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Cumberland District Coordinating Council for Public Health
BYLAWS
January 2017

ARTICLE I. Legislative Purpose, Name, Mission, and Vision

Section 1. Legislative Purpose

The District Coordinating Council for Public Health, established under Title 22 MRS §412, is a representative district body of public health stakeholders for collaborative public health planning and coordination.

The District Coordinating Council for Public Health shall:

- (1) Participate as appropriate in district-level activities to help ensure the state public health system in each district is ready and maintained for accreditation;
- (2) Ensure that the essential public health services and resources are provided in each district in the most efficient, effective, and evidence-based manner possible; and
- (3) Assist the Maine Center for Disease Control and Prevention in planning for the essential public health services and resources to be provided in each district and across the State in the most efficient, effective and evidence-based manner possible.

Section 2. Name

The name of the organization shall be the Cumberland District Public Health Council (the "Council").

Section 3. Mission

The Council’s mission is to promote the health of all our communities by providing information, coordination, collaboration, and advocacy.

Section 4. Vision

The Council’s vision is that communities in the Cumberland District are among the healthiest in the state.

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ARTICLE II. Role and Structure of the Council

Section 1. Council Role

The Council is responsible for providing overarching guidance and setting policy regarding activities that support the purpose and mission. In addition, the Council:

- a. elects Council Officers
- b. approves the work plan and District Public Health Improvement Plan
- c. votes on adoption of or changes to bylaws as needed
- d. approves creation of ad hoc and standing committees
- e. Provides advice and feedback to Maine Center for Disease Control and Prevention and Statewide Coordinating Council

Section 2. Council Size

Ideally, the Council is comprised of at least twenty-five (25) but not more than forty (40) voting members.

Section 3. Founding members

The following organizations are founding members of the Council and as such will be considered permanent members, with one member each on the Council on an ongoing basis:

- City of Portland, Health and Human Services Department, Public Health Division
- Cumberland County Board of Commissioners
- Cumberland County Emergency Management Agency
- Maine Center for Disease Control and Prevention
- MaineHealth
- Mercy Hospital
- The Opportunity Alliance

Section 4. Regular members

Membership in the Council is sector-based, with an assurance of geographic representation. With the exception of the members listed in Article II, Section 3, and optional members listed below, Council membership shall be drawn from but not limited to the following entities:

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1. Maine Center for Disease Control and Prevention
 2. county governments
 3. municipal governments
 4. city health departments
 5. local health officers
 6. hospitals
 7. health systems
 8. emergency management agencies
 9. emergency medical services
 10. community based health organizations
 11. schools
 12. institutions of higher education
 13. physicians and other health care providers
 14. clinics and community health centers
 15. voluntary health organizations
 16. family planning organizations
 17. area agencies on aging
 18. mental health services
 19. substance use prevention and services
 20. environmental health
 21. Water District
 22. home health
 23. health professions training
 24. CAP agency
 25. immigrant/refugee health
 26. disability interests
 27. health policy
 28. other community serving organizations and content experts

116 Members shall demonstrate an interest in and commitment to public health, have the
117 capacity for district-level decision-making, and the ability to share critical information
118 with their sector peers.

119
120 **Section 5: Alternate Members**

121
122 Each council member shall have an alternate to serve with full voting privileges to
123 ensure that the Council is able to reach quorum if the primary Council member is unable
124 to attend meetings, participate in voting, or otherwise carry out their membership
125 responsibilities.

126
127 **Section 6. Interested Parties and Stakeholders**

128
129 Stakeholders and interested parties are encouraged to attend and participate in all
130 Council meetings, but do not have voting privileges.

131
132 **Section 7. Selection of Members**

133

134 A Membership selection process will be established with the responsibility of developing
135 nominees for regular membership of the Council. Nominees should be geographically
136 representative of Cumberland County.

137
138 Nominees shall be approved at the first meeting of each year by a simple majority vote.
139 The Council may vote on vacancies that occur between annual meetings based on a
140 proposal from the Executive Committee.

141
142 Section 8. Council Terms

143
144 The term of office of each member is three (3) years. A member may serve an unlimited
145 number of terms. All vacancies must be filled for the balance of the unexpired term in
146 the same manner as the original appointment.

147
148 A Council member may resign from the Council by written notice to the Executive
149 Committee.

