

District Advisory Council Description

The District Advisory Council (DAC) is established by law, 3709.03 ORC. The DAC of a general health district consists of the chairperson of each Township, chief executive of each Village and the President of the Board of County Commissioners. Or designee according to ORC.

The DAC has the authority to enter into contracts with City Health Districts. These can be contracts for service or contracts to form a combined health district. In Delaware the DAC has authorized contracts with the Cities of Delaware, Powell, and Sunbury to form a combined health district. Therefore, State law, 3709.07 ORC, provides that the chief executive of each city or designee also serves on the District Advisory Council.

The District Advisory Council of the Delaware Public Health District meets annually in March to receive the annual report and to appoint a member to the Board of Health. The secretarial duties of the Council are performed by the Health District. In addition to the membership provided for in the Revised Code, notice of the meeting is sent to other elected officials via quarterly newsletter, as this is the official annual meeting and release of the annual report. The DAC as well as other elected officials receive periodic newsletters informing them of various health issues. State law provides for a quarterly update.

The DAC appoints up to five members to the Board, each serving a five-year term. A combined district may increase the numbers of the Board of Health. Delaware City has two additional seats on the Board and Powell and Sunbury each have one.

The DAC shall follow the statutory framework set forth in RC 3709.03(B) and (C) when appointing members to the Board of Health.

Current list of officers is available in the annual meeting minutes.

**BY-LAWS
OF THE
DELAWARE DISTRICT ADVISORY COUNCIL**

**Adopted March 11, 1997; Amended March 21, 2002
Amended March 12, 2020; Amended March 24, 2022**

ARTICLE I - NAME

The name of the governing entity shall be the Delaware Public Health District, District Advisory Council, hereinafter called the District Advisory Council.

ARTICLE II - PURPOSE (Ohio Revised Code 3709.03)

The purpose of the District Advisory Council is to elect officers, appoint members of the Delaware Board of Health, receive and consider the annual or special report of such Board, and make recommendations to the Delaware Public Health District in regard to matters for the betterment of health and sanitation within the district, or for needed legislation.

ARTICLE III - MEETINGS

Section 1: Annual Meeting of the District Advisory Council

The annual meeting of the Advisory Council shall be held at the office of the Board of Health or other location acceptable to the officers of the DAC, date and time of the annual meeting is set by the Advisory Council.

The Secretary of the District Advisory Council shall give written notification to each member of the District Advisory Council and the Board of Health, not less than seven (7) nor more than thirty (30) days prior to the date set for such meeting; notification shall include any proposed changes to the By-Laws. The secretary shall also notify the District Health Commissioner and the Director of Health of the proceedings for such meeting. In performing these duties, the secretary may request the assistance of the Health Commissioner. At its annual meeting the District Advisory Council shall appoint one or more members of the Board of Health, depending on the number of vacancies or expired terms to be filled. At least one member of the Board of Health shall be a physician. Appointments shall be made with due regard to attaining a geographical balance of health board members from throughout the district.

Section 2: Special Meeting of the District Advisory Council

Special meetings of the District Advisory Council shall be held on request of the Board of Health, on the order of the Director of the Ohio Department of Health or by the lesser of five or a majority of the District Advisory Council members. In each case, the Secretary shall follow the advance notice procedures set forth in Section 1.

Section 3: Open Meeting Law

All sessions, and when necessary special sessions, of the District Advisory Council shall be held in full compliance with the Sunshine Law of the Ohio Revised Code.

Section 4: Quorum

A quorum shall consist of no less than a majority of the members of the District Advisory Council. Membership includes: 1) The chairperson of board of township trustees of each township in the Delaware Public Health District or their designated representatives. 2) The chief executive of each municipal corporation not constituting a city health district, 3) President of the Delaware County Board of Commissioners, 4) the chief executive of each city which has entered into a contract with the DAC in accordance with Ohio Revised Code. No action by the District Advisory Council shall be effective until such time as a majority of the quorum assents thereto. In furtherance of this provision, the District Advisory Council shall, in the case of multiple nominations for the same seat on the Board of Health, eliminate all but the top two vote getters among those nominees if, after the first ballot, none has secured the necessary majority of the quorum.

