



351 N. Mt. View Ave • San Bernardino, CA 92415-0010
(909) 693-0750
Website: www.iehpc.org

Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD
County Health Officer Co-Chair

Shelia Cromwell-Nieve
Community Co-Chair

Bylaws Committee

Thursday, March 10, 2016
10:30am-11:30am

Meeting Location

San Bernardino County Public Health
351 N. Mt. View
Planning Council Conference Room, B15
San Bernardino, CA 92415
(909) 693-0750

Teleconferencing Location

Desert AIDS Project
1695 N. Sunrise Way
Palm Springs, CA 92262
(760) 323-2118

These facilities are in compliance with the Americans with Disabilities Act of 1992.

Agenda

10:30am	1. Call to Order <ul style="list-style-type: none"> ▪ Roll Call* ▪ Introductions 	G. French
	2. Public Comments¹	Members of the Public
	3. Members Privilege	PC Members
	4. Approval of Agenda² 4.1 Approve March 10, 2016 Agenda	G. French
	5. Approval of Minutes² 5.1 Minutes of 10.8.15 committee meeting	G. French
	6. Old Business² 6.1 Policies and Procedures	Committee Members
	7. New Business² 7.1 Discuss/Review Committee Workplan (A-1) 7.2 Discuss and Review Agenda Setting". - Article VI — Section 1 and Section 2. (A-2)	Members of the Public
	8. Public Comments¹	Members of the Public

	9. Members Privilege	PC Members
	10. Review of Action Item	PC Staff
	11. Agenda Setting for Next Meeting May 5, 2016 HIV Planning Council Conference Room	PC Members/ G. French
	12. Roll Call*	PC Staff
11:30am	13. Adjournment	G. French

¹ Public Comments: Any member of the public may address this meeting on items of interest that relate to the Ryan White CARE Act by completing a speaker slip to indicate their interest in addressing the Planning Council. A three-minute limitation will normally apply to each member of the public who wishes to comment, unless waived by the Chair.

² The agenda item may consist of a discussion and a vote. Public comments can be made prior to each Planning Council vote.

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D R A F T
IEHPC Bylaws Committee Workplan
Provide clear Council operational guidelines

Directive	Measurable	Date Completed
Periodic review of these Bylaws to ensure that they meet the needs of the Council	Agendize review of bylaws on Bylaws agenda	By second meeting of the year As requested by Council
Development of proposed amendments to the Bylaws in accordance with Ryan White legislation and HRSA guidelines	Develop appropriate amendments in accordance to RW legislation and/or HRSA guidelines for Council approval	As Needed
Development of recommendations for changes to the policies and procedures governing Council operations, as needed	Recommendation of amendment (if needed) on Council agenda or committee update at Council Agenda	As Needed
Recommendation of changes to the Bylaws, policies, and procedures to the Council, with the full Council responsible for approval	Approval of Council	As Needed
Submission of Council-approved Bylaws and items related to Council mandates to the Board of Supervisors for final review and approval.	Submission to the S. B. County Public Health Administration for Board of Supervisor review and approval	As Needed

Notes:

Article VI **Meetings**

Section 1 – Public Notice of Meetings

The agenda for each regular or special Council meeting and standing committee meeting shall be posted at least 72 hours prior to the meeting in an area accessible to the public. Members may be notified of the meeting by regular postal service, overnight mail, or electronic mail.

Council meeting notices shall be published in local print media and through other forums, including forums accessible to the disabled.

Section 2 – Council and Committee Agendas

The Council and each standing committee shall provide an agenda, which shall be included in the public notice. The order of business shall follow the agenda unless a simple majority of the committee shall vote to change the order of the business. Agenda topics may not be changed without prior notice except in emergency situations, or where a need for immediate action comes to the attention of the body after posting of the agenda.

Section 3 – Council Meeting Frequency, Locations, and Accessibility

- A. The Council shall hold a minimum of five meetings annually to carry out its legislatively mandated responsibilities.
- B. Additional meetings may be called as needed, by the Health Officer Co-Chair, the Community Co-Chair, or a simple majority (50% plus one) of the Council members, and shall be held at such times as may be determined.
- C. Whenever possible, at each Council meeting, the date and time of the next Council meeting shall be established.
- D. All meetings shall be held in locations that are accessible to the public and to the handicapped. Persons needing additional assistance to participate in meetings of the Council as a result of a disability shall be accommodated whenever possible and with 72 hours advance notice.
- E. All Council meetings will be staffed by Council Support Staff, and minutes will be available for inspection. Council Support Staff will arrange to copy minutes for members of the public upon request.
- F. Persons in need of interpretation into languages other than English will be accommodated whenever possible and with 72 hours advance notice.

Section 4 – Quorum

A quorum shall be defined as a simple majority (50% plus one) of the total number of members of the Council or standing committee.

Section 5 – Participation by Council Members in Committee Meetings

Any Council member may attend and speak during Committee meetings. However, only committee members shall be counted for purposes of determining a quorum, allowed to offer motions, and allowed to vote in committees. The Committee Chair may, at his/her discretion, limit discussion by non-members as needed to move the agenda.

Section 6 – Robert's Rules of Order

Robert's Rules of Order shall be used in making, debating and ruling on motions. However, in committee meetings discussions may be less formal as long as each person waits to be recognized by the Chair. Recommendations being brought forth from committees should receive a majority vote of the committee members. Where there is inconsistency between *Robert's Rules of Order* and these Bylaws, the Bylaws shall have precedence.