150
151 A Council member may be removed at the discretion of a two-thirds (2/3) of the Council
152 members.

153
154 Section 9. Council Member Responsibilities:

155
156 Members shall regularly attend meetings of the Council and meetings of the Executive
157 Committee or committees to which they are appointed. If unable to attend full DCC
158 meetings, members will be represented by their alternate, if applicable. As the sector
159 representative to the Council, to the extent possible each Council member shall
160 routinely communicate decisions, discussions and business of the Council to the
161 member's sector/geography, and likewise communicate sector/geography information
162 back to the Council.

163
164 Council members absent three (3) or more consecutive meetings may be asked to
165 resign.

166
167 The Executive Committee, in certain circumstances, on a case-by-case basis, may waive
168 this requirement. In order to be considered, members shall send written notification—in
169 advance, when possible—to the Executive Committee for consideration. The Executive
170 Committee shall consider the member's circumstance and respond within two weeks of
171 receiving written notification with a decision.

172
173 ARTICLE III. Executive Committee

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175 Section 1. Executive Committee Role

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177 The Executive Committee will provide leadership for the Council, provide continuity and
178 make decisions on Council activities (e.g. establish agendas), appoint committee chairs,
179 and investigate complaints regarding activities of the Council or its members in the
180 course of their role on the Council.

181
182 Section 2. Executive Committee Members

183
184 The Executive Committee is composed of officers elected to this body from the full
185 Council, chairs of all standing committees, and the Maine Center for Disease Control and
186 Prevention District Liaison.

187
188 Section 3. Officers

189
190 At a minimum, the Council shall elect a Chair, Vice Chair, and Representative to the
191 State Coordinating Council for Public Health. Additional officer positions may be created
192 at the discretion of the Council. The Executive Committee, through the Chair, will
193 convene regularly schedule Council meetings.

194
195 The Chair shall preside at Council meetings. The Chair shall provide leadership in
196 preparing agendas for Council meetings and provide guidance and support to appointed
197 committees. The Chair shall also designate another member of the Executive Committee
198 or serve as the Alternate Representative to the State Coordinating Council for Public
199 Health.

200
201 The Vice Chair shall convene regularly scheduled Council meetings and preside at
202 Council meetings in the absence, or at the request, of the Chair. The Vice Chair shall
203 also chair special ad hoc committees as designated by the Chair.

204
205 The Representative to the State Coordinating Council shall ensure the District is
206 represented at the State Coordinating Council, report to the State Coordinating Council
207 on District matters, and report back to the Executive Committee and Council on State
208 Coordinating Council proceedings. The Chair, or his or her designee, shall serve as the
209 Alternate Representative to the State Coordinating Council and carry out these duties if
210 the State Coordinating Council Representative is unable to do so.

211
212 In addition, the Council will elect two additional officers, a Treasurer and Secretary.

213
214 The Treasurer shall issue a finance report to the Council at each regular meeting, and
215 shall work with the Council's fiscal agent to remain abreast of financial activities.

216
217 The Secretary shall ensure that accurate records are maintained of Council actions,
218 adequate notice is sent regarding Council meetings, and maintain records of active
219 membership for purposes of establishing quorum.

220

221 Section 4. Executive Committee Size

222

223 The size of the Executive Committee is comprised of a minimum of five (5) members and
224 described in in Article III, Sections 2 and 3 above.

225

226 Section 5. Election of Officers

227

228 The Membership process established in Article II, Section 6, shall be responsible for
229 developing a list of nominees for Council officers. Nominees shall be approved at the
230 first council meeting of the year by a simple majority vote. The Council, based on a
231 proposal from the Executive Committee, may vote on vacancies that occur between
232 annual meetings.

233

234 Section 6. Executive Committee Terms

235

236 Council Officers' term shall be two (2) years and may be renewed by Council vote;
237 however, no Council Officer shall serve more than three (3) consecutive terms, with the
238 exception of the Maine Center for Disease Control and Prevention District Public Health
239 Liaison.

240

241 Council terms will be staggered by one and two years. The Council Chair and Secretary
242 shall be the odd terms (1 year). The Vice Chair, Treasurer, and Representative to the
243 State Coordinating Council shall be the even terms (2 years). If in the event an officer is
244 no longer associated with the member organization they represent, the officer shall be
245 removed from the office and the Council, and a new officer shall be elected by the
246 Council.