Section 5: Lack of a Quorum at an Annual or Special Meeting

If at an annual or special meeting at which a member of the Board of Health is to be appointed fewer than a majority of the members of the District Advisory Council are present, the Council, by the majority vote of Council members present, may organize an executive committee to make the appointment. An executive committee shall consist of five council members, including the President of the Board of County Commissioners, the Council Chairperson, the Council Secretary, and two additional council members selected by majority affirmative vote of the council members present at the meeting. The additional members selected shall include one representative of municipal corporations in the district that are not city health districts and one representative of townships in the district. If an individual is eligible for more than one position on the executive committee due to holding a particular office, the individual shall fill one position on the committee and the other position shall be filled by a member selected by a majority affirmative vote of the council members present at the meeting. A council member's alternate for annual or special meetings may serve as the member's alternate at meetings of the executive committee.

Not later than thirty (30) days after an executive committee is organized, the committee shall meet and the council chair shall present to the committee the matter of appointing a member of the Board of Health.

Section 6: Voting Rights

Each member of the District Advisory Council shall be counted and shall have one (1) vote. When attending a meeting on behalf of a council member, the alternate may vote on any matter on which the member is authorized to vote. There shall be no voting by proxy.

Section 7: Procedure and Agenda Format

Meetings of the District Advisory Council shall be presided over by the Chairperson, or in his/her absence, the Secretary. In the absence of both, the meeting shall be convened by the Health Commissioner who shall begin the agenda with the election of the officers. On questions of parliamentary procedure, *Roberts Rules of Order* shall govern.

1. It shall be recognized that the standard meeting agenda format will be as follows:
2. Call to Order
3. Roll Call
4. Verification of a Quorum being Present - If not, organization of the Executive Committee

5. Recognition of other elected officials and guests.
6. Approval of Minutes
7. District Advisory Council Reorganization - Election of Officers
8. Nominations and Election for Chairperson
9. Nominations and Election for Secretary
 - a. Nomination's Committee Report of Candidates for Board of Health Vacancy
 - b. Election for Board of Health Membership
10. Presentation of the Annual Report
11. Other Business
12. Next Year's Meeting Time and Place
13. Adjournment

ARTICLE IV - OFFICERS

Section 1: Elections

The officers of the District Advisory Council shall be the Chairperson and the Secretary who shall be elected at the March meeting of the District Advisory Council. A nominations person shall also be elected to assist with the slate of officers and/or nominations for the Board of Health appointments.

The term of office shall be one year or until their successors are duly elected. Any officer may be removed at any time by a majority vote of all members. Officers may be re-elected.

Section 2: Duties

1. The Chairperson shall conduct all meetings of the District Advisory Council, sign records thereof, and perform generally all the duties performed by chairpersons of like bodies or corporations. He/she shall be, by ex-officio, a member of all committees with the right to vote.
2. The Secretary shall notify the District Health Commissioner and the Director of Health of the proceedings of such meeting.
3. The Chairperson and the Secretary shall certify each delegate to an annual or special meeting that they be paid by the municipal corporation or township he/she represents in addition to regular compensation.
4. The members of the District Advisory Council shall review quarterly reports submitted by the Health Commissioner and emailed to each member as required by law.

Section 3: Authority

An individual Advisory Council member has no authority to order or direct Health District staff to take a certain position or direction on implementation of public health programs or the abatement of health code violations. The Advisory Council's authority comes from Ohio Revised Code, Section 3709.03.

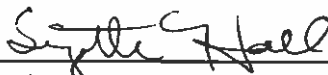
ARTICLE V - COMMITTEES

The Chairperson of the District Advisory Council shall appoint members and citizens to those standing and advisory committees necessary to assist the Council

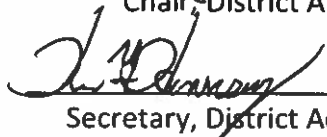
ARTICLE VI - AMENDMENTS

These by-laws can be amended by a simple majority at any regular meeting providing that the amendment has been previously submitted to the Secretary in writing in sufficient time for the Secretary to notify the District Advisory Council members.

Amended by the District Advisory Council of the Delaware Public Health District this 24th day of March 2022.



Chair, District Advisory Council



Secretary, District Advisory Council

