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**MAINE STATEWIDE COORDINATING COUNCIL FOR PUBLIC HEALTH  
PUBLIC HEALTH ADVISORY BOARD BYLAWS  
June 2024**

1 **ARTICLE I**

2 **The Council and its Members**

3 The Maine Statewide Coordinating Council for Public Health (SCC) is established by 22  
4 M.R.S. §412 (2009, AMD 2011, 2017, 2021) with the purpose of advising and making  
5 recommendations to the Maine Center for Disease Control and Prevention (Maine  
6 CDC).

7  
8 The SCC consists of the following twenty-three voting members:

- 9 • Maine CDC Director or designee.
- 10 • DHHS Commissioner appointment with behavioral health expertise.
- 11 • Department of Education Commissioner appointment with health expertise.
- 12 • Department of Environmental Protection Commissioner appointment with  
13 environmental health expertise.
- 14 • District Council representation from Aroostook, Central, Cumberland, Downeast,  
15 Midcoast, Penquis, Western, and York Public Health Districts; and Tribal District.
- 16 • Additional Representatives may come from
  - 17 ○ Statewide or regional health care system (e.g., hospital or FQHC))
  - 18 ○ Statewide emergency management
  - 19 ○ Statewide emergency medical services
  - 20 ○ Higher education and/or public health research institutes
  - 21 ○ Statewide planning
  - 22 ○ Statewide mental health prevention
  - 23 ○ Municipal public health agencies
  - 24 ○ Public health policy
  - 25 ○ Statewide aging and health
  - 26 ○ Statewide oral health
  - 27 ○ Statewide community action programs

28  
29 Non-Voting Interested Parties can include:

- 30 • Individuals with population health metrics expertise.
- 31 • Individuals with public health emergency management expertise.
- 32 • Individuals representing regional/statewide pharmacies.
- 33 • Individuals with public health veterinary expertise).
- 34 • If the Maine CDC Director is not the State Health Officer, the State Health Officer or  
35 a physician licensed under Maine requirements acting as the State Health Officer's  
36 designee.
- 37 • Maine CDC Program staff invited as interested parties, presenters, or content  
38 experts,

- 39 • Organization representatives that work in public health or are involved in public  
40 health initiatives are invited as interested parties, presenters, or content experts.  
41 • All non-voting members will be noted in the meeting minutes as attending and when  
42 appropriate, their input will be recorded in the meeting minutes.  
43

#### 44 Member Service

- 45 • Members serve three-year terms, eligible for reappointment.  
46 • Members who wish to resign from the SCC must submit a formal resignation letter.  
47 • Members who no longer meet the statutory criteria of their position must resign  
48 from the SCC upon notification of the change.  
49 • For vacancies, the SCC Membership Committee will consider suggestions from  
50 current members or from the member resigning to select a new member.  
51

### 52 **ARTICLE II**

#### 53 **Council Officers and Duties**

- 54
- 55 • The SCC members shall elect two of its voting members to serve as the chair and vice  
56 chair.  
57 • State employees cannot serve as officers.  
58 • The chair and vice chair shall serve two-year terms, limited to two terms, with the  
59 expectation that the vice chair will step into the role of the chair, if duly elected.  
60 If the chair were to vacate their position before their term is complete, the vice chair  
61 shall become the new chair to complete the term. If a vice chair is unable to serve, or if  
62 the vice chair position becomes vacant, then a nomination and an election is held to  
63 complete the remainder of the vacant term(s).

#### 64 Duties

##### 65 SCC Chair shall:

- 66 ○ Facilitate meetings and guide the SCC in achieving its mission.  
67 • SCC Vice Chair shall:  
68 ○ Facilitate meetings in the absence of the SCC chair.  
69 • The SCC Chair and Vice Chair will be part of the SCC Executive Committee with  
70 Maine CDC to determine annual strategic plans, develop meeting agendas, and  
71 prepare materials for the SCC meeting.  
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### 74 **ARTICLE III**

#### 75 **Council Committees**

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##### 77 Executive Committee

- 78 • Shall consist of the Maine CDC Director (or designee), SCC Chair, SCC Vice-  
79 Chair, and the immediate past SCC Chair.  
80 • Shall meet at least four times per year.  
81 • Shall prepare meeting agenda and materials at least one month prior to SCC  
82 meeting.

