

CCLHO Policy on Voting at Board and Committee Meetings

In order to vote on an action brought to the Board or Committee respectively, CCLHO Members (Health Officers) at Board meetings and members at standing committee meetings must follow specific procedures to vote on Board or Committee actions. The following policy is intended to clarify the Board and Committee meeting attendees who are able to vote on an action item.

Who can vote at Board and Semiannual Conference Business meetings:

- All current Health Officers may vote on an action at the CCLHO Board meetings and Semiannual Conference Business meetings
- No other attendees may vote at Board or Business meetings

Health Officers may only vote provided they are present in the room at the time of the vote or at a noticed, teleconference location

Who can vote at CCLHO Committee meetings:

- Any current Health Officer in attendance
- Committee chairs and co-chairs each have a vote at committee meetings
- Affiliate organizations may have one representative vote on any action item
- Local public health departments may have one representative vote on any action item

Note that no more than one representative from any organization list above may vote on a particular action item, with the following exception as described in the scenario below:

- Scenario: Four attendees from the same Local Health Department attend a committee meeting in person and wish to vote on an action item, the Health Officer, the committee chair, an affiliate representative, and the manager of a local LHD program. In this scenario,
 - Each of the four would have a vote, representing the Health Officer, the committee chair, the affiliate organization and the LHD.

The following committee meeting attendees do not vote but participate in discussions and provide technical expertise:

- State or Federal Government staff (including CDPH staff)
- Advocacy organizations that bring forth legislation
 - E.g. HOAC, CHEAC, CAEHA, CMA, and other similar organizations

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- Members of the public do not have a vote, but must be given the opportunity to directly address CCLHO on each agenda item before or during CCLHO's discussion or consideration (vote) on the item.

Additional voting information:

- For all action items at board meetings and committee meetings with three or more members, the vote (yes or no) or abstention of each member present for that action item must be recorded and included in the meeting minutes
- A Health Officer or Committee member that calls into a meeting from a location that is not publicly noticed can still participate in the discussions, but would not have a vote and would not count towards quorum.
- One person, one vote. A person cannot vote multiple times on the same action item, as a representative for different organizations

Note that only attendees that are physically present in the room at the time of the vote, or calling in from a noticed teleconference location may cast their vote for an action item.

Please also see the policy and procedure document for voting via teleconferenced locations for information on voting procedures per Bagley Keene requirements.