



UTAH ASSOCIATION OF LOCAL BOARDS OF HEALTH

BYLAWS

REVISED MAY 2022

ARTICLE I NAME

The name of the organization shall be the Utah Association of Local Boards of Health (UALBOH).

ARTICLE II MISSION AND PURPOSE

Section 1. The mission of the Utah Association of Local Boards of Health is to complete the following actions in order to preserve, promote and protect the health of Utah citizens:

1. Strengthen the role of local Board of Health members through education, training, and communication.
2. Provide a forum among local Boards of Health to exchange ideas, and advance solutions to public health concerns.
3. Advocate for public health through local officials, state departments, the legislature, and Utah citizens.

Section 2. The UALBOH has the following stated purposes:

- a. To provide a cooperative forum for an exchange of ideas, and the advancement of solutions to public health concerns.
- b. Building strong partnerships with groups such as higher education, private business, local and state agencies and many others who are interested and motivated to promote and improve public health.

ARTICLE III MEMBERSHIP

Section 1. Members

All individuals who are current members of their local Boards of Health in Utah, that have paid their dues for the current fiscal year, are members of the Association. Their membership shall coincide with their term on a local Board of Health. Each local board member shall be accorded one vote at the annual membership meeting or special meetings as may be called.

Section 2. Ex-Officio Members

Individuals other than those who are members of local Boards of Health may become Ex-Officio members of UALBOH through a majority vote of the Steering Committee when deemed to be in the best interest of the Association. The President-Elect, or designee, of the Utah Association of Local Health Departments (UALHD) and the Executive Director of UALBOH shall be non-voting Ex-Officio members.

ARTICLE IV POLICY MAKING, DUES, EXPENSES, AND AUDIT



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Section 1. Policy Making Body

The members of the Executive Committee will recommend and the Steering Committee will approve all policies. The Executive Committee and the Steering Committee have the responsibility to assist with the affairs of UALBOH and shall constitute the policy making body of the association.

Section 2. Dues

The dues of the Association shall be set by the Steering Committee, with input from the Executive Director, and reviewed each year at the annual meeting. Dues shall be assessed to each local health department as determined by the Steering Committee. Dues shall be assessed for each calendar year and shall be payable on or prior to June first of each calendar year.

Section 3. Expenses

The Association shall reimburse expenses of the members incurred in the performance of the activities of the Association. Such expenses shall generally consist of postage, copying, telephone calls, travel reimbursement, and other expenses that may be approved by the Steering Committee or Executive Director.

Section 4. Audit

UALBOH shall commission an informal audit of expenditures and revenues by the Treasurer. The audit shall be completed within six months of the end of the calendar year. The audit findings shall be presented to the President of the UALBOH, Executive Director, and the President of the UALHD. The audit results will be distributed to members of the UALBOH Executive and Steering Committees, and to local Health Officers. The audit findings of the previous year shall be presented to the membership at the annual meeting.

ARTICLE V OFFICERS

Section 1. Officers

The Association shall have four officers consisting of the President, President-Elect, Treasurer, and immediate Past President.

Section 2. Elections

The members of the Association shall elect, by majority vote, a President-Elect and Treasurer at the annual meeting of the Association.

Section 3. Eligibility

Any member of the Association in good standing shall be eligible for election.

Section 4. Voting

The voting body of the Association shall consist of members of the Association present at the annual meeting. No proxy voting is allowed.

Section 5. Vacancies

Any midterm vacancy in the officer positions shall be filled among the members of the Steering Committee by appointment of the President, with the concurrence of the Steering Committee. The President-Elect shall assume the position of President in the event of a vacancy in that office. All appointments to fill vacancies shall serve only the balance of the unexpired term.



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Section 6. Terms

The President-Elect shall be elected for a three (3) year term; serving the first year as President-Elect, the second year as President, and the third year as immediate Past President. A term shall begin July 1st and end June 30th of the following calendar year.

Section 7. Duties

A. The President shall:

1. Chair all meetings of the Executive Committee, Steering Committee, and meetings of the membership.
2. Appoint ad-hoc committees as needed.
3. Work with the Executive Director to prepare and propose a schedule for the Executive Committee, Steering Committee, and the general membership meetings; present the schedule to the Executive and Steering Committees for approval.
4. Prepare agendas for all Executive and Steering Committee meetings in collaboration with the Executive Director or UALBOH staff.
5. Set annual goals for the Association with the Executive Committee, and Executive Director; present goals to the Steering Committee for discussion and confirmation.
6. Succeed to the office of immediate Past President following the term of the current immediate Past President.

B. The President-Elect shall:

1. Assume the duties of the President in the absence of that officer.
2. Participate in the planning & organizing of the annual meeting.
3. Succeed to the office of President following the term of the current President.
4. Serve on the Executive Committee.

C. The immediate Past President shall:

1. Assist the other officers in the performance of their duties.
2. Serve on the Executive Committee.

D. The Treasurer shall:

1. Establish and maintain a checking account in the name of the Association with the Executive Director;
2. Disburse and keep a record of all monies expended by the Association;
3. Assist with preparing an annual budget.
4. Prepare and present a reviewed financial statement at the annual meeting.
5. Serve on the Executive Committee.

ARTICLE VI

MEETINGS OF MEMBERS

Section 1. Annual Meeting

An annual meeting of the members of the Association shall be held each calendar year. The annual meeting shall also serve as the primary training meeting for local Board of Health members.



