Proposed Bylaws

# Dukes County Health & Human Services Advisory Council

## Approved September 12, 1996

## Amended 1998; 2000, 2002, 2003, 2007, 2011, 2018

**Article I** Name

The working name shall be the Dukes County Health Council(DCHC).

**Article II** Purpose and Responsibilities

A. Purpose, Vision and Mission

In accordance with Resolution #001-96 adopted by the County Commissioners on the 6th of March, 1996 (attached herewith as Appendix A), to provide advice and recommendations to the Dukes County Commissioners and island residents regarding health needs, the development and maintenance of cooperative, integrated and consumer-centered healthcare in Dukes County

**Our Vision**: All Dukes County will be part of a healthy community with seamless, complimentary, coordinated and accessible health and wellness services.

**Our Mission**: The Dukes County Health Council is a coalition of community members, public health officials, health practitioners, and health organizations working together to promote community wide health and wellness and to advise the commissioners and island residents concerning these issues.

The model to guide the work of the council and its committees includes: 1) needs assessment, 2) program planning and development, clearly based on identified community needs, which produce measurable outcomes, and 3) evaluation of the successes and challenges encountered by ongoing council related programs on an ad hoc basis.

B. Responsibilities

Specific responsibilities include but are not be limited to the following:

1) Create a Board structure with a set of shared values that will allow the mission to be accomplished.

2) Identify community health needs, assess services, and foster the development of programs to meet those needs in concert with appropriate town and county governments as well as other appropriate local resources as needed.

3) Identify the health education needs of the community and foster the development of programs to meet those needs.

4) Review Commonwealth generated health status indicators and recommend priorities to be addressed by the Health Council.

5) Support community relations programs that will gather and distribute information and educate the public.

6) Review ongong council related programs.

.

**Article III** Membership

A. Eligibility

Membership in the Council will be open to any individual who has an interest in the health and wellness of the people of Dukes County, including providers and consumers of such services. Members are expected to be committed to fulfilling the mission statement of the Health Council manifest by active participation in the work of the council.

B. Composition

The Health Council shall reflect the population of Dukes County. Diverse attitudes and backgrounds related to the delivery of health care shall be represented. The Health Council will consist of thirty-two (32) regular member seats and 5 added exoffico members selected by the County Commissioners:

Eight-Ten (8-10) Consumers

Five-Six (5-6) Public Officials, one of whom is a county commissioner selected by the County Commisoners

Six (6-8) Health Care Practitioners/Professionals

Eight-Ten (8-10) Representatives of Health Provider Organizations and

**Ex Officio Members**: the Associate Commissioner for Homeless Affairs (Ex Officio), the Associate Commissioner for Affairs Concerning Handicapped Persons (Ex Officio),), the Director of the Vineyard Health Care Access Program (Ex Officio), the Dukes County Veterans’ Agent (Ex Officio) and the Associate Commissioner for Youth (Ex-Officio).

C. Appointment

1) The Coordinating Committee will create a Nominating Committee to oversee the appointment process and make recommendations for appointment to the County Commissioners in consultation with the Council.

2) The schedule for application will be set so that appointments will be made in March, All appointments will be two-year terms, except when completing a vacancy and if a process for staggered terms is implemented. Vacancies can be filed at any time by the nominating committee with membership and County Commission approval.

3) A press release and/or ad will be placed in island newspapers soliciting interested members of the public to apply in November-December. Those interested in serving on the Council shall complete an application to be approved by the council and then submitted to the Dukes County Commissioners for appointment. The application process closes on January 1.

4) Appointees to the Council serve at the pleasure of the Dukes County Commissioners; it is the responsibility of sponsoring organizations to petition the County Commissioners for a replacement if the person recommended by them becomes inactive within their organization.

5) Vacancies will be filled at the discretion of the County Commissioners after receiving recommendations from the Council.

