BYLAWS OF THE
LEON COUNTY HEALTH CARE ADVISORY BOARD

In order to govern its function and operation in a manner consistent with Chapter 11, Article XVII, Section 11-531 of the Code of Laws of Leon County and Enabling Resolution No. 08-11 adopted by the Leon County Board of County Commissioners (hereinafter the "BCC") on May 13, 2008, the Leon County Health Care Advisory Board (hereinafter the "Board") hereby adopts as its Bylaws the following:

STATEMENT OF PURPOSE

It shall be the duty of the Health Care Advisory Board to perform the following functions: monitor the health care status of the Leon County community and its citizens to achieve maximal achievable good health for the community and all citizens; identify areas of health care problems, disease states, or access issues threatening the good health of the community and its citizens; identify potential solutions to rectify those problem areas; review health care proposals that request Leon County funding or approval and advise the BCC concerning the need, viability and cost effectiveness; review and analyze the effectiveness of Leon County's health care services and programs for indigent and uninsured residents of Leon County and to report to the BCC their findings and recommendations, annually, or as necessary.

ARTICLE I.
APPLICABLE FLORIDA LAWS AND BCC POLICIES

Section 1.1 Public Records Law and E-Mails: Each member of the Board shall comply with the Florida's Public Records Law, Chapter 119, Florida Statutes, and BCC Policy 96-4, "Policy on Public Records Law and E-Mail", as may be amended from time to time, and each member of the Board shall be provided a copy of BCC Policy 96-4.

Section 1.2 Government in the Sunshine Law: Each member of the Board shall comply with the Florida Government in the Sunshine Law, Chapter 286, Florida Statutes, as may be amended from time to time.

Section 1.3 Code of Ethics: The Board shall comply with the following state laws and BCC Policies with regard to the Florida Code of Ethics for Public Officers and Employees:

Clause 1.3.1 Each member of the Board shall comply with Section 112.3143, Florida Statutes, "Voting Conflicts", as may be amended from time to time, and shall be provided a copy of Section 112.3143.

Clause 1.3.2 Each member of the Board shall abide by the Standards of Conduct set forth in Section 112.313, Florida Statutes, as may be amended from time to time, and shall be provided a copy of Section 112.313, Florida Statutes.

ARTICLE II.
OFFICERS AND DUTIES

Section 2.1 Immediately upon adoption of these Bylaws, the Board shall elect from among its members a Chairperson and a Vice-Chairperson, each of whom shall serve a term of one year.

Section 2.2 The Chairperson shall preside at all meetings. In the event of the Chairperson's absence, or at the direction of the Chairperson, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both the Chairperson and Vice Chairperson, the most recent past Chairman shall serve as Chairperson.

Section 2.3 In the event that either the Chairperson or the Vice-Chairperson is unable to complete their terms, the Board shall, as soon as reasonably possible, elect a replacement from among its members.

ARTICLE III.
TERM OF MEMBERS

Section 3.1 Each member shall serve on the Board for a term of three years, excluding any partial term served to fill a vacancy or term.

Section 3.2 If a member's term expires, the member shall hold office until reappointed, or his/her successor has been approved by the Board of County Commissioners.

Section 3.3 The members listed below may name a designee to attend meetings and have voting privileges in their absence.

The representative from Bond Community Health Center
The representative from Capital Health Plan
The representative from Capital Medical Society
The representative from Florida A&M University
The representative from Neighborhood Health Services
The representative from the FSU College of Medicine
The representative from Leon County School Board
The CEO of Capital Regional Medical Center
The CEO of Tallahassee Memorial Hospital
The County Administrator
The County Health Department Administrator

~~**Section 3.4** The representation of the County Commissioner member shall be in an ex-officio nonvoting capacity. As such, the participation of the County Commissioner member in any official acts by the Board shall be limited to discussion only, with no voting privileges.~~

ARTICLE IV.
MEETINGS

Section 4.1 Regular Meetings: The Board shall hold regular meetings at a place and time agreeable to the members. Such regular meetings will be held in a public meeting room, on such date and time as determined by the Board and duly noticed. In order to expedite meetings, the Chairperson may place time limits on discussion of agenda items.

Section 4.2 Special Meetings: Any member of the Board may call a special meeting of the Board to discuss any issue properly before the Board. Such special meeting may be convened only after notification is given to each member of the Board, and after public notice is given no later than forty-eight (48) hours before the special meeting is scheduled to begin.

Section 4.3 Public Participation: All meetings of the Board are open and the public is invited to participate. The Board may, by majority vote, limit participation by the public if it deems it appropriate.

Section 4.4 Meeting Agendas: The County Staff Support person shall assist the Chairperson of the Board in developing an agenda for each meeting of the Board. Any member of the Board may request that appropriate items be placed on the agenda.

Section 4.5 Official Acts and Quorum: Any and all official acts by the Board shall require a majority vote of the voting members present. However, the Board shall take no such action unless a quorum is present at the meeting. In order to constitute a quorum, there must be a majority of the Board's current ~~voting~~ membership present at the meeting. The minutes of the meeting shall reflect the number of affirmative votes on a motion and shall specify the names of any members voting against the motion.

Section 4.6 Meeting Minutes: Minutes shall be taken at all regular and special meetings of the Board. The County Staff Support person shall assist the Chairperson in determining the manner in which the minutes of the meeting shall be prepared and filed with the County in accordance with BCC Policy No. 03-15, "Board-Appointed Advisory Committees".

Section 4.7 Procedure: Roberts' Rules of Order Revised shall govern the procedure of all meetings.

ARTICLE V.
AMENDMENTS TO BYLAWS

Section 5.1 Amendments: At any regular or special meeting of the Board, these Bylaws may be amended by an affirmative vote of a majority of the members present at the meeting.

Section 5.2 Approval: The Amended Bylaws shall become effective upon the approval of the County Administrator and the County Attorney.

ARTICLE VI.
ATTENDANCE AND REPLACEMENT OF MEMBERS

Section 6.1 Attendance at Meetings: In the event a member is absent from two of three successive regular meetings of the Board, the member may be dismissed from the Board at the discretion of both the Chairperson and Vice-Chairperson. For the purposes of this Section, a member is considered absent if he/she is absent from more than half the duration of the meeting.

Section 6.2 Replacement of Members: In the event a vacancy occurs in the membership of the Board, either through dismissal, voluntary termination, or other means, the County Staff Support person shall assist the Chairperson in determining whether the vacancy should be filled. If it is determined that the vacancy will be filled, a new member shall be appointed as soon as reasonably possible in accordance with the procedure for appointment of members to advisory committees contained in BCC Policy No. 03-15, "Board-Appointed Advisory Committees".

ARTICLE VII.
ANNUAL REPORT

Section 7.1: The Chairperson of the Board, or his designee, shall submit an annual report to the BCC to include the Board's findings and recommendations regarding services and programs for the indigent and uninsured residents of Leon County and the status of health care of the Leon County community.

THE FOREGOING BYLAWS, as amended, were duly adopted by the Health Care Advisory Board at its regular meeting on the ____ day of _____, 2009.

Approved As To Form and Content:

County Administrator's Office

BY: _____
Parwez Alam
County Administrator

County Attorney's Office

BY: _____
Herbert W. A. Thiele
County Attorney