

CALIFORNIA CONFERENCE OF LOCAL HEALTH OFFICERS

POLICY ON PARTICIPATION EXECUTIVE COMMITTEE AND BOARD MEMBERS May 2021

CCLHO Bylaws, Articles VI and VII outline the membership and function of the Executive Committee and Board of Directors. In order for CCLHO to function effectively, members of the Executive Committee and Board of Directors must participate routinely in meetings.

ARTICLE VI: **Executive Committee**

- a. **Membership:** The Executive Committee shall consist of the elected officers of the Conference and the immediate past President.
- b. **Function:** The Executive Committee shall act for the Board of Directors between meetings of the Board. Executive Committee actions shall be reported at the next meeting of the Board.

CCLHO Executive Committee membership participation:

- ❖ The CCLHO Executive Committee has a one-hour videoconference meeting twice a month. Executive Committee members must attend the majority of the videoconference meetings.
- ❖ The CCLHO Executive Committee generally has one extended in-person (videoconference option is available) meeting per month, the Wednesday prior to the Thursday CCLHO Board meeting. . Executive Committee members must attend at least 8 of the 10 meetings. In-person attendance is encouraged. .
- ❖ CCLHO Executive Committee members who become CCLHO President or President-Elect will have additional meeting responsibilities.

ARTICLE VII: **Board of Directors**

- a. **Membership:** The Board of Directors shall consist of the six (6) officers of the Conference, the immediate past President and eight (8) members elected at large. At least two (2) members of the Board of Directors shall be health officers from jurisdictions of under 100,000 population. The Board shall consist of only regular members.

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- b. **Function:** The Board of Directors shall direct and manage the affairs of the Conference between meetings of the full Conference.

CCLHO Board of Directors membership participation:

- ❖ CCLHO generally has 10 Board of Directors and conference meetings per year. Board members must participate in at least 8 of those meetings, including at least one semiannual meeting, with the majority of participation being in-person.
- ❖ To encourage geographic diversity and participation from members on the Board of Directors and Executive Committee, video conference options will be offered.