

BYLAWS OF THE BROOKS COUNTY BOARD OF HEALTH

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 BROOKS County Board of Health.

ARTICLE II FUNCTIONS AND POWERS

The powers and functions of the Brooks County Board of Health are those given it by Sections 31-3-4 and 31-3-5 of Chapter 31-3.

ARTICLE III MEMBERSHIP

The BROOKS County Board of Health shall be composed of seven (7) members as provided in Section 31-3-2 of Chapter 31-3. Composition of the Board, appointments, terms of members, notification of vacancies, appointment and qualification of members to fill vacancies shall all be according to said Section 31-3-2.

ARTICLE IV OFFICERS

SECTION I – TITLES OF OFFICERS

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

SECTION II – ELECTION OF OFFICERS

Officers shall be elected every two years and at the first regular meeting of the Board of each calendar year and hold office for two years or until a successor is elected.

SECTION III – DUTIES OF OFFICERS

The Chairman shall call and preside at all meetings and shall be a member ex-officio of any or all committees which might be appointed. The Vice-Chairman in the absence of the Chairman, shall assume all his duties and have all his/her authority. ~~The Secretary shall keep accurate and complete minutes of all meetings, call meetings on order of the Chairman, attend to all correspondence and perform such other duties as ordinarily pertaining to his/her office.~~

ARTICLE V

SECTION I – CHIEF EXECUTIVE OFFICER

The District Health Director of Public Health District 8-1 shall serve as the Chief Executive Officer of this Board of Health as provided in Sections 31-3-12 and 31-3-15 of the Official Code of Georgia.

SECTION II - FUNCTIONS AND POWER

The District Health Director, as Chief Executive Officer of this Board of Health, shall in the name of said Board of Health perform the functions and exercise the powers set forth in O.C.G.A. Chapter 31-3, except the power to adopt By-Laws and adopt rules.

**ARTICLE VI
MEETINGS**

SECTION I – REGULAR MEETINGS

~~Regular meetings of the Brooks County Board of Health shall be held the fourth Wednesday of January, April, June and October at 12:00pm.~~ In order to comply with Georgia law, regular meetings shall be held no less frequently than quarterly.

SECTION II – SPECIAL MEETINGS

~~Special meetings of the Board may be called at any time by the Chairman and shall be called at the request of an authorized representative of the Georgia Department of Public Health or the Brooks County Health Department or of any three members of the Brooks 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 at least twenty four (24) hours before the time set for the meeting; provided, however, that a meeting called to meet an emergency can be held as soon as a quorum of the members is assembled.~~

Special meetings may be called by the Chairman at the request of any member of the Board or as deemed necessary by the Chairman. No business shall be transacted at a special meeting except that stated in the notice calling the meeting. Notice of any special meeting shall be given at least five days before the time set for the meeting; provided, however, that a meeting called to respond to a public health emergency may be held as soon as a quorum of member is assembled.

SECTION III – ELECTRONIC MEETINGS

~~The BROOKS County Board of Health may meet electronically via telephone, video conference, or any other analogous means as determined in situations where a quorum is required. Electronic meetings are to be utilized by the Board only in situations where there are called or special~~

~~meetings outside the regularly scheduled board meetings at the discretion of the Board Chairman in accordance with current state laws. No member shall participate by electronic means more than twice in one calendar year.~~

SECTION IV - QUORUM

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

SECTION V - AGENDA

The agenda at any regular meeting shall be:

1. Call to order
2. Public Comments
3. ~~Reading and acceptance of the minutes of the last regular meeting and all special Meetings since the last regular meeting.~~ Approval of Previous Minutes
4. Business Financial Information
5. Public Health Updates
6. Nurse Manager's Updates
7. ~~Unfinished Business~~
8. ~~New Business~~
9. Environmental Update
10. Announcements/~~Reports~~
11. Adjournment

The agenda shall be posted within two weeks of the meeting and no less than seven days before.

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

Notice of the meeting will be posted at least 24 hours before the meeting is held.

**ARTICLE VII
COMMITTEES**

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

**ARTICLE VII
AMENDMENTS AND AUTHORITY**

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.

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.

**ADOPTED BY THE BROOKS COUNTY BOARD OF HEALTH, THIS 28th DAY OF
FEBRUARY, 2024.**

James Maxwell
Chairman, Brooks County Board of Health