

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 230

Relating to the creation of the Multnomah County Community Health Council, and adopting by-laws.

MULTNOMAH COUNTY ORDAINS as follows:

SECTION 1.

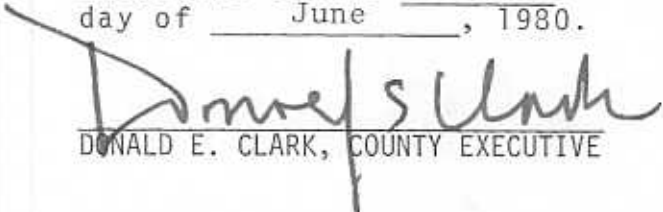
There is hereby created the Multnomah County Community Health Council.

SECTION 2.

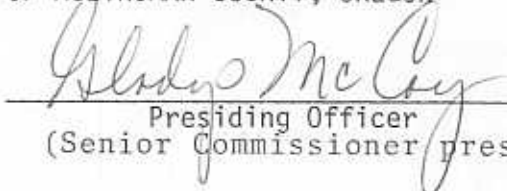
The powers, duties, membership, terms of office of members, provisions as to meetings and conduct of business of and by the Council shall be in accordance with the attached by-laws, which are attached hereto and incorporated by reference herein, as amended from time to time as provided therein.

ADOPTED this 12th day of June, 1980, being the date of its second reading before the Board of County Commissioners of Multnomah County, Oregon.

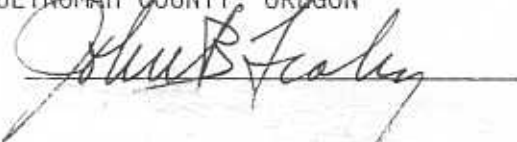
Authenticated by the County Executive on the 13th day of June, 1980.


DONALD E. CLARK, COUNTY EXECUTIVE

FOR THE BOARD OF COUNTY COMMISSIONERS
OF MULTNOMAH COUNTY, OREGON


Presiding Officer
(Senior Commissioner present)

APPROVED AS TO FORM:
JOHN B. LEAHY,
COUNTY COUNSEL FOR
MULTNOMAH COUNTY, OREGON



MULTNOMAH COUNTY COMMUNITY
HEALTH COUNCIL

BY-LAWS

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BY-LAWS OF THE
MULTNOMAH COUNTY COMMUNITY HEALTH COUNCIL

ARTICLE I

NAME

This body shall be known as the Multnomah County Community Health Council, and shall be hereafter referred to as "the Council".

ARTICLE II

PURPOSE

The Council shall develop policy and generally govern the operations of the programs of the Multnomah County Community Health Services Division, hereafter referred to as "the Programs", with special attention to:

- A. Promotion of health of individuals and the general health of the community.
- B. Development of general health care policy for the Programs in conjunction with providers, consumers, and appropriate public and governmental agencies.
- C. Provision of care to individuals without regard to race, sex, color, political or religious beliefs, national origin or marital status.

In addition, the Council may provide advice to the Board of County Commissioners, as specified in Article IV, Section 2 of these By-Laws.

ARTICLE III
OFFICES

The principal office of the Council shall be located at the Commerce Building, Suite #315, 225 S.W. Broadway, Portland, Oregon 97205.

ARTICLE IV
AREAS OF RESPONSIBILITY

Section 1
Policy Development

The Council shall have the responsibility for developing policy for the Programs including:

- A. Approval for the selection and dismissal of the Director of the Community Health Services Division. This authority will be exercised by review and priority recommendation of applicants meeting the County's requirements for the position. The current director is hereby approved;
- B. Establishing personnel policies and procedures, including selection and dismissal procedures, salary and benefit scales, employee grievance procedures and equal opportunity practices. For the purposes of exercising this authority, the Council hereby accepts the County personnel policies and procedures and recognizes statutory requirements for collective bargaining;
- C. Adopting policy for financial management practices including a system to assure proper eligibility for services, accountability for the Programs' resources, and approval of the Programs' annual budget for submission to the County Executive. For purposes of exercising

