

# Operating Procedures Jones County Board of Health

---

## **1. Name and Office.**

The name of this organization is the Jones County Board of Health (hereinafter “Board”). The principal office of the Board is located at Jones County Complex and Jones County Health Department at 418 Highway 58 North, Trenton, NC 28585.

## **2. Officers and Committees.**

### **a. Chair and Vice-Chair**

The Board members shall elect a Chair and Vice-Chair by majority vote each year at or about the first meeting of the calendar year. In the event the Board is unable to elect a Chairperson and/or Vice Chairperson, the Board shall appoint a Nominating Committee of two to three members at least twenty (20) days before the next regularly scheduled meeting. See Bylaws for specifics.

### **b. Secretary**

The local health director shall serve as Secretary to the Board, but the director is not a member of the Board. The local health director may delegate the duties of the Secretary that are set forth in these operating procedures to an appropriate local health department employee. Jones County Health Department Health Director delegates the responsibility of Recording Secretary to the Administrative Officer.

## **3. Meetings.**

### **a. Regular Meetings.**

The Board shall hold six (6) regular meetings annually, typically on the fourth Tuesday of every other month, except that if a regular meeting day is a legal holiday, the meeting shall be held soon afterwards on a date agreed upon by the Board. The meeting shall be held in the conference room at the Jones County Health Department and shall begin at 6:00 pm.

### **b. Agenda.**

The Secretary to the Board shall prepare an agenda for each meeting. Any board member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least two working days before the meeting. For regular meetings, the Board may add items to the agenda or subtract items from the agenda by a majority vote. The

agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws.

Any person may request that an item be placed on the Board's agenda by submitting a written request to the Secretary at least ten working days before the meeting.

**c. Presiding Officer.**

The Chair of the Board shall preside at Board meetings if he or she is present. The Chair shall have the right to vote in all cases. If the Chair is absent, the Vice-Chair shall preside. If the Chair and Vice-Chair are both absent, another member designated by a majority vote of members present at the meeting shall preside.

**d. Quorum.**

A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum. The Chair shall be considered a member of the Board in determining the number on which a majority is based and in counting the number of members actually present. In the event that the majority of members are not present, a conference call may be used in lieu of actual attendance. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.

**e. Voting.**

Each Board member shall be permitted to abstain from voting, by so indicating when the vote is taken. A member must abstain from voting in cases involving conflicts of interest as defined by North Carolina law. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members, the member's vote shall be recorded as an abstention.

**f. Minutes.**

The Secretary shall prepare minutes of each Board meeting. Copies of the minutes shall be made available to each Board member before the next regular Board meeting. At each regular meeting, the Board shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The public may have access to Board meeting minutes on the health department website.

**g. Attendance.**

Any Board member who is absent from three (3) consecutive regular Board meetings shall be dismissed from the Board unless the Board specifically excuses such absences.

An absence would be excused when notice is provided at least two (2) days in advance of the meeting or the absence is deemed by the Board of Health as an emergency.

#### **4. Amendments to Operating Procedures.**

These operating procedures may be amended at any regular meeting or at any properly called special meeting that includes amendment of the operating procedures as one of the stated purposes of the meeting. A quorum must be present at the meeting at which amendments are discussed and approved, and any amendments must be approved by a majority of the members present at the meeting.

#### **5. Other Procedural Matters.**

The Board shall refer to the current edition of *Robert's Rules of Order Newly Revised (RONR)* to answer procedural questions not addressed in this document, so long as the procedures prescribed in *RONR* do not conflict with North Carolina law.

#### **6. Compliance with North Carolina Law.**

In conducting its business, the Board shall comply with all applicable North Carolina laws, including but not limited to open meetings laws, public records laws, and the laws setting forth the powers and duties of local boards of health. To assist the Board in compliance, the local health director shall maintain a current copy of relevant North Carolina General Statutes and make them available to Board members on request.

#### **7. Board of Health Training (Initial and Ongoing).**

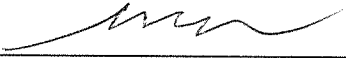
Board of Health members will receive for review a Jones County Health Department Board of Health Handbook upon their appointment to serve on the Board of Health. The handbook includes the BOH Operating Procedures and Bylaws; BOH Governing Policies; Organizational Chart for the Health Department; BOH Member Directory; Health Department Employee Directory; Current Community Health Assessment (CHA) and Action Plans; Subsequent State of the County Health (SOTCH) Reports; Public Health Core Functions and 10 Essential Public Health Services; Quick References to NC General Statutes 130A – Public Health Law; BOH Annual Accreditation Schedule; Most Recent BOH Training on Roles & Responsibilities of Public Health Governing Boards; Most Recent BOH Ongoing Training; Current Health Department Strategic Plan.

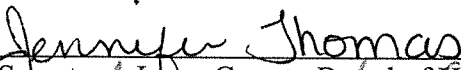
New BOH Member orientation will be conducted within the first year after their appointment to the Board, and will be done as a group or individually. If done individually, a self-guided training will be used which includes each board member documenting their completion of the training on a specific date.

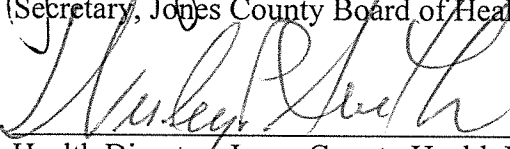
Ongoing training will be provided at least once during a 4-year Accreditation cycle, but may be more often if there are changes to BOH responsibilities. Topics and training

materials will vary, but will be related to the authorities and responsibilities of local boards of health.

Approved and adopted by the Jones County Board of Health on January 28, 2020.

  
\_\_\_\_\_  
STEVEN A. STELMA, DVM  
Chair, Jones County Board of Health

  
\_\_\_\_\_  
Jennifer Thomas  
Secretary, Jones County Board of Health

  
\_\_\_\_\_  
Wesley Smith  
Health Director, Jones County Health Department