

CALIFORNIA CONFERENCE OF LOCAL HEALTH OFFICERS

POLICY ON PARTICIPATION EXECUTIVE COMMITTEE AND BOARD MEMBERS October 2011

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:

- ❖ CCLHO Executive Committee has a one-hour weekly teleconference meeting. Executive Committee members must teleconference to the majority of the weekly teleconference meetings.
- ❖ CCLHO Executive Committee has one in-person meeting per month, the Wednesday prior to the Thursday CCLHO Board meeting. The in-person meeting begins at 2:00 pm and ends at approximately 6:00 pm (teleconference option is available). Executive Committee members must attend at least 8 of the 10 in-person meetings. In-person attendance is expected and preferred.
- ❖ CCLHO Executive Committee members who become CCLHO President or President-Elect will have additional meeting responsibilities.

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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.
- 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 has 10 Board of Directors meetings per year. Board members must participate in at least 8 of those meetings, with the majority of participation being in-person participation.

CCLHO has a spring and a fall semiannual meeting. CCLHO Board members must attend the Business meeting of the CCLHO Board convened during the semiannual meetings.