

Record of Amendments to Knox County Board of Health By-Laws

Article III - Membership and Terms of Office

- A. The Knox County Board of Health shall consist of nine (9) members appointed by the Chairperson of the Knox County Board with the approval of the County Board, in conformance with 55 ILCS 5/5-25012 Members are appointed to a full three (3) year term (55 ILCS 5/5-25012 and amendments thereto). *Board of Health Members will take action to forward recommendations for appropriate Board of Health Members to the Chairperson of the Knox County Board prior to the vote of the full County Board; information will include a completed application and resume/CV where necessary.*
- B. Membership on the Board of Health shall consist of at least two (2) physicians licensed in Illinois to practice medicine in all its branches; at least one (1) member shall be a dentist licensed in Illinois and one (1) member shall be chosen from the County Board (55 ILCS 5/5-25012 and amendments thereto); *Board of Health Members are not responsible to make recommendation for appropriate County Board Liaison to the Chairperson of the Knox County Board prior to the vote of the full County Board; However, the Board of Health president may provide recommendation if requested by the Chairperson of the Knox County Board.*
- D. *All members appointed to the Board of Health are subject to the requirements of the Illinois Open Meetings Act and must complete an online "Open Meetings Act" training and submit a copy of the certificate of completion to the Health Department to have on file once during each appointed term. (55 ILCS 5/5-25012 and amendments thereto).*
- H. Vacancies on the Board of Health shall be filled for the unexpired term by the Chairperson of the County Board (55 ILCS 5/5-25012 and amendments thereto). *Board of Health Members will take action to forward recommendations for appropriate Board of Health Members to the Chairperson of the Knox County Board prior to the vote of the full County Board; information will include a completed application and resume/CV where necessary.*

Article VI – Attendance by a Means other than Physical Presence (5 ILCS 120/7)

- A. *If a quorum of the members of the Board of Health is physically present at the site of the open meeting as required by the Illinois Open Meetings Act, then Board of Health members present may vote to allow a member of the Board of Health to attend the meeting by "other means" if the member is prevented from physically attending because of an acceptable reason as outlined in the Illinois Open Meetings Act.*
- B. *The limitations of ARTICLE VI above shall not apply when an open or closed meeting subject to this Act may be conducted by audio or video conference, without the physical presence of a quorum of the members, so long as conditions are met: The Governor of Illinois or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in section 4 of the Illinois Emergency Management Agency Act.*

ARTICLES VI-X

Amended numbering of Articles due to addition of ARTICLE VI; as such ARTICLE VI through ARTICLE X shifted up one number to ARTICLE VII, ARTICLE VIII, ARTICLE IX, ARTICLE X, and ARTICLE XI.

Revised: March 5, 2023

Board Approval: April 13, 2023

I attest that the amended Bylaws of the Knox County Board of Health were passed by a two-thirds vote of the Board during the April 13, 2023 regular Board of Health Meetings, and that a written notice of the proposed changes was provided to each member at least two weeks prior to the meeting at which the Bylaws are to be amended as is required by the existing Bylaws.



President, Knox County Board of Health

BYLAWS KNOX COUNTY BOARD OF HEALTH

PREAMBLE

The Knox County Board of Health was appointed and operates under provisions of "An Act in relation to the establishment and maintenance of county and multiple-county public health departments" (55 ILCS 5/5-25001 and amendments thereto), otherwise known as the County Health Department Act.

Article I - Name

The Name of this body shall be the Knox County Board of Health.

Article II - Purpose

The Board of Health shall establish policy and programs for the operation of the Knox County Health Department in the assurance of public health services to the residents of Knox County.

Article III - Membership and Terms of Office

- A. The Knox County Board of Health shall consist of nine (9) members appointed by the Chairperson of the Knox County Board with the approval of the County Board, in conformance with 55 ILCS 5/5-25012 Members are appointed to a full three (3) year term (55 ILCS 5/5-25012 and amendments thereto). Board of Health Members will take action to forward recommendations for appropriate Board of Health Members to the Chairperson of the Knox County Board prior to the vote of the full County Board; information will include a completed application and resume/CV where necessary.
- B. Membership on the Board of Health shall consist of at least two (2) physicians licensed in Illinois to practice medicine in all its branches; at least one (1) member shall be a dentist licensed in Illinois and one (1) member shall be chosen from the County Board (55 ILCS 5/5-25012 and amendments thereto); Board of Health Members are not responsible to make recommendation for appropriate County Board Liaison to the Chairperson of the Knox County Board prior to the vote of the full County Board; However, the Board of Health president may provide recommendation if requested by the Chairperson of the Knox County Board.
- C. All members shall be chosen for their specific fitness for membership on the Board in conformance with the County Health Department Act (55 ILCS 5/5-25012 and amendments thereto).
- D. All members appointed to the Board of Health are subject to the requirements of the Illinois Open Meetings Act and must complete an online "Open Meetings Act" training and submit a copy of the certificate of completion to the Health Department to have on file once during each appointed term. (55 ILCS 5/5-25012 and amendments thereto).
- E. Any member may be removed for misconduct or neglect of duty by the Chairperson of the County Board with the approval of the County Board (55 ILCS 5/5-25012 and amendments thereto).
- F. Members are required to attend a minimum of 50% of meetings during the calendar year unless

