

**Clackamas County Public Health Division
Public Health Advisory Council (PHAC) By-Laws
Approved: BCC 12-1-20**

Section I: Purpose:

Clackamas County Public Health Division (CCPHD) provides an array of services and programs aimed at protecting and promoting the health of the residents of our county. One of the major responsibilities of the division is to create partnerships to work collaboratively in addressing health issues. One way to engage community members is through the Public Health Advisory Council (PHAC).

The PHAC provides a sounding board and a community voice in the review and revision of public health programs, strategies and goals. The PHAC assures a needed link to community input into implementing the Community Health Improvement Plan/Blueprint for a Healthy Clackamas County and in assuring alignment with standards addressing community partnerships. The PHAC also convenes as an ethics committee for the Clackamas County Public Health Division.

Section II: Authority

The purpose of the council is to advise the Clackamas County Board of County Commissioners on issues related to public health. PHAC will work to be a forum for discussion of population health issues that impact Clackamas County residents. Some of the functions of the PHAC include:

- **Advise** the Clackamas County Board of County Commissioners and Public Health staff in the development of activities, strategies and priorities to achieve community health improvement goals.
- **Review** and develop reports, planning documents and publications. Make funding and policy recommendations to assure alignment with public health goals and standards.
- **Link** public health programs and services to the broad cross-section of populations throughout the county.
- **Promote** public health initiatives and activities. Participate in community education and engagement.
- **Deliberate** as an ethics committee. Review and discuss community-based public health ethics issues occurring within the county.
- **Advocate** for policy and system changes that improve the health of communities in Clackamas County. Optional activities could include providing oral or written testimony, helping to identify coalitions of support for health policy, and participating in legislative activities.

Section III: Membership

The Council will not exceed 16 members. Representation on the Council will be made up of the following:

- (Minimum 1 position) the business community,
- (Minimum 4 positions: 2 rural, 2 urban) residents/community members: suburban, rural
- (Minimum 1 position) food/nutrition,
- (Minimum 1 position) healthcare organization(s),
- (Minimum 1 position) community based organization(s), CBO
- (Minimum 1 position) government agency(ies)
- (Minimum 1 position) schools/education and;
- (Minimum 1 position) youth/students.

PHAC members will serve 3-year membership terms, for a maximum of two terms or six years.

Proactive recruitment efforts will be made by the Council to solicit new members from high priority geographic areas, priority populations, and a variety of industries within the county. Intentional efforts during recruitment will be made to be inclusive of priority populations and Individuals who identify as Black, Indigenous, and People of Color (BIPOC).

Members are encouraged to spend additional time outside of meetings reading current public health literature, preparing for PHAC meetings, attending CCPHD meetings and task groups and building partnerships to support implementation of the Blueprint for a Healthy Clackamas County/Community Health Improvement Plan. All members of the Council will serve without compensation. However, policies and practices to welcome community members (e.g. evening hours, dinner, childcare, mileage reimbursement etc.) will be considered on a case by case basis.

Section IV: Meetings and Attendance

A minimum of six meetings will be held a year, preferably every other month, for a minimum of 90 minutes at various locations within Clackamas County or via Zoom. Considerations will be made regarding the environmental impact on how and where meetings are conducted. At least one of these six meetings will be an ethics deliberation. Members shall attend a minimum of four meetings during a calendar year. If a member has not attended a minimum of four meetings during a calendar year the member will be removed from the Council and CCPHD staff will discuss alternative options for participation. A quorum of 50% plus one of membership is required to vote on agenda items related to funding allocation, report approvals and policy recommendations. A quorum is needed to hold a public meeting.

Special meetings may be called by a Co-Chair or by a majority of the Council members. All meetings shall be subject to Oregon's Public Meetings Law. All PHAC meetings are open to the public. Future meeting agendas and minutes will be posted on the County CCPHD webpage and BlueprintClackamas.com.

Section V: Officers

Two Co-Chairs will be selected by members of PHAC. The term for each position is two years with a maximum of four years as a Co-Chair.

Co-Chair responsibilities:

- Plan the agenda items and conduct PHAC meetings effectively with the support of CCPHD staff
- Provide input and leadership on PHAC priorities and structure
- Work to engage all members in PHAC's work
- Engage PHAC in assessing and improving its efficiency and effectiveness
- Support the CCPHD Director
- Assist with PHAC recruitment, ensure adequate representation on council

Section VI: Officer Vacancies

A vacancy occurs when an officer dies, resigns, is removed, or has more than three (3) unexcused absences from meetings during a calendar year. A vacancy shall be filled by appointment by the Board of County Commissioners. The person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is elected or appointed to that office.

Section VII: Quorum and Voting

A quorum shall be present at a meeting in order for the Public Health Advisory Council (PHAC) to transact business. A quorum consists of a majority of all members of the PHAC, not just those present. A vacancy on the board does not affect the quorum requirements. The PHAC can take official action only with the affirmative vote of a majority of all members.

Issues requiring a decision include but are not limited to: grant awards (fiscal), policy recommendations, Public Health program area input and reports. One of the Co-Chairs will request a motion for a vote. Any member, including the other Co-Chair, may make a motion for a vote. A second after a proper motion will be required to bring any issue to vote. To approve a motion, a quorum is required and a vote of 50% plus one. Those members attending a meeting via conference call will be recognized as a present member. Voting will be allowed via on-line survey or other method.

Section VIII: Conflicts of Interest

All members will familiarize themselves and agree to abide by the Oregon Government Ethics guidelines.

Section IX: Records

All records of the PHAC shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

Section X: Amendment of By-Laws

An amendment to the By-Laws will be require 2/3 of PHAC membership for approval. All amendments are to be approved by County Counsel prior to becoming effective.

The following is the PHAC's membership structure:

Affiliation	PHAC Members	End of Term
Business Community 1 position min.		
Community Member 2 rural, 2 urban/suburban positions min.		
Food/Nutrition 1 position min.		
Healthcare Organization 1 position min.		
Community Based Organization 1 position min.		
Government Agencies 1 position min.		
Schools/Education 1 position min.		
Youth/Student 1 position min.		