



Galion Board of Health By-Laws

Galion City Health Department

Galion Board of Health By-Laws

Date of Change	Change	Changed By	Re-distributed Yes/No
3/2019	Initial Galion Board of Health By-Laws	T Factor	Yes
6/2021	Update Health Commissioner definition to match O.R.C.	A. Barnes	No
6/2026	Update to Allow Virtual BOH Meetings page 9-10	A. Cinadr	Yes

By-Law Revisions

While it is recommended that the By-Laws remain on the radar of all GCHD BOH members, the GCHD finds that frequent and comprehensive reviews related to the components of the By-Laws take place.

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By-Laws Review & Responsibility

Review of Plan

The Galion Board of Health By-Laws will be reviewed annually, or as needed, by GCHD Board of Health and the Health Commissioner, as well as others with expertise in public health policies as requested.

Authorship

The Health Commissioner wrote these by-laws; with input from the GCHD Board of Health Members, City of Galion Law Director, the Ohio Association of Boards of Health, and the Association of Ohio Health Commissioners.

Approval

This plan has been approved and adopted by the following individuals:

Galion Board of Health

Date

Health Commissioner, Galion City Health Department

Date

Name and Purpose

The name of the organization is the Galion Board of Health and henceforth will be referred to as the Board. The purpose of these By-Laws is to provide rules and standards of governance for the Board to execute its duties.

Mission, Vision, Values/ Guiding Principles

Mission Statement

To Promote, Improve and Protect the Health and Well-Being of the Community We Serve

Vision Statement

Inspire and Engage the Community We Serve to be Optimally Healthy

Values/ Guiding Principles

The Board, staff, and administration created the Values/ Guiding Principles of the Galion City Health Department. A set of values should guide every organization. An organization's values are designed to provide an underlying framework and guideposts for activities and decision making (these are part of the organization's culture).

WE CARE

Work Together: Collaborating with stakeholders to build strong collaborative relationships that increase innovation.

Excellence: Striving for excellence through practical, data-driven, evidence-based decision making.

Customer Focused: Treating our diverse external and internal customers with respect while addressing their individual needs and concerns. We strive to maintain effective customer relations.

Accountability: Understanding that we are accountable for the health and safety of the community. We are also responsible for providing quality programming and services, fiscal integrity, and upholding the public's trust.

Respect: Providing respect by showing value equity, diversity, and inclusion of all.

Ensure: Ensuring that the community knows that our priority is their health and wellbeing.

Board Duties

General Duties

The Galion Board of Health is expected to assess the City of Galion and its health status, educate itself on the Galion Board of Health and Galion City Health Department's history, goals, achievements, and current situation while developing policies that are needed for the protection and promotion of public health and assuring that the public is informed of the Board's actions and financial backing.

The Board shall adopt policies and make such orders and regulations as are necessary for the promotion of health, the prevention of disease, and the abatement or suppression of nuisances. Adopted policies must be in furtherance of the (1) implementation of the Board's mission (2) enforcement of the standards, rules and regulations of the Ohio Department of Health, the Ohio Public Health Council, and the Ohio Environmental Protection Agency; and (3) performance of any duties required by state and/or federal laws and any other applicable state and federal agencies.

The Board has the option to hear and act on appeals in accordance with confirmed administrative hearing procedures or hearing procedures that may be required by state or federal laws, rules, and regulations.

The Board's power to perform quasi-legislative, quasi-judicial, executive, and administrative actions are communicated by statute or are implied in order to execute such powers.

Authority

An individual Board member has no authority to order or direct health department staff. The Board's authority comes by a majority vote of the Board at a meeting of the Board. *See Attachment 1: Mandated Programs LHD's as Delegated Authorities.*

Appointment and Evaluation of Health Commissioner

The Board shall appoint a Health Commissioner upon such terms as may be prescribed by the Board (*See ORC 3709.14*). The person appointed as Health Commissioner shall be the holder of a Bachelor's Degree in Nursing, Environmental Health, or other related health field. A well-qualified appointee could be a licensed physician, licensed dentist, a licensed veterinarian, licensed podiatrist, licensed chiropractor, or the holder of a master's degree in public health or an equivalent master's degree in a related health field as determined by the members of the Board. The Health Commissioner shall serve as secretary to the Board. Notice of the appointment of the Health Commissioner shall be filed with the Director of Health. The Health Commissioner shall be the executive officer of the Board and shall carry out all orders of the Board and of the Department of Health. The Board shall supervise and annually, or as needed, evaluate the Health Commissioner

Appointment of Medical Director

When the Health Commissioner is not a physician, the Board shall provide for adequate medical direction of all personal health and nursing services by the employment of a licensed physician as Medical Director on either a full-time or part-time basis. The Medical Director is responsible to the Board. *See ORC 3709.11*. The Board shall supervise and annually, or as needed, evaluate the Medical Director.