there is an excused/pre-approved absence. Members in violation of this requirement will have their status as a board member reviewed by the Board of Health and may be removed with a simple majority vote.

- G. All members shall serve without compensation, but they may be reimbursed for actual necessary expenses incurred in the performance of their duties, such as attendance at meetings of the Board of Health, or at meetings of the Illinois Association of Boards of Health (55 ILCS 5/5-25012 and amendments thereto). Expenses shall be reimbursed only where approved in advance by vote of the Board of Health.
- H. Vacancies on the Board of Health shall be filled for the unexpired term by the Chairperson of the County Board (55 ILCS 5/5-25012 and amendments thereto). Board of Health Members will take action to forward recommendations for appropriate Board of Health Members to the Chairperson of the Knox County Board prior to the vote of the full County Board; information will include a completed application and resume/CV where necessary.

Article IV Officers

- A. The officers of the Knox County Board of Health shall be president, vice president, secretary and treasurer (55 ILCS 5/5 -25013 and amendments thereto).
- B. An election of officers shall be held annual prior to the end of the operating fiscal year, and they shall be elected for the ensuing fiscal year (55 ILCS 5/5-25013 and amendments thereto). No member shall hold more than one office at a time. The County Board Liaison is a County Board Chairman appointment position and not an elected member put forth by the Board of Health, as such they are not eligible to serve as an officer on the Board of Health.
- C. A vacancy in the office of president, vice president, secretary or treasurer shall be filled through the election of a Nominating Committee in accordance with Article VII, Section B of these Bylaws. The name(s) of nominees shall be presented to the Board of Health at the next meeting of the Board following the committee's election. A member elected to fill a vacancy shall serve the remainder of the term until the annual election of officers. In the absence of the president, the vice president will call the meeting to order. In the absence of the president and vice president, the secretary will call the meeting to order and a president pro-tem will be elected. The president pro-tem will serve pursuant to Roberts Rules of Order.
- D. Board of Health officers shall perform the duties prescribed by these Bylaws, and unless otherwise stated in Roberts Rules of Order.

Article V - Meetings and Voting

- A. The regular meetings of the Board of Health shall be held on the second Thursday of each month, unless otherwise voted on, (55 ILCS 5/5-25013 and amendments thereto) and all meetings will be in accord with the Illinois Open Meetings Act.
- B. Special meetings may be held at any time at the written request of two (2) members of the Board and filed with the Secretary or on request of the Medical Health Officer or Public Health Administrator. Only items on the announced agenda may be considered at a special meeting (55 ILCS 5/5-25013 and amendments thereto).
- C. A quorum shall be constituted by the attendance of at least a simple majority of appointed

members of the Board of Health physically present as required by 55 ILCS 5/5-25013; Section 2.01.

- D. All questions before the Board shall be decided by a majority vote of all members present and voting.
- E. No Board of Health member shall, in the exercise of any function of the Board, vote on any matter respecting any individual or entity with which such member has, or within the twelve (12) months preceding the vote had any ownership, employment, medical staff, fiduciary, contractual, creditor or consultative relationship. The Board shall require each member who has or has had such a relationship with an individual or entity involved in any matter before the Board to make a written disclosure of such a relationship before discussion of such matter and to abstain from voting on such matter. However, the Board member after disclosure of his/her conflict of interest may participate in the discussion of the matter before the Board on which he/she has a conflict of interest.
- F. Any Board of Health member may raise the question of conflict of interest with respect to any member; and the question so raised shall be decided by a majority vote of those members present, excluding the member in question and those members who have already been disqualified from voting on the matter because of their own conflict of interest. Whenever conflict of interest is found to exist with respect to any member, such member shall abstain from voting on such matter. However, the Board member, after disclosure of his/her conflict of interest, may participate in the discussion of the matter before the Board of Health on which he/she has a conflict of interest.