- authority, the Council hereby accepts the County's fiscal management and budgetary system;
- D. Evaluating the Programs' activities, including service utilization patterns, productivity of the Programs, patient satisfaction, achievement of the Programs' objectives and development of a process for hearing and resolving patient grievances;
 - E. Assuring that the Programs are operated in compliance with applicable Federal, State, and local laws and regulations;
 - F. Adopting health care policies regarding scope and availability of services, location and hours of services, and quality-of-care audit procedures;
 - G. Adopting procedures for setting fees and establishing criteria for partial payment schedules.

Section 2

Advisory Capacity

The Council may also advise the County regarding the County's role in addressing the health care needs of the Programs' target area residents, improving service delivery mechanisms, and other matters pertaining to the field of health care, should such advice be requested.

Section 3

Administration

The Director of the Department of Human Services or his or her designee is responsible for the administration of these programs.

ARTICLE V

MEMBERS

Section 1

Size

The Council shall have twenty-one (21) members.

Section 2

Composition

- A. Consumer members shall constitute a majority of the Council members or no less than a total of eleven (11) members.
 1. A Consumer member is an individual who is either an actual or potential user of the Programs.
 2. Consumer members as a group shall be representative of the individuals being served by the Programs in terms of demographic factors, such as race, ethnicity, sex and shall include actual users of the Division's medical, dental, and family planning services.
 3. Geographic distribution of the consumers shall be:
District I - two (2) consumers; District II - three (3) consumers; District III - three (3) consumers; and District IV - three (3) consumers.

B. Health Care Provider members shall constitute no more than one-half of the remaining members of the Council, or a total of no more than five (5) individuals.

1. A Health Care Provider is an individual at least ten percent (10%) of whose income and/or support is derived from the health care industry.
2. One (1) Health Care Provider member shall be a private physician, preferably a general or family practice practitioner, who spends at least fifty percent (50%) of his/her professional time in treating clients.
3. One (1) Health Care Provider member shall be an individual associated with a local community family planning agency.
4. One (1) Health Care Provider member shall be an administrator of a community hospital or outpatient clinic.
5. One (1) Health Care Provider member shall be a nurse associated with community health practice.
6. One (1) Health Care Provider member shall be a private dentist, preferably a general or family practice practitioner, who spends at least fifty percent (50%) of his/her professional time in treating clients.

- C. Community Members shall constitute the remaining members of the Council, or a total of no more than five (5) individuals.
1. A Community member is an individual who is neither an actual or potential consumer, nor a health care provider; who is representative of community concern for health care, is willing to assist in developing community support for the Programs and is selected for his/her expertise in community affairs, local government, finance and banking, legal affairs, trade unions and other commercial and industrial concerns, or social service agencies within the community.
 2. One (1) Community member shall be a community representative of the local Health Systems Agency (HSA) staff.
 3. One (1) Community member shall be a representative of local social service agencies.
 4. Three (3) Community members shall be representatives from local civic groups and community organizations.

ARTICLE VI
NOMINATIONS

Section 1

Nominating Committee Composition

The Nominating Committee shall be selected by the County Executive and for purposes of appointing the first compliment of members to the Council shall initially be composed of seven (7) individuals: One (1) from the Central Advisory Board, one (1) from each of the four (4) Quadrant Advisory Boards, one (1) member-at-large from Multnomah County, and one (1) Administrator from the MCCHS Division. Thereafter, the Nominating Committee shall consist of three (3) Consumer members, at least one (1) of whom shall be an actual consumer, one (1) Health Care Provider member and one (1) Community member. No member of the Council shall serve on the Nominating Committee when such member's position on the Council is among the positions for which the Committee is considering nominations. The Committee shall select a chairperson from its members.