Orientation of New Board Members

Board members are expected to become knowledgeable about the duties, operations, and functions of the health department through reading of materials provided to members at Board

of Health meetings, consultation with the Health Commissioner, staff presentations at Board of Health meetings, membership in the Ohio Association of Boards of Health and National Association of Local Boards of Health (when applicable), and, when available, participation in Ohio Department of Health training. Board members may utilize mentors from the Board as well as the Health Commissioner and staff. *See Attachment 2: Galion City Board of Health Orientation Guide.*

Complete Continuing Education

In accordance with the minimum standards set forth in pertinent sections of the OAC 3701-36-03 (B)(8) and ORC 3701.342 (G) each Board of Health member is required to complete two hours of continuing education each calendar year. Each continuing education credit shall pertain to one or more of the following topics: ethics, public health principles, and a member's responsibilities. Credits may be earned in these topics at pertinent presentations that may occur during regularly scheduled board meetings throughout the calendar year or at other programs available for continuing education credit. Continuing education credits earned for the purpose of license renewal or certification by licensed health professionals serving on boards of health may be counted to fulfill the two-hour continuing education requirement.

Verification of continuing education completion must be submitted by December 15th of each year. Continuing education records must contain the date, topic, number of credits earned, location and presenter's name or copies of certificates of continuing education credits earned for the purpose of license renewal or certification by a licensed health professional serving on the board of health.

It should be noted that under ORC 3701.342, Boards of Health that do not meet their minimal standards which include continuing education will be denied subsidy funds, but Boards who achieve optimal standards will be granted increased funding.

Other Specific Duties and Limitations

The Board shall receive program reports and approve contracts and health department expenditures. The Board shall adopt personnel policies, which shall be kept in writing and made available to employees. Additionally, the Board shall employ a staff, selected by the Health Commissioner, adequately qualified to carry out the Health Department's programs, and shall meet minimum qualifications and licensure requirements set by the Ohio Revised Code. At the request of the Health Commissioner, the Board may approve employee layoffs, suspensions, terminations and resignations. However, the Board shall not directly supervise or evaluate health department employees, except for the Health Commissioner and Medical Director.

Board Member Appointment, Vacancies, and Removal

General Appointment of Board Members

The Board shall be composed of five members appointed by the Mayor and confirmed by the legislative authority (City Council) as authorized under Section 3709.05 of the Ohio Revised Code,

unless the Board has established a health district licensing council under section 3709.41 of the Revised Code, in which case, the mayor shall appoint four members of the Board, confirmed by the legislative authority (City Council), and the health district licensing council shall appoint one member of the Board. The Galion Board of Health, per Resolution #2015-141, resolved that the Board of Health will not establish a health district licensing council. *See Attachment 3: GCHD Resolution 2015-141 BOH Composition*

The term of office of the members shall be five years from the date of appointment, except that of those first appointed, one shall serve for five years, one for four years, one for three years, one for two years, and one for one year, and thereafter one shall be appointed each year.

Vacancies

A vacancy in the membership of the board shall be filled in the same manner as an original appointment and shall be for the unexpired term. All Board vacancies will be filled by mayoral appointment and legislative authority (City Council) confirmation within 30 days of a vacancy being announced.

Removal

The Board, or committee thereof, shall investigate any allegations of Board member misfeasance, malfeasance, or nonfeasance, or failure to perform any or all of the Board member's duties required by the Ohio Revised Code. The Board, or committee thereof, shall present its findings to the Board as a whole. If the Board finds adequate cause, the Board shall send a written report, with a recommendation of action, to the Mayor and City Council of Galion or the State of Ohio Director of Health detailing the allegations and findings and requesting removal of the Board member.

