

# ST. LAWRENCE COUNTY BOARD OF HEALTH BYLAWS

Approved 08/17/2010, Revised 10/29/2021, Revised 4/6/2024, Revised 12/17/24

## SECTION 1. PURPOSE

The purpose of the St. Lawrence County Board of Health is to prevent disease and untimely death, and to promote good health within the County. This is accomplished through an organized effort and the coordination with community agencies, private physicians and other health care providers.

## SECTION 2. MEMBERS AND TERMS

**MEMBERS:** Members of the Board of Health of St. Lawrence County shall be appointed by the County Board of Legislators. The members of the Board of Health serve at the pleasure of the County Board of Legislators. The County Board of Legislators shall select one of the legislators to serve as a voting member on the Board of Health. The Board of Health shall have not less than seven (7) and not more than eight (8) voting members. Three of the members shall be physicians (NYSPHL §343).

**TERMS:** The voting members of the Board of Health shall be appointed for six (6) year terms, and they are eligible to be re-appointed for an indefinite number of consecutive terms. To preserve continuity, the terms of the voting members shall be staggered (NYSPHL §344).

## SECTION 3. ELECTION OF OFFICERS

**ELECTION:** Annually the Board of Health shall elect a President and Vice-President for a term of one (1) year and shall designate the County Public Health Director to act as its Secretary. The election shall take place at the January annual meeting. The term of office shall be from one annual meeting until the next or until new officers take office. (NYSPHL §350).

The President shall preside at all meetings of the Board of Health and shall be its official head. The Vice-President shall assist the President in the performance of his/her duties and substitute during his/her absence. The Secretary shall be the custodian of all official records and correspondence and see that an adequate record of activities is kept (NYSPHL §350).

## SECTION 4. MEETINGS, QUORUM AND MINUTES

**MEETINGS:** The Board of Health shall meet at least 8 times per year. The President of the Board of Health may schedule special meetings for urgent matters requiring the action of the Board of Health upon at least 24 hours prior notice to each member. An annual meeting shall be held during the month of January each year (NYSPHL §350).

QUORUM: A quorum shall be the presence of at least half (1/2) of the voting members of the Board.

ORDER OF BUSINESS: Robert's Rules of Order, current edition , shall be the final authority with respect to procedures to be followed at all Board meetings, except that the order of business may be modified by a majority vote of the members present and where otherwise stated in the bylaws.

MINUTES: A designated staff person shall record minutes of each Board of Health meeting and shall include a record of attendance. After approval of the minutes, they shall be kept on file at the Public Health Department.

PUBLIC COMMENT: Citizens may participate before the Board of Health in one of the following ways, (Public Officers Law, Article 17 §100-111):

A.) During the Citizen Participation period, upon recognition by the President. The Speaker will state his/her name, declare any impact the outcome of any debate or vote may have on them or others that they identify as being in unity with, and is limited to three (3) minutes, or the timeframe to be announced. The total Citizen Participation time period shall not exceed thirty [30] minutes, unless extended at the discretion of the President.

B.) During limitations of gathering and/or attendance, Citizen Participation by submitting a text, video, or audio submission to [slcpublichealth@stlawco.gov](mailto:slcpublichealth@stlawco.gov) at least forty-eight (48) hours before the start of the meeting. Participation is subject to community standards and file compatibility.

## SECTION 5. DUTIES OF THE BOARD

DUTIES: The Board of Health shall be vested with the powers and duties as set forth in Article III of the New York State Public Health Law and such other articles as may be applicable (NYSPHL §340-357).

BUDGET: Annually the Board of Health shall direct the Public Health Director to submit to the St. Lawrence County Administrator an estimate of expenditures and revenues for the following fiscal year as required by law (NYSPHL §346).

COMMITTEES: The members shall serve on a committee for a special purpose when appointed by the President of the Board.

EXPENDITURES: The Board of Health shall require an annual report of expenditures by the St. Lawrence County Public Health Department from the Public Health Director.

SANITARY CODE: The Board of Health shall enforce the public health law, state sanitary code and local sanitary codes whether promulgated by the county or any of the political subdivisions within said county (NYSPHL §348).

The Board of Health may adopt or revise the St. Lawrence County Sanitary Code in accordance with the New York State Public Health Law (NYSPHL §348).

**NUISANCES:** BOH shall review formal Public Health Sanitarian complaints made by any inhabitant concerning nuisances, or causes of danger or injury to life and health within the county (NYSPHL §348).

**SUBPOENAS AND HEARING OFFICER:** The Board of Health may direct the Public Health Director to have subpoenas prepared to compel the attendance of witnesses at hearings concerning violations of the Public Health Law, the New York State or the St. Lawrence County Sanitary Code. The Board of Health may appoint a hearing officer to hold hearings and prepare findings for submissions to the Board of Health for a decision concerning penalties that may be imposed, or to issue orders concerning the preservation of health and safety in St. Lawrence County (NYSPHL §348).

**ISOLATION AND QUARANTINE:** The Board of Health shall work with the Health Officer(s) to determine if voluntary or involuntary isolation or quarantine as needed (SLC Annex 6 Isolation and Quarantine Plan).

**ADVISORY COMMITTEE:** The Board of Health may appoint a Professional Advisory Committee to review and advise health care service delivery policies and quality of care.

## SECTION 6. THE PUBLIC HEALTH DIRECTOR

**APPOINTMENT:** The Board of Health shall appoint a Public Health Director, qualified in accordance with the [NYCRR Volume 10\(A\) 11.180](#), to administer the Public Health programs for the County of St. Lawrence under the direction of the St. Lawrence County Board of Health. The Public Health Director is appointed subject to the confirmation of the New York State Health Department and the St. Lawrence County Board of Legislators (NYSPHL §351).

Upon selection of a candidate for the position of Public Health Director, as well as Deputy Public Health Director candidate, the Board of Health shall put forth the candidate to the Board of Legislators for approval and confirmation. If the County Board of Legislators does not approve of the said candidate(s), then the County Board of Legislators should return the matter to the Board of Health. The Board of Health can either resubmit the candidate to the Board of Legislators after having addressed the concerns or the Board of Health may select another nominee (NYSPHL §351, NYSPHL §353).

**CONTRACTS:** The Public Health Director may recommend contracts for provisions of therapeutic services, subject to approval of the Board of Legislators.

**DUTIES:** The Public Health Director shall employ and supervise the personnel of the St. Lawrence County Public Health Department subject to the approval of the Board of Health and the Board of Legislators through budgetary appropriation. They are

responsible for enforcement of the St. Lawrence County Sanitary Code as well as the New York State Sanitary Code and Public Health Law. They are responsible for sanitary surveillance, public health promotion and distribution of information about disease prevention. They must secure prompt reporting of communicable diseases as well as birth and death registrations. They are required to report the annual expenditures of the Public Health Department to the County Administrator. They shall also serve as chairperson of the County's Public Health Emergency Preparedness Committee and oversee planning and response for public health emergencies including communicable disease and terrorism events (NYCRR Volume 10(A) 11.180-182).

#### SECTION 7. REVIEW AND CHANGES TO THE BYLAWS

REVIEW: These bylaws shall be reviewed and/or revised by the Board of Health annually at the December and January meetings.

CHANGES: Changes to the bylaws require written notification to the voting members at least one (1) week before a meeting of the Board of Health, and approval of the changes requires a majority vote of the currently appointed voting members for adoption at the meeting. Anticipated edits will be made public for two meetings to allow for public comment (Public Officers Law, Article 17 §104).