Section 7 – Voting

- A. **Voting Rights:** Only CEO-appointed Council members in good standing may vote at Council meetings. All committee members may vote at committee meetings. A member in good standing is a member of the Council who has met membership requirements and committee requirements, has a current Form 700, a Commitment Statement, and a bi-annual ethics training on file and has met any other requirements mandated by State or Federal law.
- B. **Majority Vote:** While the Council and standing committees shall strive for consensus, actions taken by these bodies shall be determined by a simple majority vote of the committee members in attendance except as otherwise specified in these Bylaws.
- C. **Secret Ballots:** No secret ballots are permitted.
- D. **Voting by the Chair:** In all votes of the Council and its committees, the presiding Chair shall not vote, except to break a tie, or when fewer than three (3) members of a committee are present. In these situations, the presiding Chair shall vote.

Section 8 – Special Meetings

- A. **Purposes of Special Meetings:** A Special meeting may be called for a specific purpose.
- B. **Calling Special Meetings:** Special meetings of the Council may be called by the Health Officer Co-Chair, Community Co-Chair, or a simple majority (50% plus one) of Council members. Special meetings of committees may be called by the Committee Chair or by a majority of the committee members. The RWP representative may ask either Co-Chair of the Council to schedule a Special Meeting of the Council or a committee based on an identified need for immediate action.
- C. **Meeting Notice:** Written notice of special meetings shall be provided to members and shall include the time and place of the meeting and a proposed agenda. Such meetings require at least 24 hours advance notice. Media outlets must receive a brief general description of matters to be considered or discussed at the meeting.
- D. **Location or Method:** A special meeting shall be conducted at the time and place listed in the written notice. Council meetings may be carried out by telephone conference call only under special conditions that meet Brown Act requirements for public access. Only those matters set forth in the written notice may be considered at the special meeting.
- E. **Procedures:** The same policies and procedures shall apply at special meetings as at regular Council or committee meetings.

Section 9 – Right of Public to Attend and Speak at Meetings

- A. Council and standing committee meetings shall be open to the public.
- B. Members of the public may speak on issues related to Council business that are consistent with the Council purpose, at each regularly scheduled Council or committee meeting, during the Public Comment portion(s) of the agenda. Such presentations may be subject to time limitations.
- C. The Public Comment period will normally be at the beginning of a meeting when decisions are planned, since the public must have a right to speak on a pending issue before or during the discussion of that issue.
- D. With regard to public comment, no action or discussion will be taken by the Council or a committee on any item not on the agenda. The Public should be directed to submit questions in writing to the Council Support Staff who can then submit those to the Council or the appropriate committee.

Section 10 – Minutes

- A. Minutes shall be kept of each Council meeting and each meeting of a standing committee.
- B. Council Support Staff shall prepare the minutes from each meeting.
- C. Minutes shall be available prior to the next scheduled meeting, to allow for Council review and committee approval.

- D. Once the Council has approved its own minutes from the prior meeting, a copy of these minutes shall be certified by the Secretary.
- E. Each committee approves its own minutes, but the minutes are also made available to the Council for information sharing.
- F. Minutes are public documents and shall be made available on the Council's website.



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Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD
County Health Officer Co-Chair

Shelia Cromwell-Nieve
Community Co-Chair

Bylaws Committee

Thursday, October 8, 2015
10:00am-11:30am

Meeting Location

San Bernardino County Public Health
351 N. Mt. View
Planning Council Conference Room, B15
San Bernardino, CA 92415
(909) 693-0750

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Desert AIDS Project
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Minutes

Members: D. Huntsman, G. French, L. White, S. Cromwill-Nieve, C. Smith, A. Jacobson

Staff: A. Fox

Public: T. Evans

10:25am

1. Call to Order

- Roll Call*
- Introductions

G. French

2. Public Comments¹

T. Evans encouraged committee to consider adding attendance to future bylaws agenda.

Members of the Public

3. Members Privilege

C. Smith requested a copy of the draft Policies and Procedures.

PC Members

4. Approval of Agenda²

4.1 Approve October 8, 2015 Agenda
Motion to approve the 10.8.15 agenda. M/S/C: L. White, D. Huntsman. No Abstentions

G. French

5. Approval of Minutes²

5.1 Minutes of 8.20.15 committee meeting
Motion to approve the 8.20.15 minutes. M/S/C: L. White, A. Jacobson. No Abstentions.

G. French

6. Old Business²

6.1 Update and review of Non-member Membership/Advisory Groups on other Planning Councils
Motion to remove the Non-Member membership

Committee Members

category from the Council Bylaws. M/S/C: L. White, A. Jacobson – No Abstentions
Motion to refer implementation of an Advisory group to the Empowerment committee and for the committee to define. M/S/C: A. Jacobson, L. White - No Abstentions

6.2 Update and review on types of background checks. Committee will put background checks on hold and encourage the CDC committee to revise their interview process.

7. New Business²

7.1 Develop draft wording on Officer Terms
 The committee discussed different models for Officer terms. Members of the Public

8. Public Comments¹

Members of the Public

9. Members Privilege

PC Members

10. Review of Action Item

Staff will:

1. Send members the draft Policies and Procedures
2. Forward committee recommendation to the full Council PC Staff
3. Check website for current Bylaws

11. Agenda Setting for Next Meeting
 TBD

PC Members/ G. French

12. Roll Call*

PC Staff

11:30am

13. Adjournment

G. French

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