



VECTOR CONTROL AND ENFORCEMENT ADVISORY COMMITTEE

BYLAWS

The Board of County Commissioners for Multnomah County, Oregon (Board) established the Vector Control and Enforcement Advisory Committee (Committee) by Ordinance No. 1052, adopted on November 18, 2004.

I. DUTIES

The purpose and duties of the Committee are as follows:

A. Advise the Board and the Environmental Health Section or Director of Health on matters involving the county vector control program.

B. Assist in evaluating current and future plans and practices of vector control services, including strategic direction related to public health prevention, surveillance, intervention, education and enforcement.

C. Provide information regarding the environmental health needs and wants of the community.

D. Adopt bylaws consistent with Ordinance No. 1052 and all state and federal laws for the operation of the Committee.

II. MEMBERSHIP

A. The Committee is composed of nine members appointed by the Chair upon the approval of the Board.

B. The Committee represents citizens of Multnomah County interested in vector control issues from diverse geographical and occupational interests.

C. Each member is appointed for a term of two years, except the Chair of the Board retains discretion to stagger terms of appointment as necessary to ensure rotating terms.

D. Members receive no compensation.

III. CONFLICT OF INTEREST

Any member of the Committee who has a monetary or investment interest in any matter before the Committee must inform the membership of the Committee.

IV. STAFF ASSISTANCE

Environmental Health staff provides clerical support for the Committee.

V. OFFICERS AND TERM OF OFFICE

A. The Committee shall have a Chairperson and a Vice Chairperson who shall be elected by the members of the Committee.

B. The term of office shall be for one year. Election of officers shall be held in May of each year and will take effect in June of that year. A special election will be held to fill any officer vacancy for the remainder of the term of the office.

C. The Chairperson shall preside over all committee meetings, may vote on all matters, appoint subcommittees, and call special meetings. The Chairperson shall report to the Board as directed by the Committee.

D. The Vice Chairperson shall serve in the absence of the Chairperson and perform such other duties as requested by the Chair. In the event that the Chairperson and Vice Chairperson are not present at the meeting, the Committee may select a member to chair that particular meeting.

VI. ATTENDANCE

Any Committee member who has three unexcused absences from officially constituted Committee meetings between January 1 and December 31 of each year shall be automatically removed from the Committee. Following the second unexcused absence from the Committee meeting, the member shall be notified of their two previous absences and reminded of the removal policy. New Committee members shall be informed of this policy. An unexcused absence is one where there is no prior notification to staff or chairperson given or any extenuating circumstances.

VII. QUORUM

In order to transact any business or take action a quorum must be present. A quorum of the Committee shall consist of **five** members.

VIII. MEETINGS

A. Meetings shall be held at a specific time and place that the Committee determines to be convenient for the majority of the members. Meetings shall be open to the public and shall conform to the Oregon Open Meeting Laws. Time allotted for the public to present their view to the Committee on vector control issues will be determined by the Committee Chairperson in order to ensure that Committee business is completed.

B. The frequency of meetings shall be determined by the Committee. The Committee shall, however, ensure that a meeting is held at least quarterly and that an annual meeting is held in December, at which officers shall be elected. It is anticipated that meetings will occur a minimum of six times per year.

C. Committee members and other interested persons and groups shall be informed at least three days in advance of a scheduled Committee meeting.

D. At the request of the Chairperson or the Director of Health, an emergency meeting may be called on three days' notice to Committee members.

IX. MINUTES

A. The minutes of the meetings will be kept by the staff and approved by the Committee.

B. When votes are taken on items or opinions to be presented to the Board, a roll call vote will be taken and the results clearly documented in the minutes. The minutes shall reflect minority views in addition to the majority viewpoint.

C. Members shall declare a conflict of interest and shall refrain from voting as necessary.

D. Minutes of public meetings shall include at least the following information:

1. All members of the Committee present.

2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion on any matter.
5. Subject to ORS 192.410 - 192.505 relating to public records, a reference to any document discussed at the meeting.

X. VOTING

The vote of the majority of the Committee members present at any regular, continued or special meeting shall be sufficient to pass or act upon any matter properly before the Committee. A Committee member not present at a meeting may vote by proxy in a communication made to the Chairperson or the staff by the time of the vote is made by the Committee.

XI. AMENDMENTS TO THE BYLAWS

The bylaws may be amended or repealed and replaced at any regular meeting of the Committee by a majority of the voting membership of the Committee, provided that there is a quorum present and that the proposed Amendment has been read at a previous meeting of the Committee, or has been mailed to each member at least ten days prior to the meeting at which the vote is to be taken.

Approved by Committee on May 10, 2005.