

By-Laws

Lake Cumberland District Board of Health

Article I

Name and Origin

- Section 1. Name.** The name of this organization shall be the Lake Cumberland District Board of Health.
- Section 2. Origin.** The Lake Cumberland District Board of Health became a legal entity when the Secretary for the Cabinet for Human Resources signed a declaration creating the Lake Cumberland District Health Department effective July 1, 1971.

Article II

Purpose

- Section 1. Govern District Department.** It shall be the purpose of the District Board of Health to serve as the governing body of the Lake Cumberland District Health Department in accord with provisions of the Kentucky Revised Statutes (KRS 212), Administrative Regulations (KAR 902, Chapter 8), and policies of the State Department of Health.
- Section 2. Adopt Regulations Affecting the General Public.** It shall be the further purpose of the District Board to adopt such regulations not in conflict with the Kentucky Revised Statutes, or with the regulations and policies of the Cabinet for Human Resources as are deemed necessary to carry out the statutory responsibilities of the Lake Cumberland District Board of Health.

Article III

Membership

- Section 1. Composed of County Representatives.** The Lake Cumberland District Board of Health shall be composed of the ex officio members and the members appointed by the Secretary of the Cabinet for Health and Family Services as provided by KRS 212.020 & 212.855.
- Section 2. Additions.** When additional counties unite their health departments with the district department or when a county withdraws from participation in the district health department, membership on the district board shall be

adjusted to comply with the statutory requirements regarding district board membership (KRS 212.855).

Article IV Officers

- Section 1. Number.** The officers of the Board shall be: Chair, Vice-chair, and Secretary.
- Section 2. Election.** The Chair and Vice-chair shall be elected annually for a one year term at the last regular meeting in each calendar year. The Health Officer, by statutory requirement (902 KAR 8:150, Section 4[5]), serves as Secretary to the Board. In the absence of a Health Officer, the Board shall elect a secretary from among its members. Should the Chair or Vice Chair be unable to complete his/her term, his/her office shall be filled by special election at the next regular meeting of the Board.
- Section 3. Removal of Officers.** Any officer may be removed by a majority of the Board whenever in its judgment the best interests of the people of the Lake Cumberland District will be served thereby.
- Section 4. Vacancies.** A vacancy in any office because of death, resignation, removal or otherwise may be filled by the Board for the unexpired portion of the term.
- Sectopm 5. Duties of Officers.**

Chair

The Chair shall preside at all meetings of the Board, sign the records thereof, and shall sign official papers executed on behalf of the Board and perform generally all duties performed by chair of like or similar boards and such further duties as may be required of him/her by the Board.

Vice-chair

The Vice-chair shall perform all the duties of the Chair in the event of absence or disability of the Chair. In the case both the Chair and Vice-chair are absent or unable to perform their duties, the Board may appoint a Chair Pro Tem.

Secretary

The Secretary shall provide for the preparation of minutes of the proceedings of the Board and shall sign official papers executed on behalf

of the Board. He/She shall make periodic reports to the Board on District Department activities and in general perform such other duties as may be required of him/her by the Board.

Article V Meetings

- Section 1. Rules of Order.** All business meetings of this organization will be conducted in accordance with Roberts Rules of Order and the provisions of the Open Meetings Statutes and Regulations (902 KAR 8:150 Section 5 6; KRS 61.805 to 61.850).
- Section 2. Frequency.** The Board shall hold regular meetings quarterly as required by KRS 212.230. Special meetings may be called by the Chair or by the request of a majority of the members of the Board.
- Section 3. Time and Location.** Meetings will be held in a central location or locations agreeable to the members and at such time that participation by members from all parts of the district will be practical. The calling of special meetings shall be governed by the provisions of the Kentucky Open Meetings Statutes.

Article VI Quorum

- Section 1. Majority Vote.** A simple majority of the Board membership shall constitute a quorum for the transaction of business. The affirmative vote of the majority of the members voting at a meeting at which a quorum is represented shall be the affirmative vote of the Board.

Article VII Regulations

- Section 1. Advance Notice.** No proposed regulation affecting the general public may be voted upon at a meeting of the Board unless all members have been notified of the proposal seven (7) days prior to the meeting.
- Section 2. Publication.** A newly adopted regulation affecting the general public must be published in the newspaper with the largest circulation in each county at least thirty (30) days prior to its effective date.

Article VIII Executive Committee

- Section 1. Composition and Duties.** The Chair of the District Board shall also serve as the Chair of the Executive Committee. Membership of the committee is to be composed of the officers of the District Board, the immediate past Chair of the District Board (or an additional at-large member elected by the Board should the immediate past Chair no longer serve on the Board), and three at-large members as elected annually by the District Board. The agency director shall serve as the Secretary to the Executive Committee. Should any member be unable to complete his/her term, his/her vacant position shall be filled by special election at the next regular meeting of the Board.
- Section 2. Function.** The Executive Committee, when the Board is not in session, shall have and may exercise all of the functions delegated to it by the Board with the exception of election of officers, changing the by-laws, or enacting regulations. Meetings of the Executive Committee shall be governed by the Kentucky Open Meetings Statutes. Each action of the Executive Committee shall be reported to the Board at its next regular meeting and separately considered for ratification. Actions of the Executive Committee not ratified at the following regular meeting of the Board are void.
- Section 3. Quorum.** A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business.

Article IX Other Committees

- Section 1. Additional Committees.** The Chair shall appoint such additional committees from time to time as either he/she or the Board sees the need for them.

Article X Grievance

- Section 1. Relating to the General Public.** As provided in KRS 212.230, the Board shall hear and decide appeals from rulings, decisions and actions of the health department or health officer, where the aggrieved party makes

written request therefore to the Board within thirty (30) days after the ruling, decision, or action complained of.

Section 2. Relating to Personnel. Health department personnel covered under the Merit System shall follow the established grievance procedure of the Lake Cumberland District. The Merit Council shall be the final authority in all such matters covered in the Merit System Rules and Regulations. The Board may hear and decide appeals of non-merit employees. The Board may obtain advice from legal counsel when determining which appeals it will hear.

Article XI By-laws Amendments

Section 1. Amendments. The By-laws of this organization may be amended by majority vote of the total membership provided that each member has been supplied a copy of the proposed amendment at least seven (7) days prior to the meeting at which the amendment is to be considered for adoption.

Article XII Board Orientation

Section 1. Orientation. New board members shall review orientation materials provided on the LCDHD website and submit a signed verification of having done so.

Article XIII

Enactment

Enacted: 09/30/1971 (see District Board Minutes:
http://www.lcdhd.org/images/uploads/197109_District_Board_Minutes_.pdf).

Amended: 02/19/1987 (see District Board Minutes:
http://www.lcdhd.org/images/uploads/198702_District_Board_Minutes_.pdf).

Amended: 12/03/13 (see District Board Minutes:
http://www.lcdhd.org/images/uploads/201312_District_Board_Minutes.pdf).

Amended: 03/04/15