When any member of the Board of Health is removed from office, the Mayor shall appoint and the legislative authority, City Council, shall confirm within thirty (30) days after receipt of such notice in order to fill the vacancy in accordance with these Bylaws.

See attendance section. *ORC 3.17*

Board Member Conflict of Interest

Any Board member who has a direct or indirect interest in the outcome of a matter before the Board, or who has a conflict-of-interest regarding some aspect of a matter pending before the Board, shall disclose the nature of the interest and shall disqualify himself or herself from discussing, deliberating, or voting on the matter. *See Ethics.*

Compensation and Expenses of the Board

Each Board member shall be paid in accordance with ORC 3709.05(B) for the member's attendance at each meeting of the Board (regular or special meeting). No member shall receive

compensation for attendance at more than eighteen meetings in any calendar year (*ORC 3709.05(B)*).

Each Board member shall receive travel expenses at rates established by the director of budget and management pursuant to section 126.31 of the Ohio Revised Code to cover the actual and necessary travel expenses incurred for travel to and from meetings that take place outside of Crawford County, Ohio, except that any member may receive travel expenses for registration for any conference which takes place within Crawford County, Ohio (*ORC 3709.05(C)*). All seminars, meetings, and conferences must relate to the Board member's training, duties, or involvement with the health department and must be pre-approved by the Board. Reimbursement for travel expenses should be handled in accordance with the Galion City Health Department Personnel Policy and Procedure Manual as well as any travel policies adopted, Board determined limitations, and/or state rules set forth.

Meetings

Attendance

Board members must attend in person to be considered present, vote, or count as part of the quorum. Board members may not meet through electronic or telephonic conferencing.

Board members are required to attend at least six (6) of the twelve (12) regular meetings per year. Board members failing to meet this attendance requirement will be expected to resign.

A Board member who fails to attend at least three-fifths of the regular and special meetings held during any two-year period forfeits the member's position on the Board (*ORC 3.17*).

Regular Meetings

The Board shall meet at least once in each calendar month for the transaction of business, and more often if necessary, for the prompt and thorough transaction of business (*ORC 3709.12*). Regular meetings for the Board are held on the second Tuesday of each month in the Galion City Health Department at 113 Harding Way E, Galion, Ohio unless otherwise specified upon passage of a motion by affirmative vote of a quorum at a regular meeting. In the event that the second Tuesday falls on a holiday, or if a quorum of Board members is unavailable, the Board President or President Pro Tempore may change the meeting date and cause notice of such change to be published to the news media.

At least 72 hours (3 days) before each regularly scheduled meeting, the Health Commissioner will send a copy of the previous regularly scheduled meeting's minutes, the upcoming meeting's agenda and any other relevant information by email, electronic system, US mail, or courier.

One week prior to each regularly scheduled meeting, when possible, the Health Commissioner will send consent agenda and any other relevant information by email, electronic system, US mail, or courier.

Virtual Meetings

Board members may hold and attend meetings or hearings by video conference or similar technology when permitted by the Revised Code. The following requirements apply to any such virtual meeting or hearing.

Effect of Virtual Action

Any resolution, rule, or formal action taken during a qualifying virtual meeting or hearing has the same legal effect as action taken during an open, in-person meeting or hearing.

Attendance, Voting, and Quorum

Members who attend virtually are considered present, may vote, and count toward a quorum to the extent allowed by section 121.22(C) of the Revised Code.

Required Policy Provisions

- **Advance notice:** Provide at least 72 hours' notice to the public, requesting media, and any parties entitled to notice. The notice must state the time, location, agenda, and how the meeting or hearing will be conducted. In an emergency, notify requesting media or affected parties immediately.
- **Public access:** Provide access that matches the format of the meeting, such as internet livestream, television, cable, public-access channels, or similar technology. The public must be able to observe and hear all discussion and deliberation, whether members participate in person or electronically.
- **Voting method:** Use roll-call voting unless there is a motion for unanimous consent and no member objects. If a vote is unanimous, the public body must still disclose how members voted, including any abstentions.
- **Member notice:** A member intending to attend virtually must notify the chairperson at least 48 hours in advance, except in an emergency as defined by policy.