Article VI – Attendance by a Means other than Physical Presence (5 ILCS 120/7)

- A. If a quorum of the members of the Board of Health is physically present at the site of the open meeting as required by the Illinois Open Meetings Act, then Board of Health members present may vote to allow a member of the Board of Health to attend the meeting by “other means” if the member is prevented from physically attending because of an acceptable reason as outlined in the Illinois Open Meetings Act:
 - 1. personal illness or disability;
 - 2. employment purposes or the business of the public body; or
 - 3. a family or other emergency.“Other means” is by video or audio/telephonic conference.
- B. If a member wishes to attend a Board meeting by “other means”, the Board member must notify the Board of Health President, recording secretary or Public Health Administrator 48 hours before the meeting unless advance notice is impractical.
- C. Board of Health by majority vote of the quorum of members physically present may allow a member to attend a meeting by “other means” as allowed by procedural rules adopted by the Board of Health, listed below, which must conform to the requirements and restrictions of the Open Meetings Act. Board of Health rules are as follows:
 - 1. Board of Health members who wish to attend a Board meeting by “other means”, must notify the Board of Health President, recording secretary or Public Health Administrator at least 48 hours in advance with their request.
 - 2. There must be a quorum of the members of the Board of Health physically present at the site of the open meeting to call the open meeting to order prior to a vote to allow participation via “other means.”

3. The quorum of members physically present may vote to allow the Board of Health member to join the meeting by "other means."
4. Board members joining the meeting by "other means" may vote.
5. All Board members participating in the meeting in person and by "other means," who wish to speak will state their name and ask to be recognized by the Board of Health President prior to addressing the Board.
6. All Board of Health votes during the meeting where a member is joining the meeting by "other means," shall be completed by roll call.
7. It shall be assured that all parts of the meeting in person and by "other means" will be clearly heard and understood by members of the Board of Health and any members of the public present.

D. The limitations of ARTICLE VI above shall not apply when, subject to the requirements of Section 2.06; but, notwithstanding any other provision of law, an open or closed meeting subject to this Act may be conducted by audio or video conference, without the physical presence of a quorum of the members, so long as the following conditions are met:

1. The Governor of Illinois or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area; and
2. The President of the Board of Health or Public Health Administrator determines that an in-person meeting or a meeting conducted under this act is not practical or prudent because of a disaster; and
3. All members of the Board of Health participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony;
4. For open meetings, members of the public present at the regular meeting location of the Board of Health can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the disaster, including the issued disaster declaration, in which case the Board of Health must make alternative arrangements and provide notice pursuant to this section of such alternative arrangements in a manner to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-based link;
5. At least one member of the Board of Health or Public Health Administrator, or their designee, is physically present at the regular meeting location, unless unfeasible due to the disaster, including the issued disaster declaration; and
6. All votes are conducted by roll call, so each Board of Health member's vote on each issue can be identified and recorded.
7. Except in the event of a bona fide emergency, 48 hours' notice shall be given by the Board of Health of a meeting to be held pursuant to this section; notice shall be given to all members of the Board of Health, shall be posted on the website of the Board of Health, and shall also be provided to any news media who has requested notice of meetings pursuant to subsection (a) of section 2.02 of this act.
8. If the Board of Health declares a bona fide emergency notice shall be given and the President of the Board of Health shall state the nature of the emergency at the beginning of the meeting, and the Board of Health must comply with the verbatim recording requirements set forth in Section 2.06 of the Open Meetings Act.
9. Each member of the Board participating in a meeting by audio or video conference for a meeting held pursuant to the requirements of the Section 2.06 is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.
10. In addition to the requirements for Open Meetings under Section 2.06, the Board shall keep

verbatim records made as required, and shall be made available to the public under, and are otherwise subject to, the provisions of Section 2.06.

11. The Board shall bear all costs associated with compliance (source: p.a. 100-477, eff. 9-8-17; 101-640, eff. 6-12-20.).

Article VII - Powers and Duties (55 ILCS 5/5-25013 and amendments thereto)

- A. The Knox County Board of Health shall within its jurisdiction and professional and technical competence, enforce and observe all state laws pertaining to the preservation of health, and all county ordinances except as otherwise stated in the County Health Department Act.
- B. The Board shall within its jurisdiction, and professional and technical competence, investigate the existence of any contagious or infectious disease and adopt measures, not inconsistent with the regulation of the State Department of Public Health, to arrest the progress of the same.
- C. The Board shall within its jurisdiction, and professional and technical competence, make all necessary sanitary and health investigations and inspections.
- D. The Board shall upon request, give professional advice and information to city, village, incorporated town and school authorities, within its jurisdiction, in all matters pertaining to sanitation and public health.
- E. The Board shall, if the Health Department provides services sufficiently extensive, appoint a Medical Health Officer as Executive Officer of the Department, or shall appoint a Public Health Administrator as Executive Officer for the Department; provided that the Board of Health shall make available medical supervision, which is considered adequate by the Director of the Illinois Department of Public Health.
- F. The Board shall employ such professional employees as may be approved by the Executive Officer who meet the qualification requirements of the State Department of Public Health for their respective positions.
- G. The Board shall prescribe the powers and duties of all officers and employees, fix their compensation, and authorize payment of the same and all other Department expenses from the County Health Fund.
- H. The Board shall submit an annual budget and recommend an appropriate levy to the County Board.
- I. The Board shall consult with other private and public health agencies in the county in the development of local plans for the most efficient delivery of health services.
- J. The Board may initiate and carry out programs and activities of all kinds, not inconsistent with law that may be deemed necessary or desirable in the promotion and protection of health and in the control of disease.
- K. The Board may receive contributions of real and personal property.
- L. The Board may recommend to the County Board the adoption of such ordinances and of such rules and regulations as may be deemed necessary or desirable for the promotion and protection of health and control of disease.

