any document discussed or distributed at the meeting.

#### **ARTICLE VI – Executive Workgroup**

The Executive Workgroup shall consist of the Chair, Vice-Chair and at least two Board members selected by the Chair. The Executive Workgroup shall approve work plans for the full Board and set agendas for regular Board meetings.

#### **ARTICLE VII – Amendments**

These bylaws may be amended or repealed and new bylaws may be adopted at any regular meeting of the Board. Notice of any proposal to change the bylaws shall be included in the notice of the meeting

Adopted March 3, 2006