Restrictions on Virtual Meetings and Hearings

- Virtual meetings or hearings may not be used for votes on major non-routine expenditures, significant hiring decisions, tax issues, or tax increases, as defined by policy.
- They also may not be used when members are compensated for serving on the public body or are elected by the public, except as specifically allowed for certain multi-party meetings.
- If at least 10 percent of the members, or two members (whichever is greater), notify the chairperson at least 48 hours before the meeting that an agenda item must be handled in person, that item may be acted on only at a fully in-person meeting.

A hearing may not be conducted virtually unless all parties consent. The exception for compensated or elected members does not apply to a virtual multi-party meeting that does not involve a major non-routine expenditure, significant hiring decision, or tax matter.

When a meeting or hearing is held virtually, the public body must use widely available technology that allows participants to speak with witnesses, receive documentary and physical evidence, and permit public comment when applicable. These provisions apply despite conflicting sections of the Revised Code, but they do not override any nonconflicting state or federal requirements or any statute that specifically authorizes a different form of teleconference or video conference for a particular public body.

Special Meetings

Any meeting that is not a regularly scheduled meeting is deemed a special meeting. The Board may hold a special meeting at the call of the President/President Pro Tempore, or the concurrence of three Board members filed in writing with the Secretary, or by request of the Health Commissioner (*ORC 3709.12*). The Health Commissioner may make a request to the President/President Pro Tempore and/or Board members requesting a special meeting be held, if the request is accepted, the meeting must be called as prescribed in *ORC 3709.12*.

The Board shall limit its business and discussion to the specific “subject of the special meeting” as set forth in its meeting notice

A special meeting shall not be held unless at least 24 hours advance notice of time, place, and purposes of such special meeting is given to the public and any news media that have requested such advanced notification (*See Notification of Meetings to Public & Media*).

Emergency Meetings

An emergency meeting is a type of special meeting that requires immediate official action.

The Board President/President Pro Tempore and/or the Health Commissioner may call an emergency meeting when a situation requires immediate official action. The Health Commissioner shall provide written or oral notice to each Board member of the date, time, place and subject of the emergency meeting. The Board may act at any emergency meeting in which a quorum is present.

In the event of an emergency requiring immediate official action, an emergency meeting may be held without giving 24 hours advance notification thereof to the requesting news media and the public.

Immediate notification of the time, place, and purpose of the emergency meeting must be provided to the public and requesting media. Notice must be given and only topics related to the stated purpose of the meeting can be discussed (*See Notification of Meetings to Public & Media*).

*Note: emergency meetings are typically held for items of a sudden nature. If challenged, the Board would have the burden of proving the matter was something which could not wait for the 24-hour period. If that action cannot be proved, the Board risks having the actions taken invalidated.

Committee Meetings

Pursuant to *ORC Section 122.22(B)(1)(b)*, any committee or subcommittee of the Board is a “public body” subject to the Open Meetings Act. The standing committee and ad-hoc committee meetings shall be “special meetings” and the Board shall provide notice to Board members following the requirements set forth in *Special Meetings* above. No final Board action may be taken at committee meetings; however, the committee may provide recommendations to the

full Board. Any Board member present at a committee or subcommittee meeting may participate in an executive session of the committee or subcommittee (*See Executive Sessions*).

Notification of Meetings to Public & Media

The Board shall provide notice to the public and all news media, that have requested to be notified of any regular meetings, of the time, date, and place of the meeting. “Regular meetings” are held at predictable intervals; if a regular meeting time, date, or place is changed proper notification must be provided.

In the event of a special meeting, the Board shall provide 24-hours notice to the public and all news media, that have requested to be notified of any special meetings, of the time, date, place, and purpose of the meeting.

If there is an emergency that requires immediate official action on the part of the Board, the person calling the emergency meeting must give written or oral notice to requesting news media of the time, place, and purpose of the emergency meeting. Additionally, the Board may provide notice to media of an emergency meeting by posting the notice on the Health Department’s website or Facebook page.

Refer to OAC Section 151-1-01, Notification of meetings to the public and news media.

Rules of Order

Robert’s Rules of Order shall govern all meetings of the Board of Health. However, implicit in Robert’s Rules of Order, is the Board’s authority to adopt rules that supersede Robert’s Rules.