- M. The Board may enter into contracts with the State, municipalities, other political subdivisions, and non-official agencies for the purchase, sale or exchange of health services.
- N. The Board may recommend to the County Board the adoption of such ordinances, regulations, or other authority as may be deemed necessary or desirable in charging fees for specialized inspections, testing and home health services when such services are in the judgment of the State Department of Public Health are not adequately available in the county through other sources. Fees so collected are to be credited to the County Health Fund.
- O. The Board shall provide, equip, and maintain suitable offices, facilities, and appliances for the Health Department.
- P. The Board shall review at each meeting the fiscal status of the Health Department and shall act on all bills paid or incurred since the last meeting. Prior to acting on the bills, each expenditure must be authorized in writing by the treasurer or president. The vote on these bills, if not unanimous, shall be roll call, and recorded as such. A record of all receipts and disbursements by the Health Department shall be kept by the Board of Health. This record shall be compared at least annually with the records of the County Treasurer.
- Q. The Board shall cause an annual audit to be made of the Health Department accounts. (The County Treasurer's annual audit of all accounts which includes the Health Department may be accepted as the Board of Health's official audit, or an additional audit by a competent auditor may be obtained.)
- R. The Board shall publish annually, within 90 days after the end of the operating fiscal year, in pamphlet form, for free distribution, an annual report containing statistics and other information regarding the work of the Health Department as it may deem of general interest and of which a copy shall be submitted to the County Board.

Article VIII - Committees

- A. The President of the Board of Health shall, from among the Board of Health members, appoint with the concurrence of the Board of Health, such committees as seem appropriate for conduct of Board of Health business.
- B. The Board shall elect a Nominating Committee two meetings prior to the end of the operating fiscal year. The Committee shall be composed three (3) Board of Health members who shall present a slate of officers to the Board at the meeting prior to the end of the operating fiscal year.
- C. Noted experts in their field (Fiscal, Planning, Personnel) may serve as consultants to such committees. Such consultants shall be selected by the President with concurrence of the Board of Health and shall serve in an advisory role only and as such not have a vote nor determining role in committee actions, findings, and recommendations to the Board.
- D. The President may appoint, with the concurrence of the Board, advisory committees made up of Knox County residents or providers.

Article IX - Fiscal Year

The fiscal year of the Board of Health shall be the same as that of the Knox, County of government,

December 1 through November 30.

Article X - Property of the Board of Health

- A. The Board of Health shall request the Executive Officer of the Health Department keep an accurate inventory of all property of the Health Department.
- B. The Board of Health shall cause property of the Health Department to be adequately protected by insurance.

Article XI - Conduct of Meetings

- A. The roles contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the Board of Health in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.
- B. Comments and suggestions by the public will be taken by the Knox County Board of Health at some point during the meeting.
- C. Comments and suggestions are to be directly germane to Health Department operations. Comments and suggestions that are not directly germane to Department operations as determined by the Board President are to be ruled out of order.
- D. Pertinent questions, comments, and suggestions shall be referred to the Executive Officer or legal counsel for response if relevant.
- E. The president of the Board shall, directly before the public comment of the meeting, request a show of hands of those wishing to address the board. If, in the opinion of the president, there are a substantial number of individuals wishing to address the board, the president shall have the authority to limit everyone's allotted time.
- F. Time limits for individuals may be extended by majority agreement of the Board. Time allotments may not be transferred from one individual to another individual. The secretary of the Board shall keep the time and notify the president when the allotted time has been reached.
- G. Individuals wishing to address the Board shall give their name, address, and topic on which they would like to speak. The minutes of the meeting shall reflect the individual's name, address, and topic on which they wish to address the Board.

Article XI - Amendments

The Bylaws of the Knox County Board of Health may be amended by a two-thirds (2/3) vote of the Board at a regular or special meeting of the Board, provided that a written notice of the proposed changes be sent to each member at least two (2) weeks prior to the meeting at which the Bylaws are to be amended.

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