

**BYLAWS OF
WRIGHT COUNTY PUBLIC HEALTH TASK FORCE**

PREAMBLE

1. Public Health responsibilities and essential local public health activities include assuring an adequate local public health infrastructure; promoting healthy communities and healthy behaviors; preventing the spread of infectious disease; protecting against environmental health hazards; preparing for and responding to disasters, ~~and~~ assist communities in recovery; and assuring the quality and accessibility of health services. Services are provided to residents of Wright County in their homes and other appropriate locations.
2. Specific services available are defined in the policies established and are provided regardless of race, color, creed, sex, handicapping conditions, or ability to pay.
3. Plans developed and implemented work toward the coordination of all services provided to Wright County residents in the interest of continuity of care and appropriate use of personnel and financial resources

ARTICLE I

Name, Location, and Jurisdictional Area

1. Name. The name of the Task Force shall be Wright County Public Health Task Force. (Hereinafter called Task Force)
2. Location. The Task Force shall maintain its principal office in Buffalo, Minnesota, with such other offices in such locations within the jurisdictional area as the Task Force may from time to time prescribe.
3. Jurisdictional Area. The Task Force shall exercise its powers within the boundaries of Wright County and within such other areas as Wright County Health & Human Services Board determines pursuant to law.

ARTICLE II

Duties and Powers

The Task Force is established pursuant to Minnesota Statute 145A.10, Subdivision 10 (Community Health Services Act).

ARTICLE III

Board Members

1. Eligibility and Selection. The Task Force membership shall be appointed by the County Commissioners. Task Force members must reside or provide services in Wright County.
2. Composition of Membership. Membership shall consist of not less than 9 and no more than 21 members. Membership is as follows: one-third providers of health services, including at least three licensed Health professionals (of these professionals there shall be at least one practicing physician and one registered nurse, preferably a public health

nurse), one-third consumers, organizations or constituencies in the community.

3. Terms. A term consists of two years. Membership shall be assured through an effort to balance new and experienced members. The Health & Human Services Board shall approve appointment of members to additional terms. There shall be no limitation in the number of terms a member may serve.
4. Task Force Liaison. Wright County Health & Human Services Public Health Director and Public Health Supervisors shall act as liaisons to the Task Force.
5. Vacancies. A vacancy in the Task Force shall occur upon the inability to serve or resignation of a Task Force member. Vacancies may also occur if a Task Force member moves out of, ceases services in the county, or upon completion of term. Any member with three or more consecutive unexcused absences or otherwise not fulfilling his/her duties may be excused by a majority vote of members present.
6. Per Diem and Expenses. Voting Task Force members shall receive such per diem and be reimbursed for such expenses as provided by law and resolution of the Health & Human Services Board. Member of the Task Force who are professionals drawing a salary from their employer while servicing on the Task Force shall not be eligible for a per diem. Per diem shall be set by the Health & Human Services Board at their annual meeting.

ARTICLE IV Meetings

1. Task Force Meetings. The Task Force shall hold its regular meetings at its principal place of business or elsewhere as provided by the Board at least six times per year. A proposed written agenda for each regular meeting shall be provided to each Task Force member by Wright County staff at least one week before each regular meeting. The Task Force shall be limited to such agenda items, except for emergency items during its meeting.
2. Quorum. A quorum shall consist of a majority of the Task Force membership.
3. Adjournment. Any meeting may be adjourned to a particular place on a date and time upon majority vote of the members voting.
4. Voting. Each Task Force member shall have one (1) vote. All business shall be conducted by a majority vote unless otherwise provided by the Task Force or required by law. County staff members shall not be voting members.
5. Sub-committees. Standing and special sub-committees shall be appointed as necessary. Persons outside of the Task Force membership with special talents and information may be asked to serve on sub-committees. The sub-committee chairperson will be selected at the first meeting of the sub-committee. At least one member of the Task Force shall be a member of each sub-committee.
6. Records of Meetings. A Wright County staff member shall prepare and certify minutes of the meetings, copies of which shall be provided to Task Force members in such

manner as the Task Force shall determine.

7. Rules. All meetings shall be conducted in accordance with Roberts Rules of Order unless otherwise provided in these Bylaws.
8. Open Meeting. All Task Force meetings shall be open to the public. Meeting dates will be published on the Wright County Health & Human Services Internet site.

ARTICLE V

Officers

9. Offices and Terms. The officers of the Council shall be a chairperson and a vice chairperson who must be Task Force members elected by the Task Force. The officers shall serve a term of two (2) years or until their respective successors are elected. New officers will assume office as soon as elected.
10. Election of Officers. Elections will be held at the first meeting of the year in odd numbered years. Special elections may be called by the Task Force as needed.
11. Combined Officers. No two offices may be held by the same person at the same time.
12. Chairperson. The Chairperson shall be the presiding officer of the Task Force and shall be responsible for carrying out the policy decision of the Task Force and see that all resolutions of the Task Force are carried to the Health & Human Services Advisory Committee. The Chairperson or designee will represent the Public Health Task Force at the Health & Human Services Advisory Committee meetings.
13. Vice Chairperson. The Vice Chairperson shall assist the Chairperson in carrying out his/her duties and responsibilities and shall perform such additional duties as may be established by the Task Force from time to time. In the absence of the Chairperson at any meeting of the Task Force, the Vice Chairperson shall preside. If both the Chairperson and the Vice Chairperson are not in attendance at a regular or special meeting, a temporary Chairperson shall be chosen from among those members present at the meeting.

ARTICLE VI

Responsibilities

14. Advise, consult with and make recommendations to the Health & Human Services Advisory Committee and/or the Health & Human Services Board directly, on matters relating to the maintenance, funding, and evaluation of public health services. The Health & Human Services Advisory Committee will be responsible to the Health & Human Services Board for recommendations related to the development of all Health & Human Services.
15. As individual members, be knowledgeable concerning Public Health programs and legislation affecting services.

16. Coordinate and integrate Public Health with other health and human service programs in Wright County through reports of the Health & Human Services Advisory committee and Human Services Board by soliciting involvement in program planning.

ARTICLE VII

Gifts

1. Gifts. The Task Force may accept any contribution, gift, bequest or device for any lawful purpose of the Task Force.
2. Procedure for Gifts. Any gift presented to the Task force shall be recorded and brought to the Health & Human Services Advisory Committee with a recommendation for use.

ARTICLE VIII

Waiver of Notice

Whenever any notice is required to be given, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE IX

Amendments to Bylaws

The Bylaws of the Task force shall remain in effect until amended as provided herein. The Bylaws may be amended only upon 5 day written notice setting forth the proposed amendment, read at the regular meeting at which the amendment will be considered. Amendments may be adopted upon affirmative vote of a majority of the Public Health Task force membership. Repealers shall be considered amendments for the purposes of this Article.

Accepted by Public Health Task Force – ~~4/8/2013~~ 2/10/2020

Accepted by HHS Board – 2/10/2020