

**BY-LAWS OF
HORIZON COMMUNITY HEALTH BOARD**

ARTICLE I – Name and Purpose

Section 1 – Name: The name of the organization shall be Horizon Public Health. Horizon Public Health is a joint powers entity comprised of the 5 counties of Douglas, Grant, Pope, Stevens and Traverse and organized in accordance with M.S. Section 471.59

Section 2 – Purpose: The purpose of Horizon Public Health is to develop and maintain a system of community health services under local administration and within a system of state guidelines and standards.

ARTICLE II – Membership

Section 1 – Members: The members of Horizon Public Health shall include the counties of Douglas, Grant, Pope, Stevens and Traverse.

Section 2 – Rights of Members: Each member county shall be entitled to appoint two county commissioners to the Horizon Community Health Board except that the member county with the largest population shall be entitled to appoint a third representative, which may or may not be an elected official. Each representative shall be entitled to one vote.

Section 3 – Withdrawal and Termination: A member may not withdraw from Horizon Public Health during the first 2 calendar years following the initial effective date of the Joint Powers Agreement. Thereafter, a member that wishes to withdraw from the Joint Powers Agreement must notify the Commissioner of Health and the other member counties at least one year before the beginning of the calendar year in which the withdrawal takes effect. A withdrawing member is obligated to pay its annual contribution until the effective date of withdrawal.

ARTICLE III: Governing Board

Section 1 – Role: The Horizon Public Health Governing Board shall be known as the Horizon Community Health Board (CHB) and shall be formed to oversee the operation of Horizon Public Health.

Section 2 – Composition: The Horizon Community Health Board shall consist of 13 members as follows:

- a. Two elected officials shall be appointed by the member county Board of Commissioners
- b. One additional member, who may or may not be an elected official, shall be appointed by the member County with the largest population
- c. Two (2) at-large representatives shall be appointed by the Horizon CHB in accordance with the selection process as follows:
 - By December 15 of each year, individuals who wish to be considered for appointment to the Horizon Community Health Board shall submit a letter of interest to the County Board of Commissioners in the county in which the individual resides. That county will then review the applicants and forward no more than one prospective candidate from

each county to the Horizon Community Health Board for the final decision on appointments to the Horizon Community Health Board.

- In making the appointments to the Horizon Community Health Board, consideration shall be given to the applicant's county of residence to assure broad geographic representation, the applicant's involvement with and understanding of the mission and role of Horizon Public Health and the applicant's ability to commit to the meeting schedule.
- The 2 at-large representatives shall not represent the same county.

Section 3 - Terms and Vacancies:

- a. Terms for members appointed to the Horizon CHB by the member County Board of Commissioners shall be one year with term limits established as eight (8) consecutive one-year terms.
- b. Terms for the at-large representatives appointed to the Horizon CHB shall be two (2) years with term limits established as four (4) two-year terms. The 2 at-large members shall serve alternating terms so that only one of the at-large members shall be appointed each year.
- c. A vacancy of a member appointed by the member County Board of Commissioners shall be filled by the appointing member County as soon as the vacancy occurs. A vacancy of an at-large representative shall be filled in accordance with the same process established for the initial appointment as described in Article III, Section 2c.

Section 4 – Resignations: Resignation from the Horizon Community Health Board must be in writing and received by the Chair. A Horizon CHB member may be terminated from the CHB due to excess absences, more than two unexcused absences from CHB meetings in a year.

ARTICLE IV – Officers and Duties

Section 1 – Election of Officers: The election of the Chair and Vice-Chair shall be conducted annually at the first meeting of the calendar year.

Section 2 – Chair: The Chair shall convene and preside over all regularly scheduled and special meetings of the Horizon Community Health Board. The Chair shall see that all orders and resolutions of the Horizon CHB are carried into effect. The Chair shall appoint all committees, with the exception of the Executive Committee, and shall serve as an ex-officio member of all committees.

Section 3 – Vice-Chair: The Vice-Chair shall convene and preside at Horizon CHB meetings in the absence of the Chair and will chair committees on special issues as designated by the Horizon CHB.

ARTICLE V - Meetings

Section 1 – Regular Meetings: The Board shall meet no less than six times per calendar year at a time and place determined by the Horizon CHB.

Section 2 – Annual Meeting: An annual meeting of the Horizon CHB shall take place at the first meeting of the calendar year. At the annual meeting, the CHB shall elect officers and make annual appointments and designations.

Section 3 – Special Meetings: Special meetings may be convened by the Chair or by written request of a majority of the CHB.

Section 4 – Notice of Meetings: Written notice of CHB meetings shall be sent to CHB members at least 7 calendar days prior to the meeting pursuant to M.S. Chapter 13D, the Minnesota Open Meeting Law.

Section 5 – Quorum: A quorum shall consist of no less than fifty-one percent of CHB members eligible to vote.

Section 6 – Voting: Horizon Community Health Board actions shall be determined by a majority of the votes cast at a meeting. Abstentions shall not be counted as votes cast for the purpose of this section. Proxy votes are not permitted.

ARTICLE VI – Committees

Section 1 – Appointment of Committees: The Horizon Community Health Board shall have the authority to appoint such committees as it deems necessary to fulfill the purpose of the organization. The Horizon CHB Chair appoints all committees.

Section 2 – Executive Committee: The three officers of the Horizon Community Health Board shall serve as the Executive Committee. The Executive Committee shall have all the powers and authority of the Horizon CHB in the intervals between meetings of the Horizon CHB and is subject to the direction and control of the full Horizon CHB.

Section 3 – Personnel Committee: The HPH Personnel Committee shall be comprised of 3 members of the Horizon CHB appointed by the Chair. No two members appointed to the Personnel Committee shall represent the same member County. The Personnel Committee shall have the responsibility for considering and making recommendations to the Horizon CHB on personnel-related matters. The Personnel Committee, along with the Horizon Labor Attorney, shall also serve as the Negotiating Committee to represent the interests of Horizon Public Health during collective bargaining agreement negotiations.

Section 4 – Finance Committee: The HPH Finance Committee shall be comprised of 3 members of the Horizon CHB appointed by the Chair. No two members appointed to the Finance Committee shall represent the same member County. The Finance Committee is responsible for developing and reviewing fiscal procedures and the annual budget with staff and other Horizon CHB members. The Horizon Community Health Board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the Horizon Community Health Board or the Executive Committee. The financial records of Horizon Public Health are public information and shall be made available to the member Counties, the Horizon CHB members and the public upon request.

ARTICLE VII – Public Health Administrator and Staff

Section 1 – Public Health Administrator: The Horizon Public Health Administrator shall be hired by the Horizon Community Health Board. The Administrator has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The Administrator will attend all Horizon CHB meetings, report on the progress of Horizon Public Health, answer questions of the Horizon CHB members and carry out the duties described in the position description.

Section 2 – Public Health Staff: The Public Health Administrator shall have the authority to hire all Horizon Public Health staff in accordance with the budget and the approved positions.

ARTICLE VIII – Amendments

Section 1 – Amendments: These bylaws may be amended as necessary by a two-thirds majority of the Horizon Community Health Board. Any revision or amendment of these by-laws may be made at any regular or special meeting of the Horizon Community Health Board providing all members received notice in writing at least one week prior to the meeting at which the Horizon Community Health Board will consider the revision or amendment.

Section 2 – Annual review: These by-laws shall be reviewed annually.

CERTIFICATION:

These by-laws were adopted at a meeting of the Horizon Community Health Board on November 3, 2014.

ATTEST:

Signature
Chair, Horizon Community Health Board