247

248 Section 7. Executive Committee Responsibilities

249

250 Executive Committee Members will regularly attend meetings of the Council and
251 meetings of the Executive Committee.

252

253 In cooperation with the Council Chair, the Maine Center for Disease Control and
254 Prevention District Public Health Liaison shall be responsible for Council internal
255 communications. Any public comment shall be coordinated with the Executive
256 Committee with respect for the potential conflicts.

257

258 Section 8. Executive Committee Meetings

259

260 The Executive Committee shall meet on a regular schedule that it deems necessary and
261 appropriate in order to fulfill its responsibilities as set forth in the Bylaws. Notice of all
262 regular Executive Committee meetings shall be communicated via electronic mail to all
263 members of the Committee at least five days prior to the meeting.

264

265 Special or emergency meeting of the Executive Committee may be called as needed by
266 the Executive Committee leadership. Notice of special or emergency meeting shall be
267 sent via electronic mail with as much notice as possible.

268
269 **ARTICLE IV. Council Meetings**

270
271 **Section 1. Time and Place of Meetings**

272
273 The Council will meet, at a minimum, quarterly. The Executive Committee shall
274 determine meeting times and locations of all Council meetings.

275
276 **Section 2. Agenda**

277
278 The Chair or his/her designee shall prepare an agenda of items requiring Council action,
279 and shall add items of business as may be requested by Council members and/or the
280 Executive Committee.

281
282 **Section 3. Notice**

283
284 Council members shall be sent electronic mail notice of the time and date of the
285 meetings at least twenty (20) business days before a regular Council meeting. In the
286 event of an emergency, the Executive Committee may call a meeting with a simple
287 majority vote of the Executive Board and shall give as much notice as possible.

288
289 **Section 4. Rules of Order**

290
291 Robert's Rules of Order shall govern regular Council meetings unless the Council adopts
292 other rules of order. Council meetings are open to all interested parties.

293
294 **Section 5. Council Meeting Minutes**

295
296 The responsibility of Council minutes rests with the Executive Committee. Minutes
297 recording all motions and subsequent action including the number of yeas, nays or
298 abstentions shall be recorded. Minutes of all meetings shall be maintained by the
299 Secretary or his/her designee and made available on the Council website.

300
301 **Section 6. Quorum**

302
303 A quorum of the Council shall consist of a simple majority of the voting membership or
304 eleven voting members, whichever is smaller. In the absence of a quorum, a Council
305 meeting may continue discussion; however, no formal actions shall be taken, except a
306 vote to adjourn the meeting to a subsequent date.

307
308 **Section 7. Voting**

309
310 Each Council member shall have one vote, once quorum is established. As the district-
311 wide representative body for collaborative planning and decision-making for public
312 health, the Council will seek consensus through well-structured and staged processes. If
313 a consensus decision cannot be reached, all business conducted with a simple majority
314 vote of the quorum shall stand as official action of the Council. By formal agreement of
315 the Council, voting may be conducted electronically.

316
317 **ARTICLE V. Committees**

318
319 **Section 1. Creation of Committees**

320
321 The Council or its Executive Committee shall have the power to create standing and ad
322 hoc committees and work groups. Committees created by the Executive Committee
323 between Council meetings shall be voted upon at the next scheduled meeting of the
324 Council. The Council Chair, in coordination with the Executive Committee, shall appoint
325 and charge each committee with its responsibilities and shall appoint the chair of the
326 committee.

327
328 **Section 2. Membership**

329
330 Membership on a committee or work group, with the exception of the Executive
331 Committee, is not limited to (voting) members of the Council. The Council, Executive
332 Committee and other committees may call on non-Council members as advisors to
333 provide information and guidance.

334
335 At least one member of the Executive Committee will serve on each of the Council's
336 committees and work groups.

337
338 Committee Chairs shall bring proposed activities to the Council for discussion and
339 approval. The Council may accept recommendations of committees/work groups as part
340 of a consent agenda; however, if any Council member finds that he/she has a significant
341 issue with a committee/work group recommendation, he/she shall say so at the Council
342 meeting and bring it for further discussion and separate vote at the Council level.

