

RULES OF PROCEDURE FOR THE COMMUNITY HEALTH COORDINATING COMMITTEE

In order to govern its function and operation in a manner consistent with the Enabling Resolution No. **10-68** adopted by the Leon County Board of County Commissioners (hereinafter the "BCC") on **July 13, 2010**, the **Community Health Coordinating Committee** (hereinafter the "Committee") shall be governed in accordance with the following rules of procedure (hereinafter the "Rules"):

1. Intent: These Rules are intended to assure that the Committee function and operate as a Focus Group in accordance with BCC Policy No. 03-15, "Board-Appointed Committees" and thus prevent any voting conflicts among the members of the Committee and protect the members of the Committee from the legal requirement to comply with the Government In the Sunshine Law.

2. Applicable Florida Laws and BCC Policies:

a) Public Records: Each member of the Committee shall comply with the Florida's Public Records Law, Chapter 119, Florida Statutes, and BCC Policy 96-4, "Policy on Public Records Law and E-Mail", as may be amended from time to time, and each member of the Committee shall be provided a copy of BCC Policy 96-4.

b) Standards of Conduct: Each member of the Committee shall abide by the Standards of Conduct set forth in Section 112.313, Florida Statutes, as may be amended from time to time, and shall be provided a copy of Section 112.313, Florida Statutes.

3. Meetings: The meetings of the Committee shall be conducted as follows:

a) Time and Place: The meetings of the Committee shall be conducted at a time and place as determined by the County Staff Support Person. Although regular meeting times and locations are encouraged, the County Staff Support Person may, if appropriate, schedule meetings on an as-needed basis.

b) Staff to Preside: There shall be no Chairperson elected from among the members of the Committee. The Staff Support Person shall preside at all meetings of the Committee and shall direct the Committee with regard to its purpose, function, goals, and responsibilities as provided in the Enabling Resolution.

c) No Votes Taken: In providing input to County staff persons, there shall be no votes taken by the members of the Committee. Rather, it is intended that County staff be given the collective input of the individual members of the Committee in achieving the goals and responsibilities set forth in the Enabling Resolution.

d) Meeting Agendas: The County Staff Support Person shall develop and prepare an agenda for each meeting of the Committee and shall distribute the agenda to the members of the Committee.

4. Term of Members: The term of the Committee members shall be as follows:

a) Each of the following members shall serve on the Committee until the dissolution of the Committee:

A representative from Big Bend Health Council, Inc.

A representative from Florida Department of Health Office of Minority Health

A representative from Florida State University College of Medicine

A representative from Florida A & M University College of Nursing

A representative from Leon County School Board

b) The following members shall serve on the Committee for a term of 2 years:

A Practicing Physician

A Practicing Dentist

A Mental Health Professional

c) The following member shall serve on the Committee for a term of 1 year:

A Community Member-at-Large

At the end of each term, interested citizens may apply through the County's established Advisory Committee appointment process.

5. Attendance and Replacement of Members

a) Attendance at Meetings: In the event a member is absent from two of three successive meetings of the Committee, the member may be dismissed from the Committee at the discretion of the County Staff Support Person. For the purposes of this Section, a member is considered absent if he/she is absent from more than half the duration of the meeting.

b) Replacement of Members: In the event a vacancy occurs in the membership of the Committee, either through dismissal, voluntary termination, or other means, the County Staff Support Person shall determine whether the vacancy should be filled. If it is determined that the vacancy will be filled, a new member shall be appointed as soon as reasonably possible in accordance with the procedure for appointment of members to advisory committees contained in BCC Policy No. 03-15, "Board-Appointed Advisory Committees".

Approved As To Form and Content:

County Administrator's Office

County Attorney's Office

BY: _____
Parwez Alam
County Administrator

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