

**HEALTH SERVICES ADVISORY BOARD OF
SAN DIEGO COUNTY
BYLAWS**

Section 1 NAME

There is hereby created and established the San Diego County Health and Human Services Advisory Board. The Health Services Advisory Board shall constitute a citizens advisory board on public health as required by Section 710 of the County Charter and Section 861 of the San Diego County Code of Administrative Ordinance.

Section 2 POWERS AND DUTIES

This board is established to advise the Board of Supervisors, and the Health and Human Services Agency regarding programs, issues and budget items pertaining to the Health and Human Services Agency as defined in Section 861.8. This board is not empowered by ordinance, establishing authority or policy to render a decision of any kind on behalf of the County of San Diego or its appointed or elected officials.

Section 3 MEMBERSHIP

Membership is set forth in Section 710 of the County Charter and Section 861.1 of the Ordinance. The advisory board shall consist of seventeen (17) members in accordance with Section 861.1, with the exclusions as specified in Section 861.2 of the ordinance, which are included in these bylaws as Appendix A. All advisory board members may designate an alternate to serve in their absence. Alternate members have the same voting power and can carry on the obligations of the members.

- Members nominated by a Supervisor shall serve a term of office concurrent with the term of office of their nominating Supervisor.
- The terms shall expire on the date of expiration of the term of the nominating member of the Board of Supervisors or at such time as said member of the Board of Supervisors ceases to hold office, whichever first occurs.
- Members whose terms have expired shall continue to serve until such time as they are either replaced or reappointed.
 - If a member's term will extend beyond the end of the term of the nominating Board of Supervisor, the member shall remain in the position for the remainder of the member's term unless a new member is nominated for the position by the re-elected or newly-elected Board of Supervisor of the nominating supervisorial district and appointed by the Board of Supervisors.
- The reelection of a member of the Board of Supervisors for a succeeding term shall not automatically extend the term of any board member.

Section 4 VACANCIES

The method of filling vacancies on the advisory board shall be set forth in Section 861.4, which is included in these bylaws as Appendix A.

Section 5 QUORUM

A quorum shall be defined as a simple majority of members currently appointed (i.e., over fifty percent of members). The definition of members excludes unfilled positions and those vacated by resignation or removal.

Section 6 ATTENDANCE

A member with unexcused absences from more than one-third of the regularly scheduled meetings in any 12-month period or three consecutive regularly scheduled meetings shall be subject to removal. (Exception: Board of Supervisors' appointees may not be removed without the approval of the appointing authority.)

Section 7 MEETINGS

- A. This organization shall be subject to the provisions of Chapter 9 (Commencing with Section 54940) of Part I, Division 2, Title 5 of the government code, relating to meetings of local agencies (Ralph M. Brown Act).
- B. The board shall meet monthly on the first Tuesday of each month, from 3:00 p.m. – 5:00 p.m. at the County Administration Center, 1600 Pacific Highway, San Diego, CA or on a duly noticed date, time and at a location designated by the Chair.
- C. Special meetings may be called at a time and place designated by the Chair. Notices of regular and special meetings shall be given by the Health Services Advisory Board staff pursuant to government code, relating to meetings of local agencies in accordance with the Ralph M. Brown Act.

Section 8 OFFICERS

- A. The elected officers are Chair and Chair-Elect.
- B. Slate of officers shall be presented by the nominating committee. The Health Services Advisory Board shall select a slate of officers no later than October and vote no later than December every two years. If unable to meet in December the vote should occur at the next scheduled meeting. Officers take office on January 1 and serve a two-year term.
- C. The maximum length of a given office shall be two consecutive terms.

Section 9

RESPONSIBILITIES OF THE OFFICERS

- A. The Chair shall be the principal executive officer and the official spokesperson of this organization. The Chair shall preside at all meetings of the board, carry out the policies of this organization, its committees and its general body. The Chair shall make all committee appointments subject to the approval of the board. The Chair shall be an ex-officio member of all committees (except the Nominating Committee), voting only in the case of a tie. The Chair shall have the general powers and duties of management usually vested in the office of the Chair and having the powers and duties as may be prescribed in these bylaws. The Chair of the Health Services Advisory Board shall maintain consultation with the Director of the Health and Human Services Agency.
- B. The Chair-Elect shall do everything necessary to assist the Chair in the performance of the Chair's duties. The Chair-Elect shall exercise the powers of the Chair when and if the Chair is absent.

Section 10

COMMITTEES

A. Definition of Committees

- 1) Standing Committees: Any committee that functions regularly and whose membership is appointed on an annual basis. Standing Committee shall have such names, powers, duties and composition as is determined by the board. Such Committees will include but shall not be limited to the following:
 - a) Executive Committee: The Executive Committee shall consist of the Chair, Chair- Elect, and one committee Chair
 - 1. It shall be the duty and responsibility of the Executive Committee to make recommendations to board members on matters discussed by the Executive Committee relating to or affecting the activities of the board and to report any action taken.
 - 2. A quorum of the Executive Committee shall consist of two (2) members of the Executive Committee.
- 2) Nominating Committee: The Nominating Committee shall consist of three (3) members of the board and shall be established no later than September every two years.
 - a) Executive Committee members shall not sit as members of the Nominating Committee.
- 3) Special Committees, Task Forces, and Subcommittee: Special committees, task forces and subcommittees, generally temporary in nature, shall be established, as necessary for special purposes. The Chair shall be a Health Services Advisory Board member.
 - a) Committee Reports: All committees shall report at regular meetings at least quarterly or as requested by a Chair or Sub-Committee

Chair. This report may be oral or written, unless specified by the board.

- b) Sub-committees include the following: Budget, Health Legislation, Policies and Programs, and Strategic Planning/Annual Report.

Section 11 RULES OF ORDER

- A. Meetings of this organization shall be governed by the authority of Robert's Rules of Order modified to allow open participation of the Chair.
- B. The rules contained in the Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the organization.

ARTICLE II

Section 1 AMENDMENTS

These bylaws may be amended at any regular business meeting by a vote of the majority of the existing membership. The amendment must be submitted in writing at the previous regular meeting. Bylaws will be reviewed by the Chair and board members as needed.

Section 2 STANDING RULES

Standing Rules may be adopted by a majority of the quorum at any regular meeting. After they have been adopted, they cannot be modified at the same session except by a reconsideration. At any future session, they can be suspended, modified, or rescinded by a majority vote.

Section 3 EFFECTIVE DATE

These bylaws shall become effective upon adoption by the Health Services Advisory Board and approval by the Board of Supervisors.

(Amended in February 2007; Amendments approved by San Diego County Board of Supervisors in September 2016 and on December 11, 2018)