D. Membership Rights and Responsibilities

Each member of the Council:

1) Shall receive notice of all regularly scheduled meetings of the Council, the Coordinating Committee, and Council work groups;

2) Shall be entitled to vote and otherwise participate in the business of such meetings;

3) May submit items for placement on the agenda of meetings, provided such request is made at least ten days prior to the date of such meeting;

4) Will refrain from voting when matters being voted on present a conflict of interest, or if voting on minutes of meeting where absent;

5) May submit letters of resignation if they are unable to meet minimum standards for attendance (75% of the regularly scheduled meetings of the Council per calendar year), participation, or any other reason;

6) Shall be a member of either the Coordinating Committee or a Council Committee or work group.

E. Health Council Activities

1) Identify and prioritize health system issues to be addressed by Council Committees or work groups.

2) Elect members to the Coordinating Committee.

3) Act upon recommendations submitted by the Coordinating Committee.

4) Approve recommendations to be submitted to the Dukes County Commissioners.

5) Facilitate implementation of the actions taken by the County Commissioners

**Article IV** Council Meetings

All meetings of the Council shall be subject to the Massachusetts Open Meeting Law.

A. Regular Meetings

Council meetings shall generally be held monthly, but may be held more or less frequently at the discretion of the Coordinating Committee. One such meeting will be designated as the Annual Meeting.

B. Annual Meeting

The Annual Meeting shall be scheduled by the Coordinating Committee for the purpose of approving the budget and for the transaction of such other business as may come before the meeting.

C. Special Meetings

Council members will be given five days advance notification by mail, or forty-eight hours by telephone, if a special meeting is called.

D. Governance

1) At all Council meetings, a majority of its formally appointed, non-Ex Officio members shall constitute a quorum for the transaction of business properly coming before the meeting.

2) The Council will make decisions of policy and purpose based on the principle of achieving group consensus. Votes may be taken as a means of confirming the will of the group. A 2/3rds majority vote of members present will constitute a consensus on matters of policy.

3) A simple majority vote of members present shall decide questions coming before them related to issues of budget. The County Manager will be asked to vote if there is a need to break a tie.

4) Meeting process will be based on ***Robert’s Rules of Order***.

**Article V** Coordinating Committee

A. Composition

The Coordinating Committee will consist of seven members, elected by the general membership of the Council.

B. Term of Office

Members of the Coordinating Committee shall be elected by the general membership of the Council following the first regular meeting after annual appointment of new council members. Coordinating Committee members shall serve a one-year term.

C. Election

1) Coordinating committee members will be recommended by the nominating committee.. Members with interest to be on the coordinating committee will makes their wishes known to the nominating committee. If there are nominations from the floor, the choice between the nominating committee recommendations and floor nomination will be decided by majority vote.

2) In the event of a vacancy on the Coordinating Committee, a replacement member to serve out the remaining term will be recommended by the nominating committee and elected by the Health Council.

D. Officers

The Coordinating Committee will nominate a Chair, Vice-Chair, Secretary and Treasurer, to be ratified by the Health Council. These officers will serve in that capacity for both the Coordinating Committee and the Health Council.

E. Coordinating Committee Activities

In support of the Purpose and Responsibilities as outlined in Article II, A & B:

1) Facilitate the work of the Health Council & establish the necessary Task Forces, Sub-Committees and Advisory Boards.

2) Coordinate Task Force, Sub-Committee and work group activities.

3) Review Task Force, Sub-Committee and work group objectives and timelines.

4) Make recommendations to the Health Council and coordinate communications with the county commissioners concerning Health Council Business.

F. Meeting Protocol

The Coordinating Committee shall hold meetings at least monthly, alternating with the Health Council. The quorum for the Committee shall be a majority of the total Committee membership. Consensus remains the guiding principle, but a majority of the quorum may decide a question.

**Article VI** Task Forces, Sub-Committees and Advisory Boards

Unless otherwise provided, membership in Task Forces, Sub-Committees and work groups will be drawn from the Health Council and from the public at large. These groups will coordinate their work and carry out their responsibilities consistent with the overall goals of the Health Council and other Council work groups. Task Forces, Sub-Committees and work groups shall submit reports and recommendations to the Coordinating Committee and to the Council at large as deemed necessary.

