

**Bylaws for Sampson County Partnership
For Healthy Carolinians**

Article I. Name:

The name of this task force shall be the Sampson County Partners for Healthy Carolinians.

Article II. Mission and Goals:

Section I

Mission: To improve the health and quality of life for Sampson County’s citizens by advising the Board of Health regarding the health problems of Sampson County and thus assist the Board in its responsibilities to undertake “community assessment.”

Section II

Goals:

1. Provide opportunities for the community to assist in Health Care Planning.
2. Recognize and focus on preventive health care needs.
3. Decrease health disparities through health education programs.

Article III. Membership:

Sampson County Partners for Healthy Carolinians strives to include all concerned individuals and organizational representatives who desire to work to improve the health of the people of Sampson County. Membership is based on participation in subcommittee and other work of the task force.

Section I

Eligibility: The task force shall consist of no less than ten (10) members and no more than thirty (30). Members must live or work within Sampson County and the membership of the task force should reflect diversity of Sampson County. A vacancy shall not prevent the task force from conducting business.

Section II

Appointment and Removal: Future members and/or members to fill vacancies of the task force shall be appointed by the task force. Recommendations for membership will be accepted from any source. A task force member shall present the applicant’s completed membership form at a regularly scheduled meeting.

The membership will be accepted unless a two-thirds (2/3) majority vote against the acceptance and can present good cause for the rejection.

The task force shall have the right to remove task force members with or without good cause at a hearing before the task force members at a regularly scheduled meeting. A two-thirds (2/3) majority vote is required for removal.

Members will automatically be moved to member-at-large status when a member misses three (3) consecutive meetings or six (6) meetings in a calendar year. After one year of member-at-large status the member will automatically be removed from the membership unless a membership application is re-submitted. The member-at-large will be notified by mail, electronic submission or other reasonable method that their member-at-large status is expiring. A member may withdraw from membership at any time. The task force shall have the right to approve someone to remain as a member, at the request of the individual, even if they have not met the above aforementioned requirements. A two-thirds (2/3) majority vote is required for this approval.

Section III

Term: Task force members shall not be limited to any term. Officers shall serve for a term of one (1) year. The election of the officers will take place during the regularly scheduled January meeting. If an office shall become vacant, a successor shall be elected to fill the unexpired term.

Section IV

Compensation: All members of the task force shall serve without compensation including those holding positions of office.

Section V

Voting: Each member shall be entitled to one vote on each matter submitted to a vote of the task force. Proxy must be presented by written statement.

Section VI

Staff Members: Staff and coordination will be provided by the Sampson County Health Department. The Coordinator is employed by the Sampson County Health Department and shall serve as a liaison and advisor.

Section VII

Volunteer Status: Task force members and proxies serve on a volunteer basis.

Article IV. Meetings:

Section I

Regular Meetings: The Healthy Carolinians Task Force will hold one regular meeting, generally every month but, at least six times per year or on an as needed basis at which business may be conducted. Such meetings shall be pre-scheduled at a time and place agreeable to the majority of the members. The Task Force will meet as formed and instructed by Chairperson, Vice-Chairperson or Coordinator of the Healthy Carolinians Task Force.

Section II

Special Meetings: Special meeting of the task force can be called by the Chairperson of the task force, or by any three (3) members of the task force.

Section III

Notice of Meetings: Written notice stating the date, location and hour of each meeting shall be delivered electronically via email to each member prior to the meeting. It is the responsibility of the member to ensure that the Officers and Coordinator have an accurate email address.

Section IV

Quorum: A quorum for the purpose of holding a meeting shall consist of not less than four (4) task force members.

Section V

Rules: At all regular and special meetings, Robert's Rules of Order, as may from time to time be amended, shall govern the procedure of such meetings.

Section VI

Manner of Acting: Except as otherwise provided by law or these Bylaws, all matters before the task force shall be decided by a majority vote of the members present at a meeting in which a quorum exists.

Article V. Officers:

The officers of the task force shall consist of the following and such other officers as the task force may from time to time designate and appoint:

- (a) Chairperson
- (b) Vice-Chairperson

(c) Secretary

The Chairperson shall preside at all meetings of the task force. In the absence of the Chairperson, the Vice-Chairperson presides. The Secretary shall record, review and present minutes at each meeting. In the absence of the Secretary, another officer shall fulfill those duties.

Article VI. Committee Structure:

Section I

Committees: Committees may be appointed to address special concerns relative to the citizens of Sampson County.

Section II

Subcommittees: Subcommittees may be appointed as needed to accomplish specific short-term objectives.

Article VII. Books and Records:

The task force shall keep minutes of all proceedings as may be required for the proper conduct of its business and affairs. The minutes are recorded by the Secretary and maintained by the Coordinator. The financial records will be maintained by a staff member of the task force that works at the Sampson County Health Department.

Article VIII. Amendments:

These Bylaws may be amended, altered or replaced at any regular or special meeting of the task force. Members shall be given notice of the proposed Bylaw change. This notice of such amendment shall give the wording of the proposed changes and shall be mailed, electronically submitted via email or hand delivered to each member at least three (3) days prior to the date of the meeting. Bylaw changes require a two-thirds (2/3) majority vote of the task force members present.