343
344 **Section 3. Committee Chairs**

345
346 The Committee Chair shall be responsible for scheduling meetings, assigning specific
347 tasks within the mandate of the committee, and reporting to the Executive Committee
348 and the Council concerning the work of the committee. Standing Committee Chairs shall
349 be members of the Council.

350 **ARTICLE VI. Non-Partisan Activities**

351
352 The Council shall be non-partisan. No part of the activities of the Council shall consist of
353 the publication or distribution of materials or statements with the purposes of
354 attempting to influence or intervene in any political campaign on behalf of or in
355 opposition to any candidate for public office.

356
357 ARTICLE VII. Conflict of Interest

358
359 A conflict of interest is defined as any personal or organizational financial or other
360 interest which prevents or appears to prevent an impartial action or decision on the part
361 of a Council member or member of any Council committee. A conflict occurs when a
362 financial or other interest could:

- 363
- 364 a. Significantly impair the individual’s objectivity.
 - 365 b. Create an unfair competitive advantage for any person or organization.
 - 366 c. Provide a direct or indirect fiduciary interest of financial gain for that
367 individual or organization.
- 368

369 Should a matter before the Council present a known, or a potential conflict of interest,
370 Council members are required to disclose such potential conflict to the Executive
371 Committee at the earliest point possible. Once a conflict or potential conflict is
372 disclosed, the Chair shall lead the rest of the members in deciding how the member with
373 the conflict or potential conflict may participate in discussions or voting.

374
375
376 ARTICLE VIII. Fiscal Agent

377
378 The Council shall designate a fiscal agent or agents as necessary. The Council and fiscal
379 agent shall enter into an agreement that is documented and designates the roles and
380 responsibilities of both organizations.

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382
383 ARTICLE IX. Operations and Fiscal Calendar

384
385 The operations calendar of the Council is the calendar year. The fiscal year of the
386 Council will be July 1 to June 30. The fiscal year of the Council may additionally follow
387 the fiscal calendar designated in any funding program the Council receives.

388
389 ARTICLE X. Reporting

390
391 The Council will submit quarterly progress reports to the State Coordinating Council for
392 Public Health according to the State Coordinating Council’s format. The quarterly
393 reports will be shared with the Council members and interested parties at full council

394 meetings and via email, and posted on the State Coordinating Council for Public Health
395 website.

396
397 **ARTICLE XI. Bylaw Amendments**

398
399 The District Coordinating Council for Public Health bylaw document serves as uniform
400 guidance in all Public Health Districts. To address specific district needs, districts may
401 draft additional addendums in the following areas:

- 402
- 403 a. Council mission and vision
 - 404 b. Additional membership requirements to:
 - 405 i. have at least one member who is a recognized content expert in each
 - 406 of the essential public health services
 - 407 ii. have representation from populations in the State facing health
 - 408 disparities
 - 409 c. Council Standing Committee structure
 - 410 d. Policies that help instruct the function of the Council
- 411

412 The Council may amend these bylaws. Before consideration, the amendment must be
413 submitted in writing to the Council and posted on the Council agenda according to the
414 guidelines in Article IV., Section 3 (Notice). Prior to an amendment of the bylaws, the
415 Council may request a recommendation from the Executive Committee. Votes to
416 approve bylaw amendments follow the guidelines set forth in Article IV., Section 6
417 (Quorum), and Section 7 (Voting).

418
419 Any bylaw amendments will be submitted to the Chair of the State Coordinating Council
420 for Public Health and the Director of the Maine Center for Disease Control and
421 Prevention for approval before going to vote at a Council meeting. Any bylaws
422 amendments proposed to the Council by the State Coordinating Council for Public
423 Health must be considered for vote at the next scheduled Council meeting. The
424 Executive Committee will review the Council bylaws every three (3) years. Any revisions
425 will be submitted for consideration using a mechanism established by the State
426 Coordinating Council for Public Health.

427
428
429 Adopted this ____ day of _____, 20__.

430
431 Signed this ____ day of _____, 20__.

432
433
434 Council Chair, acting on behalf of
435 Cumberland District Public Health Council:

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State Coordinating Council Chair, acting on behalf of
State Coordinating Council For Public Health:

Director, Maine Center for Disease Control and Prevention, acting on behalf of the
Maine Center for Disease Control and Prevention:
