

BYLAWS
GOVERNING
TIFT COUNTY BOARD OF HEALTH

Adopted: August 7, 2012
Amended: April 1, 2015
Amended: August 24, 2023
Amended: February 8, 2024

**ARTICLE I
NAME**

This Board is a creation of *Official Code of Georgia Annotated* (O.C.G.A.) §31-3-1, which establishes a county board of health in each and every county of the state. Consequently, this board is named the Tift County Board of Health.

**ARTICLE II
FUNCTIONS AND POWERS**

The functions and powers of the Tift County Board of Health are outlined in O.C.G.A. §31-3-4 and O.C.G.A. §31-3-6 (Powers), O.C.G.A. §31-3-5 (Functions), and documents relating to the governance of Diversified Enterprises of Tifton.

2.1 FUNCTIONS

The Tift County Board of Health functions are:

- 1) To determine the health needs and resources of its jurisdiction by research, and by collection, analysis, and evaluation of all data pertaining to the health of the community;
- 2) To develop, in cooperation with the Department of Public Health, programs, activities, and facilities responsive to the needs of its area;
- 3) To secure compliance with the rules and regulations of the health department that have local application; and
- 4) To enforce, or cause enforcement of, all laws pertaining to health unless the responsibility for the enforcement of such laws is that of another agency.

2.2 POWERS

The Tift County Board of Health is empowered to:

- 1) Establish and adopt bylaws for its governance. Meetings shall be held no less frequently than quarterly.
- 2) Exercise responsibility and authority in all matters within the county pertaining to health unless the responsibility for enforcement of such is by law of another agency;
- 3) Take such steps, as may be necessary, to prevent and suppress disease and conditions deleterious to health and to determine compliance with health laws and rules, regulations, and standards adopted there under;
- 4) Adopt and enforce rules and regulations appropriate to its functions and powers (examples include tobacco control or clean indoor air), provided such rules and regulations are not in conflict with the rules and regulations of the Department;
- 5) Receive and administer all grants, gifts, moneys, and donations for purposes pertaining to health pursuant to this chapter;
- 6) Make contracts and establish fees for the provision of public health services provided by the County Board of Health, including but not limited to fees for environmental health services (with approval from the County Commission) or other county board of health services. No one will be denied service on the basis of inability to pay;
- 7) Contract with the Department of Public Health, or other agencies, for assistance in the performance of its functions;
- 8) Establish rules and regulations which apply to all citizens and premises of the county or to specified areas and citizens therein without regard to the remainder of the county; and

- 9) Provide administrative oversight and governance for Diversified Enterprises of Tifton. The Tift County Board of Health provides governance to Diversified Enterprises which will include, but not be limited to, contracting with appropriate entities to obtain funding to provide services in Tift County, reviewing and approving Diversified Enterprises' annual budget, expenditures, and financial audits, and approving clinical and non-clinical policies.

The Chairman of the Tift County Board of Health serves as the immediate supervisor for the Director of Diversified Enterprises.

ARTICLE III MEMBERSHIP

3.1 COMPOSITION OF THE BOARD

The Tift County Board of Health shall be composed of seven (7) members as provided in O.C.G.A. § 31-3-2. Composition of the board, appointments, terms of members, notification of vacancies, appointment, and qualification of members to fill vacancies shall all be in accordance with O.C.G.A. § 31-3-2 and these bylaws. In accordance with O.C.G.A. § 31-3-2 and O.C.G.A. § 45-2-1, no member appointed to the Tift County Board of Health shall be an employee of the Tift County Board of Health/Tift County Health Department or the Georgia Department of Public Health. Appointees must be at least 21 years of age and otherwise meet the qualifications outlined in O.C.G.A. § 31-3-2. Succinctly, the composition of the Tift County Board of Health is set out in the following table:

BOARD MEMBERS	TERM BEGINS/EXPIRES
1. Tift County's Chief Executive Officer (Chairman of the governing authority), or his/her designee which must be an elected member of the governing authority.	Term begins when CEO is elected and holds office until CEO leaves elected office. If CEO appoints a designee, then designee's term expires when CEO leaves elected office.
2. A licensed physician actively practicing in County (if unavailable, see O.C.G.A. § 31-3-2(a)(3) for other options). Appointed by Tift County governing authority.	Serves a six year term; will be less than six years if appointed mid-term.
3. A consumer or an advocate for consumers of health services. Appointed by Tift County governing authority.	Serves a six year term; will be less than six years if appointed mid-term.
4. A consumer who will represent the needy, underprivileged or elderly. Appointed by Tift County governing authority.	Serves a six year term; will be less than six years if appointed mid-term.
5. The superintendent of schools, or his/her designee who must be an employee of the school system.	Term begins when superintendent is appointed and holds office until superintendent leaves office. If superintendent appoints a designee, then designee's term expires when superintendent leaves office.
6. Chief Executive Officer (Mayor) of the governing authority of the largest municipality of the County, or his/her designee which must be an elected member of the governing authority.	Term begins when CEO is elected and holds office until CEO leaves elected office. If CEO appoints a designee, then designee's term expires when CEO leaves elected office.
7. A person who is interested in promoting public health who is a licensed nurse or consumer. Appointed by City of Tifton governing authority.	Serves a six year term, will be less if appointed mid-term.

As set out above, certain members may appoint a designee to serve in his or her position on the Tift County Board of Health. The designee may not change from meeting to meeting. Prior to serving and voting as a member of the Tift Board of Health, the designee will be sworn into office by the Tift County Probate Judge or any other person appropriately authorized to administer such oath. Reappointment to additional terms on

the Board is the prerogative of the appointing agency depending on their respective rules or practices.

