

**BYLAWS
BLOOMINGTON ADVISORY BOARD OF HEALTH**

ARTICLE I: NAME

The name of this City Commission is the Advisory Board of Health.

ARTICLE II: DUTIES

The duties of this Board are:

- A. To research and evaluate issues concerning the health and environment of the City of Bloomington.
- B. To advise the City Council of its activities and findings relating to the issues of health and environment of the residents of the City of Bloomington, and recommend action when indicated.
- C. To advise the City Council on matters relating to Public Health Emergency Preparedness, including bioterrorism, and recommend actions as needed.
- D. To submit an Annual Report to the City Council documenting the past year's activities.

ARTICLE III: OFFICERS

- A. The officers shall consist of the following:
 - 1. Chairperson
 - 2. Chair-Elect
- B. On March 1 of every year, the Chair-Elect shall assume the office of the Chairperson.
- C. A new Chair-Elect shall be elected every year by a majority vote of the members of the Board.
- D. If the office of the Chairperson is vacated, the Chair-Elect shall become Chairperson and a new Chair-Elect shall be selected by a majority vote of the members of the Board at the next meeting.

ARTICLE IV: MEMBERSHIP

- A. The Board shall consist of seven voting members, each a resident of the City.
- B. Members shall be appointed by the City Council for three-year terms, and no member shall serve more than two consecutive terms, except that a member may serve until a successor is appointed and qualified. Terms may be renewed by the City Council and members willing to accept another term of office must notify the City Council in writing at least two weeks before their term of office expires. Terms shall be staggered with no more than one-half of the members appointed or reappointed each year.
- C. Members shall be appointed by the City Council, and the Board members may submit names for appointment to the Board to the City Council.

- D. Membership must be generally representative of the population and health care providers of the community health services area. Four positions shall represent providers of health services and three positions shall represent consumers of health services.
- E. A member shall attend at least 75 percent of the Board meetings each Board Year. A member must be present for at least two-thirds of an entire Board meeting in order to qualify as having attended the meeting. The City Council shall remove a member for failing to comply with this attendance requirement. However, new members appointed by the City Council with less than a one week notice before their first Board meeting shall not have this considered a missed meeting if they are unable to attend. A member shall notify City staff in advance if he or she is unable to attend a Board meeting. No member shall be permitted to take a leave of absence from the Board.
- F. Community representatives may be invited by the Chair to participate at Board meetings.

ARTICLE V: ORGANIZATION

- A. The "Board Year" will begin on March 1 and continue through the last day of the following February.
- B. The Board shall hold at least 10 regular meetings per Board Year.
- C. Special Board meetings may be called by the City Council, Board Chair, or four members of the Board. Special meetings may be called only when such meetings comply with the advance notice requirements of the Statutes of the State of Minnesota.
- D. Committees may be established by the Chair after specific approval by the City Council. Committees may include both voting Board members and non-voting community representatives. Meeting times may be designated by the Board Chair to meet the needs of the membership.
- E. Members shall be notified at least one week in advance of the time and place of each meeting.
- F. A majority of members of the Board shall constitute a quorum.
- G. Designation of the place, time and dates for regular meetings of the Board shall be established by the Board in January of each year.
- H. An organizational meeting shall be held at the first meeting of each Board Year and shall include:
 - 1. Adoption of any amendments to the Rules of Procedure and Bylaws.
 - 2. Appointment of committee members by the Chair on an as needed basis. Committee membership shall include representation drawn from the community.
- I. Committee Duties and Membership:
 - 1. Within the scope of authority granted to the Board by the City Council, a committee shall research and evaluate issues concerning the health and environment of the City of Bloomington and report to the Advisory Board, which may direct its findings to the City Council.
 - 2. Each committee shall have a Chairperson who is designated by the Board Chair.
 - 3. A report of each committee meeting shall be submitted to the Advisory Board.

ARTICLE VI: CONSTRUCTION

- A. These Bylaws will be construed in accordance with the laws of the State of Minnesota, the Bloomington Home Rule Charter, and all the resolutions and amendments thereto of the ordinance creating the Advisory Board of Health.
- B. These Bylaws may be amended at any regular or special meeting of the Advisory Board by a majority of the voting members of the Board. The Bylaws of the Board shall be submitted to the City Council for approval.

Reviewed and adopted the 22nd day of March, 2022.



Bhupinder Manhani, Chair