- 83       • Shall meet at least once per year to assess emerging public health issues and  
84       needs for the coming year and develop an annual work plan to present to the SCC  
85       Members.  
86

87 **Membership Committee**

- 88       • Shall consist of SCC Chair, SCC Vice-Chair, two SCC members, and the Maine  
89       CDC Director (or designee).  
90       • Shall meet at least one time per year in November to assess the current  
91       membership for appropriate expertise to meet emerging public health issues.  
92       • Shall provide an updated membership orientation packet for new members.  
93       • Shall develop policies and procedures for recruiting and vetting new members.  
94

95 **Additional Committees**

- 96       • SCC Executive Committee may create committees to respond to specific needs.  
97       • SCC Executive Committee may invite members and interested parties to set on  
98       SCC committees.  
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101 **ARTICLE IV**

102 **Council Members and Duties**

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104 **SCC Members are:**

- 105       • Expected to attend regular meetings.  
106       • Encouraged to join at least one committee.  
107       • Allowed one excused full council meeting per calendar year. Must comply with  
108       conflict-of-interest policy as articulated in this section, understanding that many  
109       voting members may have a direct tie to governmental public health, public health  
110       funding or resources, or other stakeholders in Maine.  
111       • Must relay to Chair or Vice Chair of an absence and if the alternate will be attending  
112       for voting purposes.  
113

114 **Conflict of Interest Disclosure**

- 115       • If a SCC member has a potential conflict related to a particular motion, the member  
116       should state the conflict. SCC will then decide as to whether the member shall  
117       participate in the vote or be recused.  
118       • SCC members shall verbally disclose any actual or perceived conflicts of interest  
119       prior to voting on any motion that may present a conflict of interest.  
120       • Conflict of Interest disclosures will be documented in the meeting minutes.  
121       • If the SCC has reasonable cause to believe a member has failed to disclose actual or  
122       possible conflicts of interest, it shall inform the member and afford an opportunity to  
123       explain the alleged failure to disclose.  
124       • If the SCC determines the member has failed to disclose an actual or possible conflict  
125       of interest, it shall take appropriate corrective action as determined by the Executive  
126       Committee, including potential removal of member for the SCC.  
127  
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129 **ARTICLE V**

130 **Council and Committee Meetings**

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132 Council Meetings

- 133 • Call to order: SCC meetings are called by order of the Chair or Vice Chair, if serving  
134 as the meeting facilitator.
- 135 • Quorum: a majority of current voting members constitutes a quorum for the conduct  
136 of business. If there are vacant voting member seats, these do not count toward  
137 quorum.
- 138 • Setting: meetings may be held in person in Augusta with virtual option when  
139 appropriate.
- 140 • Business Format: SCC will strive to conduct its business through discussion and  
141 consensus.
- 142 ○ The Chair or Vice Chair may institute processes to enable further decision  
143 making and move the work of the group forward.
  - 144 ○ Meeting agenda items including topics and speakers can be suggested to the  
145 Executive Committee by a voting member prior to the next meeting.
  - 146 ○ Current version of Robert’s Rules of Order will be used to facilitate meeting  
147 business and all motions.
  - 148 ○ Voting will be done in person, in virtual platform,, or by phone by members  
149 during a meeting, or by a special electronic voting outside of the meeting.
  - 150 ○ All SCC official action will be recorded in meeting minutes.
  - 151 ○ Meeting materials and agendas will be distributed at least one week in advance  
152 by email and will be posted online at  
153 [https://www.maine.gov/dhhs/mecdc/public-health-](https://www.maine.gov/dhhs/mecdc/public-health-systems/scc/agenda.shtml)  
154 [systems/scc/agenda.shtml](https://www.maine.gov/dhhs/mecdc/public-health-systems/scc/agenda.shtml) . Full year of scheduled council meetings will be  
155 made available at the start of the calendar year and posted online.

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157 Committee Meetings

- 158 • Committee will be formed through a process or interest at the full Council meeting.
- 159 • Committee members will be selected at the full Council meeting or through an  
160 invitation process.
- 161 • Meetings will be facilitated with appropriate notetaking by a chair, who was assigned  
162 at the Council meeting establishing the committee mission.

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165 **ARTICLE VI**

166 **Reporting Requirements**

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168 The SCC shall meet annual reporting requirements:

- 169 • To the joint standing committee of the Legislature having jurisdiction over health  
170 and human services matters and the Governor’s office on:
- 171 ○ Progress made toward achieving and maintaining accreditation of the state  
172 public health system;
  - 173 ○ District wide and statewide streamlining of public health services; and

- 174           ○ Other strategies leading to improved efficiencies and effectiveness in the
- 175           delivery of essential public health services.
- 176       • To the Secretary of State Boards and Commissions by December 31 on information
- 177           required by 5 MRSA §12005-A, including membership appointments and vacancies,
- 178           meetings, and activities related to its mission.

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180 **ARTICLE VII**

181 **Amendments to the Bylaws**

- 182       • Bylaws will be reviewed annually by the SCC Executive Committee and presented to
- 183           the SCC Members for review and approval.
- 184       • Any updates to the bylaws will be approved through a formal vote by SCC Members.

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186

187 Adopted on ***19 September 2024 by vote of SCC Members (14 Yes, 4***

188 ***Abstained)***

189

190

191 \_\_\_\_\_ ***No Acting Chair***

192                            SCC Chair

193

194

195 \_\_\_\_\_ ***James Markiewicz***

196                            Maine CDC Director Designee

197 **Annual Review of Bylaws and Revisions**

<b>Section</b>	<b>Page</b>	<b>Rev.</b>	<b>Date</b>	<b>Description of Change</b>	<b>Approved by:</b>

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