Quorum

The majority of Board members constitute a quorum (*ORC 3709.05(D)*). To vote in the meeting and to constitute as part of the quorum, a Board member must be physically present at the meeting. *See ORC 121.22(C)*.

Minutes

The Board shall keep accurate minutes of each of its meetings. The minutes shall be recorded by the Secretary, or his/her designee, on audiotape or in writing. At a minimum, the minutes must enable the public to understand and appreciate the rationale behind the Board’s decisions.

The minutes must reflect which members of the Board were absent during the meeting, whether any Board members abstained from voting on a matter, and who was present at the meeting other than the Board members.

If the Board enters into executive session pursuant to *section 121.22(G) of the Ohio Revised Code*, the minutes must indicate the general reason why the Board entered into executive session as well as reflecting which Board members voted against entering into executive session. The minutes shall also indicate the time the Board entered into and the time exited from the executive session.

The previous Board meeting's minutes will be approved at the upcoming meeting. Upon approval, the Board President or designated Board member with signing authority and Secretary or designee will sign the minutes. The Board may amend the minutes of a meeting at any regular meeting by a majority of the Board members. All minutes of the Board are "public records" which must be promptly prepared, filed, and maintained pursuant to *Section 121.22(C) of the Ohio Revised Code*.

Testimony, Evidence, Vote

Individual members of the Board have no authority to independently act in the name of the Board without the prior approval of the Board. The Board shall take all official action and conduct all deliberations upon official business in open meetings unless the subject matter is specifically excepted by law (*Executive Session and ORC 121.22(G)*). After the Board has heard testimony and reviewed evidence on a given matter, the Board members shall discuss the matter amongst themselves in a meeting open to the public. When the President/President Pro Tempore believes that the matter has been adequately discussed by the Board, he or she shall call for a motion and vote on the matter. The Board shall vote by roll-call vote when voting on financial matters or when requested by a Board member or member of the public.

A motion is adopted when a quorum of the Board members vote in favor of the motion.

Executive Sessions

The Board may enter into an executive session at any regular, special, or emergency meeting. Executive sessions must begin and end within a public meeting in which a quorum of board members is present and for which proper public notices have been provided. Executive sessions must be called by a motion that is made, seconded, and passed on a roll call vote and recorded in full in the minutes of said meeting. The motion shall fully state the specific purpose or purposes for entering into an executive session. Matters discussed during an executive session must be limited to the specific purpose or purposes stated in open meeting as reasons for entering into an executive session and no official action may be taken during an executive session. Executive sessions are not open to the public; however, the Board may ask specific individuals to participate in executive sessions (*ORC 121.22(G)*). The Board may adjourn into executive session to discuss the following limited topics:

1. Certain Personnel Matters
 - a. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.
 - b. To consider the investigation of charges or complaints against a public employee, official, licensee or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing.
 - i. Except as otherwise provided by law, the Board may not hold an executive session to consider the discipline of an elected official for conduct related to the performance of the official's duties or to consider that person's removal from office.

2. Purchase of Property
 - a. To consider the purchase of property that may be real, personal, tangible, or intangible or to consider the sale of real or personal property by competitive bid if the disclosure of information would result in a competitive advantage to the person whose private interest is averse to the general interest.
 - i. No Board member may use this exception as subterfuge to provide covert information to prospective buyers or sellers.
3. Pending or Imminent Litigation
 - a. To discuss a pending or imminent court action with the Board's legal representative; "pending" meaning that a lawsuit has commenced and "imminent" meaning that it is about to commence.
4. Collective Bargaining Matters
 - a. To prepare for, conduct, or review a collective bargaining strategy.
5. Matters Required to be Kept Confidential
 - a. To discuss matters required to be kept confidential by federal rules, or state statutes.
6. Security Matters
 - a. To discuss details of security arrangements and emergency response protocols where disclosure could be expected to jeopardize the security of a public body or public office.

Public Comment

The Board must make a reasonable effort to provide the public an opportunity to speak. The Board may establish rules for the public comment period, including time restrictions for the speakers. Any citizen who is disruptive waives the right to attend the meeting and may be removed.