Section 2

Nominating Committee Responsibilities

- A. The Nominating Committee shall prepare a list of nominees for each vacant position on the Council, making certain there is a proper distribution of nominees in accordance with Article V, Section 2.
- B. The Nominating Committee shall submit a list of at least two

nominees for each vacant position on the Council, in the order of the Committee's preference, to the County Executive for appointment to the Board of County Commissioners for approval.

Section 3

Additional Nominations

In making recommendations to the Board, the County Executive shall not be limited to the persons appearing on the Nominating Committee's lists; provided, however, that the composition of the membership appointed by the County Executive shall comply with the requirements of Article V, Section 2.

Section 4

Consumer Nominees

The Nominating Committee shall contact the MCCHS Division to coordinate the collection of names of consumer nominees, making certain that there is a proper distribution of nominees among districts. The Nominating Committee shall also consider, in the manner provided by these By-Laws, nominations recommended to it by any other persons or groups.

Section 5

Health Care Provider Nominees

A. Practicing Physician Member.

The County Medical Society shall be asked to provide the names of three (3) nominees.

B. Family Planning Member.

The local community family planning agencies shall be asked to provide the names of three (3) nominees.

C. Community Hospital or Out-Patient Clinic Member.

The local community hospitals and out-patient clinic facilities shall be asked to provide the names of one (1) nominee each.

D. Community Health Nursing Member.

The Oregon Nurses Association, District One, shall be asked to provide the names of three (3) nominees.

E. Practicing Dentist Member.

The County Dental Society shall be asked to provide the names of three (3) nominees.

F. The Nominating Committee shall also consider, in the manner provided by Article VI, Section 3, nominations recommended to it by any other persons or groups.

Section 6

Community Members

A. Health Systems Agency Member.

The local HSA shall be asked to provide the names of three (3) nominees.

B. Social Services Agency Member.

The Tri-County Community Council agencies shall be asked to provide the names of nominees.

C. Civic Group Representative.

Local civic, religious and governmental bodies shall be asked to provide the names of nominees.

D. The Nominating Committee shall also consider, in the manner provided by Article VI, Section 3, nominations recommended to it by any other persons or groups.

ARTICLE VII

TERM OF OFFICE

A. Members initially appointed shall serve staggered terms of office. The initial body shall have all members appointed for a term of office to serve until January 1, 1982. Lots shall be cast to determine which members' terms shall be extended for an additional one (1) year period, which members' terms shall be extended for an additional two (2) year period, and which members' terms shall be extended for an additional three (3) year period.

B. Thereafter, all terms of office shall be for three (3) years. A term of office starts January 1, and terminates on December 31, the third year, or until a successor is selected. A person shall be limited to two (2) terms of office.

ARTICLE VIII
CONFLICT OF INTEREST

Section 1

Membership

No member of the Council shall be an employee of the Community Health Services Division, or relative of such an employee. The Director of the Community Health Services Division or his/her designee may be a non-voting, ex-officio member of the Council.

Section 2

Voting Privileges

No member of the Council shall vote in a situation where a personal conflict of interest exists for that member. Any member may challenge any other member(s) as having conflict of interest. By roll call vote, properly recorded, the status of the challenged member(s) shall be determined prior to further consideration of the proposed project or issue. Prior to debate on any proposed project or issue at committee or Council level it shall be the responsibility of the President to identify any conflict of interest, either by declaration or challenge. The challenge may be individual or applied to a group.

ARTICLE IX
MEETINGS

Section 1

Open Meetings

Regular and special meetings shall be open to the public.

Section 2

Regular Meetings

The Council shall hold regularly scheduled meetings, at least once a month, for which minutes shall be kept. The time, place and location of the meetings, which may be designated by the Council, shall be made known to the public by advertising or posting such notice, and such notice shall be given to each Council and ex-officio member at least one week in advance of the meeting date. When mailed and properly addressed, notice shall be deemed to have been given twenty-four (24) hours after it has been deposited in the United States Mail, postage paid.

Section 3

Special Meetings

Special meetings may be called at any time by the President of the Council, by a signed petition of a majority of the members then serving, or in response to a request by the County. The President shall convene a meeting within one (1) week of such request. Minutes of special meetings shall be kept.

Section 4

Quorum

A quorum for the transaction of business shall consist of a simple majority of the members then serving.

Section 5

Voting

The Council may act by the vote of a majority of the members present and voting at a meeting at which a quorum is present, unless otherwise provided by statute or by these By-laws. Each member shall be entitled to one (1) vote. No proxy votes shall be accepted.

ARTICLE X

VACANCIES

Vacancies in Council positions shall be filled, in accordance with Article VI, Section 2, by appointees selected by the County Executive from the same membership category from which the vacating member was selected. Such appointees shall serve as members of the Council until the end of the terms of the outgoing members. Appointments to fill vacancies shall take place within two (2) months of the occurrence of such vacancies.

ARTICLE XI
COMPENSATION

No salary shall be paid a member for his/her services as a member of the Council. However, direct expenses, including wages lost, child care, transportation, and meals, incurred by Council members attending Council meetings may be reimbursed by the County. Wages lost may be reimbursed if the Council member is of a family with an annual family income of below \$10,000, or if the member is a single person with an annual income below \$7,000.

ARTICLE XII
REMOVAL

Any member may be removed for cause by the Council as provided herein, whenever the best interests of the Programs will be served thereby. The member whose removal is placed in issue shall be given prior notice of his/her proposed removal, and a reasonable opportunity to appear and be heard at a meeting of the Council. A member may be removed pursuant to this section by the vote of two-thirds (2/3) of the total number of members then serving on the Council. Continuous or frequent absences from the Council meetings, without acceptable excuse, shall be among the causes for removal. In the event any member is absent without acceptable excuse from three (3) consecutive Council meetings or from four (4) meetings within a period of six (6) months, the Council shall automatically give consideration to the removal of such person from the Council in accordance with the procedures set forth in this Article.

ARTICLE XIII

OFFICERS

Section 1

Officers

The officers of the Council shall be chosen from among the members of the Council and shall include a President, Vice-President and Secretary-Treasurer. At least one (1) of the officers shall be a Consumer Member.

Section 2

Nomination of Officers

- A. Nominees shall be selected from the Council membership. The Nominating Committee Chairperson shall be responsible for conducting the nominations of the initial body of officers of the Council. The initial body of Officers shall be nominated after these By-Laws are adopted, or in accordance with paragraph B of this section, whichever is sooner.
- B. Thereafter, nominations of officers for each successive year shall be made at the regular October meeting. A nominee may decline nomination.

Section 3

Election of Officers

- A. The Nominating Committee Chairperson shall be responsible for conducting the election of the initial body of officers of the Council. The initial body of officers shall be elected by a majority vote of those members present and voting, at the regular meeting of the Council next following

the Council meeting at which nominees for officers were submitted, or in accordance with paragraph B of this Section, whichever is sooner.

- B. Thereafter, officers shall be elected annually by a majority vote of those members present and voting, as the first order of business at the November meeting of the Council.

Section 4

Term of Office

- A. The initial body of officers shall serve a term of office until November 30, 1981, or shall serve until a successor is elected.
- B. Thereafter, officers shall be elected for a term of one (1) year, or any portion of an unexpired term thereof, and shall be eligible for reelection for a maximum of one (1) additional year. A term of office for an officer shall start December 1, and shall terminate November 30, of the following year, or shall serve until a successor is elected.

Section 5

Vacancies

Vacancies created during the term of an officer of the Council shall be filled by special election by the Council, at a regular meeting in accordance with this Article.

Section 6

Responsibilities of Officers

The officers shall have such powers and shall perform such duties as from time to time shall be specified in these By-Laws, resolutions or other directives of the Council.

Section 7

President

The President shall preside over meetings of the Council, shall serve as Chairperson of the Executive Committee and as ex-officio member of all other committees, and shall perform the other specific duties prescribed by these By-Laws and such other duties as may from time to time be prescribed by the Council.

Section 8

Vice-President

The Vice-President shall perform the duties of the President in the latter's absence, shall serve as representative to the County Central Advisory Board, and shall provide such additional duties as may from time to time be prescribed by the Council.

Section 9

Secretary-Treasurer

The Secretary-Treasurer shall attend all meetings of the Council and shall preserve in the books of the Council true minutes of all the meetings and proceedings of the Council, shall preserve in the financial books of the Council the receipt and disbursement of funds and all other revenues, and shall perform such additional duties as may from time to time be prescribed by Council.

ARTICLE XIV
EXECUTIVE COMMITTEE

Section 1

Membership

The Executive Committee shall consist of the President, Vice President, Secretary-Treasurer, and two (2) members of the Council elected as members-at-large, at least one (1) of whom is a Consumer Member.

Section 2

Election

The Executive Committee shall be elected in accordance with Article XIII of these By-Laws.

Section 3

Powers

The Executive Committee shall prepare and see that an agenda is distributed prior to each regular meeting; shall coordinate the activities of all committees; and shall perform such other duties as prescribed by the Council.

Section 4

Meetings

The Executive Committee shall meet at such time and place as it may designate and shall keep a record of all its proceedings and actions.

Section 5

Special Meetings

Special meetings of the Executive Committee may be called on one (1) day's notice by the chairperson or by three (3) members of the Executive Committee. Notice of such meetings may be waived before the meeting.

Section 6

Quorum

Three (3) members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 7

Voting

The Executive Committee shall act by majority vote of those present at a meeting having a quorum.

Section 8

Vacancies

Vacancies on the Executive Committee shall be filled by special election by the Council, at a regular meeting called for that purpose.

ARTICLE XV

COMMITTEES

Section 1

Committees

The Council, by resolution adopted by a majority of its members then serving, may designate one or more committees, each of which shall consist of two (2) or more Council members, at least one (1) of whom is an actual or potential consumer, and may also consist of additional persons chosen for their knowledge and concern about a specific issue or field or endeavor. The designation of such committees and the delegation thereto of authority shall not operate to relieve the Council of its responsibility.

Section 2

Appointment of Committee Chairperson

The Committee chairperson shall be a Council member, and shall be appointed by the President with the approval of the Council.

Section 3

Appointment of Committee Members

Committee members shall be appointed by the Committee chairperson, with the approval of the Council.

Section 4

Term of Office

- A. The chairperson of a committee shall hold office for a maximum of one (1) year or until a successor is appointed and approved. All members of each committee shall hold office for one (1) year and a maximum of three (3) years or until a successor is appointed and approved.
- B. Any portion of time served as a Committee chairperson or committee member prior to January 1, 1981 shall be excluded.

Section 5

Vacancies

The chairperson, with the approval of the Council, shall have the power to fill any vacancies that occur on the committee.

Section 6

Minutes

All committees shall maintain written minutes of all meetings, which shall be available to the Council. They shall report in writing to the Council as necessary, in the form of reports or recommendations.

Section 7

Meetings

All meetings of the committees shall meet at such time and place as designated by the chairperson of the committee and as often as necessary to accomplish their duties.

ARTICLE XVI

PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order, Revised, shall be the parliamentary authority for the conduct of meetings whenever it is not in conflict with the By-Laws, and by applicable laws and regulations of the United States and the State of Oregon.

ARTICLE XVII

AMENDMENTS

The By-Laws may be repealed or amended, or new By-Laws may be adopted at any meeting of the Council at which a quorum is present, by two-thirds (2/3) of those present and voting, provided however, that at least fourteen (14) days written notice is given each member of the intention as to alter, amend, repeal, or to adopt new By-Laws at such meetings, as well as the written alteration, amendment or substitution proposed. By-Laws changes which are approved by the Council and which are inconsistent or in opposition to established County policies and procedures are subject to approval of the County Executive.