

**CALIFORNIA CONFERENCE OF LOCAL HEALTH OFFICERS
POLICY ON COMMITTEES**

CCLHO Bylaws, Articles VIII, IV, and XI outline the meetings and function of the CCLHO Committees. For CCLHO to function effectively, members of the Committees must comply with the articles and sections outlined in the CCLHO Bylaws and operate in accordance with the Bagley-Keene Act.

ARTICLE VIII: Meetings

Section 5. **Other Committees:** Meetings of other Conference committees may be called by the Chair of the committee in conformance with policies of the Board of Directors. At least ten days (10) public notice shall be given, including electronic notice to all members of the Committee, and posting to the CCLHO web site for the purposes of public notification.

Those participating electronically or telephonically at locations that have not been noticed as public meeting places within the appropriate notification timeframe shall not be counted as part of quorum, nor be eligible to vote; see Article XI, Section 1.

ARTICLE IX: Quorums and Parliamentary Procedure

Section 1d.) Ad Hoc and Program Committees. a. At least three members of an Ad Hoc or Program Committee must be present for quorum. The following Committee meeting attendees shall have a vote and be counted towards quorum as a member:

- a. Any current health officer;
- b. Committee Chairs and Vice-Chairs;
- c. One representative for any CCLHO affiliate organization; and
- d. One representative for each Local Health Jurisdiction.

ARTICLE XI: Committees and Task Forces

Section 2. Program Committees:

- a. **Appointment:** Annually the President, with approval of the Board of Directors, may create or sunset program committees as deemed appropriate. The President shall appoint the Chair and may appoint a Vice Chair(s) of each program committee. In addition, the President may make any necessary changes to current Chairs/Vice Chairs as deemed appropriate. Chairs should be Regular or Associate Members of CCLHO. Vice Chairs can be Regular Members, Associates, or members of affiliate organizations. Each program committee shall have at least one (1) California Department of Public Health non-voting liaison appointed by the Director and State Health Officer or his/her designee.

b. **Membership:** See Article IX, Section 1.

c. **Functions:** Program committees shall have the following functions:

- 1) Accept assignments from the Board of Directors.
- 2) Report findings and recommendations on assignments to the Board of Directors at the earliest opportunity.
- 3) Bring to the Board of Directors issues and problems within the scope of the committee's interest which the committee feels need Conference consideration.

Roles & Responsibilities

Committees, Chairs & Vice Chairs –

Term of Appointment: Chairs and Vice Chairs are both subject to term limits. The intention is to give newly interested, qualified persons ample opportunities to serve as leaders, within the constraints described herein, and to facilitate the mentoring by more experienced leaders of others wishing to develop proficiency at leading committees. The Chair and Vice Chair(s) shall each serve for two (2) years. Their terms shall not extend beyond two consecutive years unless no other qualified persons have volunteered to replace them. In that situation, the existing Chair and/or Vice Chair(s) may continue in their roles until replacements are found. Former Chairs or Vice Chairs may be reappointed if a term has been served by another member in the interim.

Meeting Frequency: The committees generally will have 2 – 6 in-person meetings each year. Teleconferences/Videoconferences will remain an option in accordance with the Bagley Keene Act. Committee Chair/Vice Chair(s) will be asked to respond to email communications on a regular or on an as needed basis to provide input on emerging policy issues and to help draft or provide feedback on draft CCLHO policy documents. Committee Chair/Vice Chair(s) may also be asked to represent CCLHO at meetings with policymakers or other stakeholders.

Responsibilities:

- ❖ Make recommendations to the CCLHO Board of Directors to develop and advance CCLHO priorities.
- ❖ Engage with relevant stakeholders including federal, state, and local partners to inform public health policy and advance CCLHO priorities.
- ❖ Consider policy and technical issues and make recommendations to the

Board of Directors regarding legislation, funding, and regulatory items to advance CCLHO priorities.

- ❖ Monitor and advise on emerging public health topics relevant to the committee.
- ❖ Act as a liaison with CDPH, external organizations, and CCLHO affiliates addressing public health issues of importance.
- ❖ Chairs must have the ability to attend meetings in-person to satisfy Bagley-Keene Act requirements.
- ❖ Chairs are responsible for the completion of Committee meeting minutes.