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Section 2. Special Meetings

Special meetings of the members of the Association shall be called by the President, or upon written request of not less than five members of the Steering Committee. Meetings shall be held within thirty days of receipt of the necessary number of requests. Such notice shall state the object of the meeting and the tentative agenda. Notices of all special meetings shall be sent to local Board of Health members and local Health Officers at least fifteen days in advance of such meetings.

Section 3. Quorum

At least 51% of the Steering Committee shall constitute a quorum. All UALBOH members present at the annual meeting shall constitute a quorum.

Section 4. Minutes

Minutes for all meetings of the Association shall be recorded and maintained by the Executive Director's office.

ARTICLE VII COMMITTEES

Section 1. Executive Committee

A. Composition:

The Executive Committee shall be composed of four members. The officers consist of the President, President-Elect, immediate Past President, and Treasurer. The Executive Director is an ex-officio, non-voting member of the Executive Committee.

B. Duties:

The Executive Committee shall be responsible for:

1. Approve the budget for the Association

C. Direct the search for award nominations, review nominations and select recipients; and coordinate awards and presentations at the annual meeting.

D. Meetings:

The Executive Committee may hold meetings upon the call of the President of the Association or any two members of the Executive Committee.

Section 2. Steering Committee

A. Composition:

The Steering Committee shall consist of one voting member from each local Board of Health in good standing, with the exception of Boards of Health whose jurisdiction exceeds a population of 1,000,000, which shall have two voting members on the Steering Committee. The President-Elect or designee of UALHD and the Executive Director of UALBOH shall serve as ex-officio members of the Steering Committee.

B. Representation:

Membership on the Steering Committee will be limited to current members of a local Board of Health in good standing. Each member of the Steering Committee may exercise one vote. A designee appointed to represent a member of the Steering Committee as proxy will be designated in writing to the Executive Director's office prior to the meeting.



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C. Duties:

The Steering Committee shall actively promote the purposes of the Association, suggest and adopt policy, shall adopt dues and budget, and shall have discretion in the disbursement of funds.

D. Selection:

Steering Committee members shall be selected by, and shall serve at the discretion, of their respective Boards of Health.

E. A majority of the Steering Committee will constitute a quorum to conduct business.

Section 6. Ad Hoc Committees

Ad Hoc Committees may be appointed as needed by the President with Executive and Steering Committee approval.

ARTICLE VIII EXECUTIVE DIRECTOR

Section 1.

An Executive Director shall be appointed in conjunction with the UALHD. If the Executive Director serves both organizations then both organizations have input into employing, evaluating and terminating said Executive Director. The Executive Director serves at will.

Section 2. Duties and Responsibilities

1. Provides continuity for the optimum transition of officers and board members.
2. Train new leadership and share the lessons learned from previous years.
3. Assist the Steering Committee in planning and executing the annual UALBOH meeting.
4. Works with the legislature, tracks public health issues; coordinates legislative work with UALBOH and UALHD.
5. Attend Executive Committee and Steering Committee meetings for UALBOH.
6. Share minutes of each organization's meetings with selected officers/members of the other.
7. Promotes communication among UALBOH, UALHD, the legislature and other health care entities as appropriate.
8. Represent the Association within the state and serve as a point of contact for the Association with the public.
9. Ensure the minutes are recorded and maintained for all meetings of the Association.
10. Establish and maintain files, receive and send correspondence, and handle other duties as necessary.
11. Invoice, receive, and record dues and other incomes.
12. May call on local Board of Health members to:
 - a. Inform state legislators on public health issues.
 - b. Work with the UALHD and the Executive Director on legislative issues.
 - c. Be advocates for good public health legislation.
13. Serve as Secretary, or designate an UALBOH employee to serve as secretary, on the Executive & Steering Committees as an Ex-Officio member.



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ARTICLE IX PARLIAMENTARY AUTHORITY

Meetings will be governed by the parliamentary rules as outlined in the current edition of Robert's Rules of Order in all cases where the bylaws or current policies do not apply.

ARTICLE X INDEMNIFICATION

The Association shall indemnify to the extent allowed by the laws of Utah any director, officer, member or agent for expenses and costs (including legal fees) actually and necessarily incurred by them, by action in Court or otherwise, by reason of them being or having been such director, officer, member or agent.

ARTICLE XI AMENDMENTS TO BYLAWS

These bylaws may be amended either by a two-third majority vote of the members present at the annual meeting of the membership of the Association or by a two-third majority ballot vote or electronic vote of all Board of Health members of the Boards of Health in good standing with the Association.

Steering Committee members shall be responsible for the distribution of proposed bylaw changes to the members of their respective Boards of Health at least thirty days prior to the annual meeting, ballot vote, or electronic vote. The proposed amendments shall be reviewed by the Steering Committee prior to the annual meeting.

These bylaws have been adopted by the membership of the Association on this date.

DATE: May 2022

DATE: May 2022

Keith Goodspeed

Keith Goodspeed (May 20, 2022 11:42 MDT)

Keith Goodspeed, President

Jill Parker

Jill Parker, Executive Director

Revision Dates:

September 2001, 2005, 2007, 2014, 2016, 2017, 2020

May 2022






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Final Audit Report

2022-05-20

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