

**OGLE COUNTY HEALTH DEPARTMENT
BYLAWS OGLE COUNTY BOARD OF HEALTH**

The Ogle County Board of Health was appointed and operates under provisions of “An Act in relation to the establishment and maintenance of county and multiple county health departments, Sec 5/-25001 et. seq of Chapter 55 of the Illinois Compiled Statutes, and as may be amended hereafter.

**ARTICLE I
Members**

1. Following the passing of the County Board “Resolution Combining Public Health and Tuberculosis in Ogle County”, the Board of Health shall consist of eleven (11) members appointed by the Chair of the County Board with the approval of the County Board for terms as specified in Sec. 5/5-23002 of Chapter 55 of the Illinois Compiled Statutes. The Board of Health at its discretion, may make recommendations for appointments to the Chair of the County Board.
2. At least two members shall be physicians licensed in Illinois to practice medicine in all its branches, at least one member shall be a dentist licensed in Illinois, and one member shall be a County Board member.
3. Unless otherwise excused, a Board of Health member shall attend a minimum of 50% of the meetings convened. The term of any member not fulfilling the established attendance requirement will be reviewed at the end of each fiscal year, and may be voted upon by the Board of Health. The Board of Health may also review and vote to replace any member who has three consecutive absences which are unexcused, prior to the end of the fiscal year.

**ARTICLE II
Officers**

1. The officers of the Board of Health shall be a President, a Vice-President, a Secretary, and a Treasurer. The President, Vice-President, Secretary and Treasurer shall be elected annually by the Board of Health.
2. The duties of the officers of the Board of Health shall be those which are customary for such officers.
3. Officers shall be elected for the ensuing year at a Board of Health meeting which shall be held prior to the end of each operating fiscal year.
4. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two full consecutive terms in the same office.
5. In the event that an officer relinquishes his or her office during their term, the line of succession is as follows: Vice-President would succeed President; Secretary would succeed Vice-President; Treasurer would succeed Secretary; in the event that a vacancy of a President, Vice-President or Secretary is not filled, nominations will be taken from the Board and an election held.

**ARTICLE III
Meetings**

1. The Board of Health shall hold a meeting prior to the end of each fiscal year and at least quarterly.
2. The Board of Health shall hold special meetings upon a written request signed by two members of the Board of Health or by the Public Health Administrator and filed with the Secretary.
3. All meetings shall be open to the public except those as provided by law. Each meeting date shall be published and/or announced as required by law.
4. No meeting shall be conducted unless a quorum of the members are present. A quorum is a majority of the members.

ARTICLE IV

Voting

All questions before the Board of Health shall be decided by a majority vote of all members present, unless otherwise required by law.

ARTICLE V Duties of the Board of Health

- A. The Board of Health, consistent with Sec 5/5-25013 of Chapter 55 of the Illinois Compiled Statutes, shall:
1. Provide, equip, and maintain suitable offices, facilities and appliances for the Health Department.
 2. Within its jurisdiction, and professional and technical competence, enforce and observe all state laws pertaining to the preservation of health, and all county and municipal ordinances except as otherwise provided.
 3. Within its jurisdiction, and professional and technical competence, investigate the existence of any contagion or infectious disease and adopt measures consistency with the regulations of the State Department of Public Health, to arrest the progress of the same.
 4. Within its jurisdiction, and professional and technical competence, make all necessary sanitary and health investigations and inspections.
 5. Upon request, give professional advice and information to all city, village, incorporated town and school authorities, within its jurisdiction, in all matters pertaining to sanitation and public health.
 6. Appoint a medical health officer as the executive officer for the department, who shall be a citizen of the United States and shall possess such qualifications as may be prescribed by the State Department of Public Health; or appoint a public health administrator who shall possess such qualifications as may be prescribed by the State Department of Public Health as the executive officer for the department, provided that board of health shall make available medical supervision which is considered adequate by the Director of Public Health:
 - 6a. Appoint such professional employees as may be approved by the executive officer who meet the qualification requirements of the State Department of Public Health for their respective position provided, that if the Health Department is temporarily without a medical health officer or public health administrator, approval by the State Department of Public Health will suffice.
 7. Submit an annual report to the county board or boards, explaining all of its activities and expenditures.
 8. Consult with all other private and public health agencies in the county in the development of local plans for the most efficient delivery of health services.
- B. The Board of Health may:
1. Recommend to the county board or boards the adoption of such ordinances and of such rules and regulations as may be deemed necessary or desirable for the promotion and protection of health and control of disease.
 2. Enter into contracts with the State, municipalities, other political subdivision and non-official agencies for the purchase, sale or exchange of health services.

ARTICLE VI Fiscal Year

The fiscal year of the Health Department shall be the same as that of the Ogle County Board, December 1 to November 30.

ARTICLE VII

Budget & Disbursements

1. The Board of Health shall, prior to the end of each fiscal year and after preliminary conference with the appropriate committees of the County Board, meet and establish a budget and submit same to the County Board.
2. The fiscal status of the Health Department shall be reviewed by the Board of Health at each regular meeting.
3. The Board of Health shall annually review and adjust staff salaries.

ARTICLE VIII

Accounts

1. A record of all receipts and disbursements shall be kept at the Health Department and be periodically reviewed by the Treasurer at his/her discretion.
2. The Board of Health shall cause an annual audit to be made of the Health Department accounts.

ARTICLE IX

Annual Report

The Board of Health shall publish annually, within 90 days after the end of the county fiscal year, an annual report explaining the Health Department activities, expenditures and revenues from all sources for the previous fiscal year.

ARTICLE X

Committees

1. The President of the Board of Health shall appoint such committees as appropriate for the conduct of Board of Health business.
2. The President may, with the advice and consent of the Board of Health, appoint advisory committees from professional or community groups.

ARTICLE XI

Reimbursement for Expenses

1. Members of the Board of Health shall serve without compensation.
2. Members of the Board of Health shall be reimbursed for actual, necessary expenses incurred in the performance of their duties, as approved by the Board of Health.

ARTICLE XII

Property of the Board of Health

1. The Board of Health shall cause the Health Department Administrator to keep an accurate inventory of all property of the Health Department.
2. The Board of Health shall cause the Health Department to be adequately protected by insurance.

ARTICLE XIII

These bylaws may be amended by a two-thirds vote of the members of the Board of Health, provided written notice of proposed changes be sent each member at least two weeks before the meeting at which the bylaws are to be amended.

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