3.2 CHIEF EXECUTIVE OFFICER

The Tift County Board of Health shall appoint the District Health Director of Department of Public Health District 8-1, as its Chief Executive Officer as provided in O.C.G.A. § 31-3-11.

3.3 DUTIES OF MEMBERS OF THE BOARD OF HEALTH

A. The members shall:

- a) sign an oath swearing faithful and impartial duty as a member of the Board;
- b) attend all meetings of the Board of Health.
- c) be a spokesperson in the community for the Board of Health on health issues and an advocate for healthy lifestyles;
- d) become knowledgeable about the health status and issues in Tift County and the services provided by the health department and those provided by the lead county on behalf of the Tift County Community; and
- e) be aware of the laws in Georgia on conflicts of interest, open records and open meetings applicable to the Board of Health; and
- f) encourage public attendance at all meetings.

In exchange for the above duties and in accordance with O.C.G.A. § 31-3-7, members may be paid up to \$25.00 per day for their attendance at meetings of the board, provided funds therefore have been established by budget and are available from funds allocated to that purpose.

3.4 RESIGNATION OF BOARD MEMBER

Any member of the Board may resign at any time. If circumstances allow, the Board requests for planning purposes at least four (4) weeks' notice of anticipated resignation date.

3.5 REMOVAL OF BOARD MEMBER

Persons serving as members based on their office (chief executive officer of the governing authority of the county, county superintendent of schools, and chief executive officer of the largest municipality of the county, or their respective designees) shall serve as members while holding their offices and shall be removed from the Board upon their removal of office. Board members should endeavor to attend all meetings, and failure to consistently attend may result in a Board vote to request the governing authority designate another appointee to that position.

ARTICLE IV OFFICERS

4.1 TITLES OF OFFICERS

The officers of Tift County Board of Health shall be the Chairman, the Vice-Chairman and the Secretary.

4.2 ELECTION OF OFFICERS

Officers shall be elected at the first regular Board of Health meeting of even calendar years and hold office for two years or until a successor is elected. There shall be no limit to the number of terms to which officers may be elected to serve.

4.3 DUTIES OF OFFICERS

A. The Chairman shall:

- a) ensure that all meetings are held as required by these bylaws;

- b) preside at all meetings of the Tift County Board of Health;
 - c) ensure that provisions in these bylaws are adhered to;
 - d) ensure that all policies, resolutions, and directives of the Board of Health are carried out;
 - e) serve as an ex-officio member of all committees; and
 - f) perform other appropriate duties as the board may direct.
- B. The Vice-Chairman, in absence of the Chairman, shall have all the powers and perform all the duties in the absence or inability of the Chairman and shall perform other duties as may from time to time be directed by the Board or the Chairman.
- C. The Secretary, in absence of the Chairman and Vice-Chairman, shall have all the powers and perform all the duties in the absence or inability of the Chairman and shall perform other duties as may from time to time be directed by the Board or the Chairman. The Secretary shall keep accurate and complete minutes of all meetings, have charge of the minute books, call meetings on order of the Chairman, attend to all correspondence, and perform such other duties as ordinarily pertain to this office or from time to time be delegated by the Board or the Chairman.

4.4 REMOVAL OF OFFICER POSITION

Any officer may be removed from their officer position, either with or without cause, by a majority vote of the Board at any regular or special called meeting.

ARTICLE V MEETINGS

5.1 REGULAR MEETINGS

In order to comply with Georgia law, regular meetings shall be held no less frequently than quarterly.

5.2 SPECIAL MEETINGS

Special meetings of the Board may be called at any time by the Chairman, or at the request of an authorized representative of the Georgia Department of Public Health or by a quorum of the Tift County Board of Health. At any special meeting, no business shall be transacted except that stated in the notice calling the meeting. Notice of any special meeting shall be made in accordance with Georgia's Open Meetings law.

5.3 ELECTRONIC MEETINGS

The Tift County Board of Health may only meet electronically via telephone, video conference, or any other analogous means in accordance with Georgia's Open Meetings Act and any other relevant state law.

5.4 QUORUM

The Chair and three other members of the Board shall constitute a quorum for the conduct of business; however, provided that the Vice-Chairman and three other members, or the Secretary and three other members, shall constitute a quorum in the absence of the Chairman.

5.5 ACTION BY MAJORITY VOTE

Any action by a majority of the Board of Health present at a meeting at which a quorum of members is present shall be deemed the action of the Board of Health.

5.6 AGENDA

The agenda at any regular meeting shall be:

1. Call to order
2. Public Comments
3. Approval of Previous Meeting Minutes
4. Business Financial Information
5. Public Health Updates
6. Nurse Manager's Updates
7. Environmental Health Update
8. Diversified Enterprises Update
9. Announcements
10. Adjournment

The agenda of a Special meeting shall be:

1. Statement of the purpose for calling the meeting.
2. Discussion of the business for which the meeting was called.
3. Adjournment

ARTICLE VI COMMITTEES

6.1 COMMITTEES

Standing and/or Special Committees maybe appointed as deemed fit by the Chairman and/or the Board.

ARTICLE VII AMENDMENTS AND AUTHORITY

7.1 The bylaws may be amended by majority vote at any regular meeting of the Board.

Amendments so made shall be effective when approved by the Board.

7.2 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases to which they are applicable.

**ARTICLE VIII
ADOPTION**

The Bylaws shall be adopted at any regular meeting of the Board and shall replace any previous Bylaws. They shall become effective when approved by the Board.

**AMENDED BY THE TIFT COUNTY BOARD OF HEALTH, THIS XX DAY OF January,
2024.**

**Dr. Raymond Moreno
Chair, Tift County Board of Health**