Each Council work group shall choose its own chairperson. They shall set their own frequency for meeting. In addition, efforts and activities will be guided by the principle of community involvement.

**Article VII** Amendments

Any member of the Health Council may make a recommendation for an amendment to the bylaws. Any amendment to the bylaws requires a 2/3 vote of the Council. Proposed amendments must be submitted in writing to all Council members prior to a regularly scheduled meeting.

**Appendix A**

**Resolution #001-96**

Whereas, the Commissioners of Dukes County voted to create an advisory committee of community health provider and consumer volunteers known as the Dukes County Health and Human Services Advisory Committee, as an ad hoc committee, to identify a community vision and direction for health care in Dukes County, and;

Whereas, the volunteers have met regularly and, through consensus, identified the vision, mission, goals and objectives for health care in the community of Dukes County, and;

Whereas, the volunteers have identified an organizational structure, process and activities for achieving those goals and objectives, and;

Whereas, the volunteers believe the time has come to: 1) constitute the workings of the committee as an official function of the Home Rule Charter government of Dukes County and 2) seek broader community representation by recruiting members from all facets of public health provision and consumption in Dukes County,

Now therefore be it resolved by the Commissioners of Dukes County, that there shall be created, as of this date, an official advisory committee to the Dukes County Home Rule Charter government to serve as the Dukes County Health and Human Services Advisory Council.

Be it further resolved that:

In order to establish and maintain continuity within the Council, all appointments shall be for a period of two (2) years, with equal staggered terms to be developed for implementation thereafter.

Excepting the County Manager who shall serve as ex officio member of the Council, the composition of the membership will, as practically as possible, be represented by thirty-two (32) citizen members who shall be appointed from volunteer recruits by the Dukes County Commissioners in the following manner:

Six (6) Public Officials,

Eight (8) Consumers,

Six (6) Health Care Practitioners, and

Twelve (12) Representatives of Health Care Provider Organizations,

in such manner as will be established by the Council Bylaws, providing, however, that the Commissioners will seek to name members who shall reflect the population of the County.

Through the use of task forces, the Council shall seek additional input from the community in its meetings by recruiting additional participants from all towns and populations of the County and, as such, shall not exclude any participant from consideration.

The membership shall choose its own officers, generate its own bylaws (within the parameters set by the Commissioners for public advisory boards and commissions), call and hold regular meetings in observance of Commonwealth open meeting laws, take minutes of its meetings and make them available to the Commissioners and the public, report to the Commissioners in an annual setting on the good works and progress of the Council, and offer advice and opinion to the Commissioners on matters affecting health care within the County, which are established by the Dukes County Home Rule Charter as the proper responsibility of the Commissioners.

Passed on the 6th of March 1996 by unanimous vote.

(Note: This is the original resolution and does not reflect bylaw amendments.)

**Appendix B**

**Resolution #001 -02**

WHEREAS, the Commissioners of Dukes County voted to create an advisory committee of community health provider and consumer volunteers known as the Dukes County Health and Human Services Advisory Committee, as an ad hoc committee, to identify a community vision and direction for health care in Dukes County, and;

WHEREAS, the volunteers have met regularly and, through consensus, identified the vision, mission, goals and objectives for health care in the community of Dukes County, and;

WHEREAS, the volunteers have identified an organizational structure, process and activities for achieving those goals and objectives, and sought community representation by recruiting members from all facets of public health provision and consumption in Dukes County,

WHEREAS, on March 6, 1996, an official advisory committee to the Dukes County Home Rule Charter government to serve as the Dukes County Health and Human Services Advisory Council, with the working name of the Dukes County Health Council (DCHC).

NOW THEREFORE be it resolved by the Commissioners of Dukes County, that Resolution

#001-96 is amended as it relates to membership composition of the Dukes County Health Council.

In order to establish and maintain continuity within the Council, all appointments shall be staggered for a period of one (1) or two (2) years.

