

LEWISTON AREA PUBLIC HEALTH COMMITTEE

CONSTITUTION AND BYLAWS

ARTICLE I - NAME

The name of this organization shall be the "Lewiston Area Public Health Committee" or herein referred to as the "LAPHC."

ARTICLE II MISSION STATEMENT

The mission of the LAPHC is to advise the municipal elected officials on policy issues related to the community's public health.

ARTICLE III - AUTHORITY

The LAPHC shall be a public health advisory body to the municipal elected officials and shall work collaboratively with other City committees and community partners on issues related to public health.

The LAPHC shall identify public health priorities using evidence-based data and a holistic approach. Its focus shall be inclusive and reflective of the diverse community.

ARTICLE IV - MEMBERSHIP

Section 1. "Representative" shall be used to identify those appointed individuals who shall be entitled to voting privileges as outlined in these by-laws.

Section 2. Voting membership, equaling one vote, shall be appointed by a vote, of the City Council. The LAPHC shall submit a slate of nominee recommendations to the City Council for approval.

The following organizations/positions/areas of focus shall make up the voting Representatives of the LAPHC:

- 1 Lewiston City Councilor or Mayor
- 1 Lewiston School Committee representative/designee
- 4 area residents or business representatives
- 1 related community organization representative
- 2 public health experts or practitioners (including physical, mental and behavioral health)

Section 3. The Lewiston City Council/Mayor shall appoint their members consistent with established ordinances and policies.

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Section 4. The Lewiston School Committee shall submit its nominees representing the Lewiston public school system. The nominee may be a school committee member, parent, student, or any employee of the Lewiston public school system.

Section 5. City residents, business representatives, community organization representatives, and public health experts shall submit applications to the Lewiston City Clerk who shall forward copies to the LAPHC Chair.

Section 6. Any vacancy will be filled in the same manner as described above.

ARTICLE V - ORGANIZATION

Section 1. Conducting Business: The affairs of the LAPHC may be conducted by the members assembled at any authorized Regular or Special meeting of the Committee in which a quorum of the LAPHC is present. A quorum consists of five (5) members.

Section 2. Officer terms, elections, vacancies: The two (2) officer positions of the LAPHC shall be as follows: Chairperson and Vice-Chairperson. Officer terms shall be one (1) year in length. Elections shall be conducted by the LAPHC representatives at any regularly scheduled meeting.

Section 3. LAPHC Representative Terms:

- A. All terms shall begin on January 1st.
- B. The position terms of all Representatives of the LAPHC with the exception of the City Councilor/Mayor and the School Committee Representative shall be three (3) years in length.
- C. The terms of City Councilor/Mayor and School Committee Representative shall be two (2) years, and appointments shall coincide with Lewiston municipal elections.

Section 4. Subcommittees: LAPHC subcommittees shall be an opportunity to bring in partner expertise and diverse perspectives as appropriate.

ARTICLE VI - DUTIES, RESPONSIBILITIES AND OTHER COMMITTEES

Section 1. Duties of the Chairperson and Vice-Chairperson:

- A. Chairperson: Shall call all Regular meetings of the organization; will appoint Representatives to ad-hoc committees; and provide leadership to the organization.

The LAPHC Chairperson may appoint Representatives to, and create, ad hoc committees on an "as needed" basis. The Representatives of those committees shall select chairpersons for all standing or ad hoc committees.

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The LAPHC Chairperson shall proactively communicate with the City Administrator regarding upcoming City Council and workshop agenda items related to public health.

B. Vice-Chairperson: Shall provide assistance to the Chairperson including taking meeting minutes and keeping time in the absence of staff support and will serve as Chairperson in his/her absence. In the Chairperson's absence, the Vice Chairperson shall proactively communicate with the City Administrator regarding upcoming City Council and workshop agenda items related to public health.

ARTICLE VII - MEETINGS

Section 1. Regular Meetings: Regular meetings shall be held monthly. All regular meetings are open to the public.

The City shall have the responsibility to ensure that notices/agendas for the Regular Meeting be forwarded to the general public and membership within a reasonable amount of time but no less than seventy-two (72) hours prior to the meeting date.

Section 2. Special Meetings: The Chairperson may call special meetings and publish its stated purpose, and each member and the media shall be notified by mail, email, fax or other communication

The Chairperson or a majority of committee members may call a special meeting for any purpose. The Chairperson shall make every reasonable effort to notify the media and membership of such meetings within twenty-four (24) hours of the scheduled date and time.

Section 3. Standing and Ad Hoc Committee Meetings: The Chairperson, or his/her designee, of all standing and ad hoc committees shall provide reasonable notice to all LAPHC members and the media in the event of any scheduled standing or ad hoc committee meeting. Meeting rules and other such business shall be set by the LAPHC.

Section 4. Quorum:

A. Regular and Special Meetings: A quorum for all Regular and Special meetings of the LAPHC shall consist of those who are in attendance but shall be no less than a majority of five (5).

B. Standing and Ad Hoc Committees: There shall be no quorum requirements for any standing or ad hoc committee.

Section 5. Voting: A binding vote of the LAPHC shall occur with a quorum present or may occur by email vote given that the item was posted on the meeting's agenda in accordance with Sections 1 and 2 of this Article and that the votes are cast by those eligible Representatives

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identified within these by-laws. All email votes will be ratified at the following special or regular meeting.

Section 7. Meeting Absences: Representatives must provide notice to the Chairperson or his/her designee of any meeting absence. Failure by the Representative to provide notice will be considered an unexcused absence.

If a member has three (3) or more unexcused absences, the Chairperson, with notice to the Representative and to the LAPHC, may terminate the Representative upon an affirmative vote of the LAPHC and pursue an interim replacement to fulfill the vacancy in accordance with Article IV, Section 6.

In the event that a Representative has three (3) or more excused absences annually, the Chairperson, with notice to the Representative and to the LAPHC, may terminate the individual upon an affirmative vote of the LAPHC and pursue an interim replacement to fulfill the vacancy in accordance with Article IV, Section 6.

ARTICLE VIII-BY-LAWS AMENDMENTS

The LAPHC may, by majority vote, submit recommendations for by-laws changes to the City Council which shall be delivered to the City Clerk. By-laws shall only be amended with the approval of the City Council.

ARTICLE IX- RULES OF ORDER

The current edition of Robert's Rules of Order shall govern the proceedings of all meetings of the LAPHC and its constituent parts except as provided by these by-laws.

This Agreement is made and entered into as of this 1st day of October, 2019 by and between the City of Lewiston, a political subdivisions of the State of Maine, in accordance with Chapter 115 of Title 30-A of the Maine Revised Statutes.