Organization and Structure

Secretary of the Board of Health

The Health Commissioner shall be the secretary of the Board pursuant to ORC section 3709.11. The secretary or his/her designee shall perform the following tasks:

1. Notify the public of all public meetings including special meetings as required by Section 121.22 of the Ohio Revised Code and as set forth in *Meetings*.
2. Promptly prepare and permanently maintain full and accurate minutes of all regular, special, and emergency meetings.
3. Provide Board members copies of the minutes of the last prior meeting and a written agenda and appropriate background information for the upcoming meeting at least 72 hours (3 days) prior to each public meeting, except in the case of emergency meetings for which the notification must be provided as soon as possible and may be written or oral.
 - a. Provide Consent Agenda Items to Board members as soon as possible; preferably 1 week in advance of the regularly scheduled meeting.

President of the Board of Health

The President of the Board will be the Mayor of the City of Galion as dictated by resolved ORC 3709.05 (D). The President has the following responsibilities:

1. Conduct all meetings including special and emergency meetings; and sign records thereof.
2. Facilitate discussion and decision making throughout the meetings.
3. Collaborate with the Health Commissioner to set the agenda for meetings.
4. Counsel and consult with the Health Commissioner.
5. Effectively represent the Board to other organizations.
6. Consult with Board members who are not fulfilling their responsibilities or who are engaging in misfeasance, malfeasance, or nonfeasance.
7. May call special meetings
8. Initiate evaluation of the Health Commissioner and Medical Director (if different).
9. Act as an authorized Board approving signature

The Mayor of the City of Galion is considered an ex-officio President of the Board; this role does not act a voting member of the Board.

President Pro Tempore

The Board shall elect one-member president pro tempore, who shall preside in the absence of the chief executive and shall perform all duties incumbent upon the President. The president pro tempore shall assist the President in his or her duties, as needed (*ORC 3709.12*).

The President Pro Tempore has the following responsibilities (same as the President):

1. Conduct all meetings including special and emergency meetings; and sign records thereof.
2. Facilitate discussion and decision making throughout the meetings.
3. Collaborate with the Health Commissioner to set the agenda for meetings.
4. Counsel and consult with the Health Commissioner.
5. Effectively represent the Board to other organizations.
6. Consult with Board members who are not fulfilling their responsibilities or who are engaging in misfeasance, malfeasance, or nonfeasance.
7. May call special meetings
8. Initiate evaluation of the Health Commissioner and Medical Director (if different).
9. Act as an authorized Board approving signature

The president pro tempore is a voting member of the Board.

Vice-President

The Board shall elect one member vice-president, who shall assist the president and president pro tempore as requested and perform presidential duties in the absence of the president and/or president pro tempore. Additionally, the vice-president may act as an authorized Board approving signature. The vice-president is a voting member of the Board.

Election of Officers

The president pro tempore and the vice-president of the Board of Health shall be elected by the members of the Board for a two (2) year term. Candidates receiving the most votes for the designated role shall be elected. The president pro tempore shall be elected during the regularly scheduled Board of Health meeting in March in odd numbered years. The vice-president shall be elected during the regularly scheduled Board of Health meeting in March in even numbered years.

If the president pro tempore of the Board of Health becomes incapacitated, resigns, or cannot complete his or her term, the vice-president will become the president pro tempore and serve the remainder of the unexpired term and the term for which he or she was elected.

If the vice-president of the Board of Health becomes incapacitated, resigns, or cannot complete his or her term the members of the Board of Health shall elect a new vice-president. The candidate receiving the most votes shall be elected and shall serve the remainder of the unexpired term.

Committees

The president/president pro tempore shall appoint Board members to standing committees and advisory committees on which Board of Health representation is required and/or deemed necessary.

Committees may include, but are not limited to, personnel and finance.

Each committee shall consist of, at least, two members each.

Notice of all committee meetings shall be provided in the same manner of other Board meetings, see *Notification of Meetings to Public & Media*. Minutes of all committee meetings shall be kept and presented in the same manner of all other Board meetings.

Ethics

Policy Statement

The Galion Board of Health will carry out its mission in accordance with the most rigorous ethical guidelines and assure that Board members and employees handle themselves in a manner that generates public confidence in the virtue of the Board, its processes, and its accomplishments.

General Standards of Ethical Conduct

Members of the Board and employees must adhere to Ohio ethics laws, as found in Chapters 102. and 2921 of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. Board members and all employees must always conduct themselves in a way that avoids favoritism, bias, and the appearance of indecency.