Excepting the County Manager who shall serve as ex officio member of the Council, the composition of the membership will, as practically as possible, be represented by thirty-five (35) citizen members who shall be appointed from volunteer recruits by the Dukes County Commissioners in the following manner:

Six (6) Public Officials,

Eight (8) – ten (10) Consumers.

Six (6) Health Care Practitioners, and

Ten (10) - Twelve (12) Representatives of Health Care Provider Organizations, and

The Dukes County Veterans’ Agent, and

The Associate Commissioner for Affairs Concerning Handicapped Persons, and

The Associate Commissioner for Affairs Concerning the Elderly.

In such manner as will be established by the Council Bylaws, providing, however, that the Commissioners will seek to name members who shall reflect the population of the County.

The membership shall choose its own officers, generate its own bylaws (within the parameters set by the Commissioners for public advisory boards and commissions), call and hold regular meetings in observance of Commonwealth open meeting laws, take minutes of its meetings and make them available to the Commissioners and the public, report to the Commissioners in an annual setting on the good works and progress of the Council, and offer advice and opinion to the Commissioners on matters affecting health care within the County, which are established by the Dukes County Home Rule Charter as the proper responsibility of the Commissioners.

Passed this \_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_by a vote of the Commissioners including \_\_\_yea votes and \_\_\_nay votes and \_\_\_abstentions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attest, Leslie Leland, Chair, County of Dukes County Commissioners

**Appendix C**

**Resolution #001 -03**

WHEREAS, the Commissioners of Dukes County voted to create an advisory committee of community health provider and consumer volunteers known as the Dukes County Health and Human Services Advisory Committee, as an ad hoc committee, to identify a community vision and direction for health care in Dukes County, and;

WHEREAS, the volunteers have met regularly and, through consensus, identified the vision, mission, goals and objectives for health care in the community of Dukes County, and;

WHEREAS, the volunteers have identified an organizational structure, process and activities for achieving those goals and objectives, and sought community representation by recruiting members from all facets of public health provision and consumption in Dukes County,

WHEREAS, on March 6, 1996, an official advisory committee to the Dukes County Home Rule Charter government to serve as the Dukes County Health and Human Services Advisory Council, with the working name of the Dukes County Health Council (DCHC).

NOW THEREFORE be it resolved by the Commissioners of Dukes County, that Resolutions

#001-96 and #001-02 are amended as they relate to the membership composition of the Dukes County Health Council.

Excepting the County Manager who shall serve as ex officio member of the Council, the composition of the membership will, as practically as possible, be represented by thirty-five (35) citizen members who shall be appointed from volunteer recruits by the Dukes County Commissioners in the following manner:

Six (6) Public Officials,

Eight (8) – ten (10) Consumers.

Six (6) – eight (8) Health Care Practitioners, and

Eight (10) - Ten (12) Representatives of Health Care Provider Organizations, and

The Dukes County Veterans’ Agent, and

The Associate Commissioner for Affairs Concerning Handicapped Persons, and

The Associate Commissioner for Affairs Concerning the Elderly.

In such manner as will be established by the Council Bylaws, providing, however, that the Commissioners will seek to name members who shall reflect the population of the County.

The membership shall choose its own officers, generate its own bylaws (within the parameters set by the Commissioners for public advisory boards and commissions), call and hold regular meetings in observance of Commonwealth open meeting laws, take minutes of its meetings and make them available to the Commissioners and the public, report to the Commissioners in an annual setting on the good works and progress of the Council, and offer advice and opinion to the Commissioners on matters affecting health care within the County, which are established by the Dukes County Home Rule Charter as the proper responsibility of the Commissioners.

