

**Ravalli County**  
**Board of Health**  
**By laws**

**ARTICLE ONE: Creation**

The Ravalli County Health Board is created and governed pursuant to Section 50-2-104 and Section 50-2-116 the Montana Code Annotated (MCA).

**ARTICLE TWO: Powers and Duties**

Powers and Duties of the Health Board are as defined in 50-2-116 of the Montana Code Annotated. These duties are further clarified in the Memorandum of Understanding (Attachment).

**ARTICLE THREE: Board Membership**

Board Membership and terms will be established as per Resolution 3145 (Attachment).

**ARTICLE FOUR: Officers**

**Section 1 - Elections**

Officers shall be elected at the first regular scheduled meeting in each calendar year, and shall serve until the first regular meeting in the following calendar year. Officers of the Board of Health elected to fill vacancies shall serve until the first regular meeting in the following calendar year.

**Section 2 - Chair**

The Board of Health shall elect a Chair who shall conduct all meetings and business of the Board.

**Section 3 - Vice Chair**

The Board of Health shall elect a Vice Chair who shall conduct all meetings and business of the Board in the Chair's absence or at the Chair's discretion.

**Section 4 - Secretary**

The Secretary shall keep minutes of all meetings, see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.

**ARTICLE FIVE: Meetings**

**Section 1 - Regular Meetings**

To be held at least quarterly.



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**Section 2 - Special Meetings**

Special meetings shall be at the call of the Chair, the request of the Health Officer, or the request of three (3) members. Meetings may also be called for viewing places of potential health hazards.

**Section 3 - Quorum**

Three (3) members constitute a quorum. If no quorum convened, the members may discuss routine matters but may not hear testimony or take formal action on any matter requiring a motion and a vote. There is no proxy voting.

**Section 4 - Parliamentary Procedure**

The controlling parliamentary procedure for the Board of Health meetings is Roberts Rules of Order, newly revised.

**Section 5 - Notice of Meetings**

The Secretary shall notify all members of all meetings in writing by email and will disperse pertinent documents prior to the meeting.

**Section 6 - Open meeting Requirements**

All meetings of the Board of Health are open to the public per Section 2-3-203, MCA.

**Section 7 - Agenda**

Agenda items should be submitted to the Secretary at least seven days before a meeting, but not less than 48 hours prior to the meeting. The agenda will include an item for public comment.

**ARTICLE SIX: Hearings**

**Section 1 - Notice of Hearings**

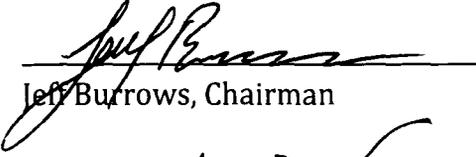
Notice of hearings shall be given in accordance with 7-1-2121 MCA. The controlling parliamentary procedure for the Board of Health hearings is Roberts Rules of Order, newly revised.

**ARTICLE SEVEN: Amendments to Bylaws**

The Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of the Board present at any meeting if at least two (2) week's written notice is given to each member of the Board of the intention, at such a meeting, to alter, amend or repeal or adopt new Bylaws.

**ARTICLE EIGHT: Approval of Bylaws**

The Ravalli County Board of Health members approved these Bylaws on March, 15, 2018.

  
Jeff Burrows, Chairman

11 April 2018  
Date

  
Mick Turner

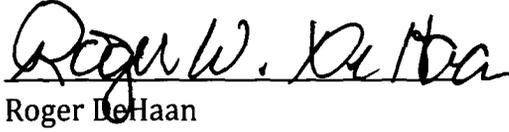
11 APRIL 2018  
Date

  
Wayne Chilcote

4/11/2018  
Date

  
Katie Scholl

4/11/2018  
Date

  
Roger DeHaan

4/11/2018  
Date

  
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