A broad summary of the restrictions upon the conduct of all Board members and employees includes; but is not limited to, the following. No Board member shall:

1. Solicit or accept anything of value from anybody who does business with the Board;
2. Solicit or accept employment from anybody who does business with the Board unless the official or employee completely abdicates from Board activity regarding the party offering employment, and the Board approves the abdication;
3. Utilize his or her public position to attain benefits for an official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;
4. Accept any form of compensation for personal services provided on a matter before, or sell goods or services to the Board;
5. Accept any form of compensation for personal services provided on a matter before, or sell (except by competitive bid) goods or services to, any state agency other than the Board, unless the Board member or employee first discloses the goods or services and abdicates from matters before the Board that directly affect officials and employees of the other state agency, as stated in O.R.C. 102.04;
6. Hold or profit from a contract with, authorized by, or approved by the Board (the Ethics Law does have some exceptions which are only valid if all the criteria under Section 2921.42 of the Ohio Revised Code are met);
7. Vote, authorize, recommend or in any way use his or her position to secure approval of a Board contract (which includes employment or personal services) in which he/she, a family member, or anyone with whom the official or employee has a business relationship with, has an interest;
8. Solicit or accept honoraria for Board of Health-related functions which could be payment for a speech, article, attendance at a conference, meeting or social event or another similar gathering. See O.R.C. 102.01(H) and 102.03(H);
9. Represent any person in any fashion before any public agency relating to the matter in which the official or employee personally participated while serving on the Board during public service and up to one year after public service;
10. Utilize or disclose, without proper authorization any information, that has been acquired by the official or employee during his/her duties and was deemed confidential due to statutory provisions, or that has been distinctly designated to the official or employee as confidential when that confidential classification is justified because of the status of the proceedings of the circumstances under which the information was received and safeguarding its confidentiality is necessary to the appropriate conduct of government business; or
11. Use or authorize the use of his or her title, the name "Galion City Health Department" or "Galion Board of Health" or Galion City Health Department's logo in a way that suggests indecency, favoritism, or bias by the Board member or employee.

For the purposes of this policy:

1. "Anything of value" includes but is not limited to: money, bank bills or notes, United States treasury notes, and other bills, bonds, or notes issued by lawful authority and intended to pass and circulate as money; goods and chattels; promissory notes, bills of exchange, orders, drafts, warrants, checks, or bonds given for the payment of money; receipts given for the payment of money or other property; rights in action; things which

savor of the realty and are, at the time they are taken, a part of the freehold, whether they are of the substance or produce thereof or affixed thereto, although there may be no interval between the severing and taking away; any interest in realty, including fee simple and partial interests, present and future, contingent or vested interest, beneficial interests, leasehold interests, and any other interest in realty; any promise of future employment; every other thing of value as stated in section 1.03 of the Ohio Revised Code.

2. “Anyone doing business with the Board” includes but is not limited to; any individual, corporation, or other party that is doing or seeking to do business with, regulated by, or has interested before the Board.

Penalties

Any Board member who fails to adhere by this Ethics policy, or to comply with Ethics Law and related statutes, may be removed from the Board and possibly face civil and criminal penalties. *See Removal.*

Ethical Decision Making

In addition, the Galion Board of Health has adopted the Public Health Code of Ethics (*see Attachment 4: Public Health Code of Ethics*) as its process for decision making relative to ethical issues. Public health professionals are expected to adhere to standards of individual professional performance and to the rules and regulations imposed on them by their agencies, public policies, and laws. Decisions regarding ethical issues will be identified and resolved by following the Basic Values of Public Health and the twelve Ethical Principles from the Public Health Code of Ethics in order to meet the mission of the GCHD and to secure and promote an ethical workplace.

By-law Amendments

These By-Laws may be amended as needed. Any proposed amendments must be submitted to the Board during a regularly scheduled Board meeting. Amendments may not be voted on during the same meeting as they are introduced.

Attachments

Attachment 1: Mandated Programs LHD’s as Delegated Authorities

Attachment 2: Galion City Board of Health Orientation Guide

Attachment 3: GCHD Resolution 2015-141 BOH Composition

Attachment 4: Public Health Code of Ethics