Passed this \_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_by a vote of the Commissioners including \_\_\_yea votes and \_\_\_nay votes and \_\_\_abstentions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attest, John Alley, Chair, County of Dukes County Commissioners

**Appendix D (Amended 3/14/07)**

**Resolution #0XX -07**

The Health Council will be composed of 37 voting members:

**8-10 Consumers** (can include, but are not limited to, representatives of)

|  |  |
| --- | --- |
| The Business Community | The Public Sector |
| The Clergy | Public School Students |
| People With Disabilities | Senior Citizens |

* With not more than 20% of their gross household (earned) income to be derived from any health care related activity
* Consumers may not serve as an elected officer on the board of any local health provider organization

**5-6 Public Officials** (include, but are not limited to)

* One County Commissioner or their representative.
* One representative of the Island Police, Fire, EMTs or Boards of Health
* One representative of Wampanoag Health Services
* One representative of Elder Services/Island Council on Aging
* One representative of the Regional School System

**6-8 Health Care Practitioners/Professionals** (chosen from, but not limited to)

* 2-4 Physicians:

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

2-4 Non-physician practitioners

**8-10 Representatives of Health Provider Organizations**

* 2-3 Representatives from M. V. Hospital, including:

The Chief Executive Officer of the Hospital and

One administrator representing Windemere

* 2-3 Representatives from M. V. Community Services, including

The Executive Director of M. V. Community Services and

One administrator representing home care nursing

* 4-6 Other Provider Appointees will be chosen from, but not limited to:

Hospice of Martha’s Vineyard

The Island Health Care

The VNA Cape Cod

Vineyard Medical Clinic

Plus:

The Associate Commissioner for Public Health (Ex Officio)

The Associate Commissioner for Affairs Concerning Handicapped Persons (Ex Officio)

The Associate Commissioner for Affairs Concerning the Elderly (Ex Officio)

The Associate Commissioner fo Youth (ex officio)

The Director of the Vineyard Health Care Access Program (Ex Officio)

The Dukes County Veterans’ Agent (Ex Officio) as well as

The County Manager (Ex Officio - Non-Voting)

Appendix E**Dukes County Health & Human Services Advisory Council**

**Appendix – Composition and Voting Rights**

**Approved November 16, 2011**

The Health Council will be composed of 37 voting seats, 5 of which are ex officio (see below) and 32 are members appointed by the DCC as follows:

**8-10 Consumers**(shall include, but are not limited to, representatives of):

|  |  |
| --- | --- |
| The Business Community | The Public Sector |
| The Clergy | Public School Students |
| People With Disabilities | Senior Citizens |

* With not more than 20% of their gross household (earned) income to be derived from any health care related activity
* Consumers may not serve as an elected officer on the board of any local health provider organization

**5-6 Public Officials**(shall include, but are not limited to):

* One County Commissioner or their representative.
* One representative of the Island Police, Fire, EMTs or Boards of Health
* One representative of Wampanoag Health Services
* One representative of Elder Services/MV Center for Living
* One representative of the Regional School System

**6-8 Health Care Practitioners/Professionals**

* 2-4 Physicians
* 2-4 Non-physician practitioners

**8-10 Representatives of Health Provider Organizations**(shall include, but are not limited to):

* 2-3 Representatives from M. V. Hospital, including:

                One administrator representing Windemere

* 2-3 Representatives from M. V. Community Services
* 4-6 Other Provider Appointees will be chosen from, but not limited to:

                Hospice of Martha’s Vineyard

                Island Health Care

                The Vineyard Nursing Association

                The Whole Health Alliance

Plus the following Health & Human Services Associate Commissioners and County Employees:

|  |  |
| --- | --- |
| Associate Commissioners: Ex-Officio (Voting) | County Employees: Ex-Officio (Non-Voting) |
| Assoc. Commissioner – Public Health | County Manager |
| Assoc. Commissioner – Homeless | Director – Vineyard Health Care Access Program |
| Assoc. Commissioner – Handicapped Affairs | Coalition Coordinator – Youth Task Force |
| Assoc. Commissioner – Elderly Affairs | Veterans’ Agent |
| Assoc. Commissioner(s) – Youth (1 Vote) |  |

A majority of the formally appointed, non Ex-Officio members shall constitute a quorum for the transaction of business properly coming before all Health Council meetings.