



serving the City of Knoxville, Knox County, and the Town of Farragut

Bylaws

June 2, 2016

Article 1. Name

The name of the organization shall be the Community Health Council, also referred to in this document as the CHC. The CHC shall serve Knoxville, Knox County, and the town of Farragut. This organization was established as a result of the Together Healthy Knox initiative begun in 2009.

Article 2. Purposes

Section 1. Support and steer Knox County's community health improvement process with facilitation and support from the Knox County Health Department.

Section 2. Assess and evaluate health, the perception of health, the performance of the local public health system, and future conditions relating to health in Knox County.

Section 3. Promulgate goals and objectives for the local public health system in Knox County in the form of an action plan every three years.

Section 4. Communicate community health assessment results and action plans to community partners, the public, and the organizations and agencies of the local public health system.

Section 5. Act as a forum for discussion and coordination of community-wide efforts to improve health outcomes and local public health system function in Knox County.

Section 6. Act as an advisory body to elected and appointed officials in matters of health.

Article 3. Members

Section 1. There shall be no fewer than thirteen members and no more than twenty-one members on the CHC. One each shall be appointed by the following entities, for a total of six appointed members:

- City Mayor
- County Mayor
- City Council



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- County Commission
- Town of Farragut Mayor
- Town of Farragut Board of Alderman

Section 2. The Director of the Knox County Health Department or his/her designee shall be a standing member of the CHC.

Section 3. Terms of service will be three years in length, and will begin in April. If an appointing authority has not appointed a member by April 1, then the member whose term has expired shall serve until a successor has been appointed.

Section 4. Members nominated to represent the community shall be appointed to the CHC contingent upon a majority affirming vote by CHC members.

4.01. The CHC shall consider the diversity of Knox County when deliberating over recommended candidates to assure the CHC represents a broad cross section of interests. Factors for consideration include, but are not limited to: geographic representation; business; non profit; government and grassroots community interests; socio economic diversity; race, ethnicity, disability, gender, and sexual orientation; other populations or sectors typically underrepresented or disproportionately affected by health concerns; populations, individuals or sectors with the ability to affect change.

4.02. In the event of inability to serve or resignation, the Chair of the CHC, in consultation with the Executive Committee, will make a recommendation to the CHC for a replacement to complete the vacated term. Specially appointed members are then eligible to be nominated for a full term after completing their appointed term.

Section 5. No person shall serve more than two consecutive terms as a member. Exceptions may be made upon majority vote of the CHC.

Section 6. Attendance policy shall be set by the Executive Committee and revisited as needed. In cases of excessive absences, the Chair will address as appropriate, up to and including a request for resignation.

Section 7. Any CHC member may resign at any time by submitting a written resignation to the Chair. Resignations will be reported at the next regularly scheduled meeting of the CHC.

Section 8. No member or staff shall represent him/herself or act as CHC spokesperson without prior designation from the CHC.



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Section 9. Each CHC member is required to review and sign a conflict of interest form annually.

Article 4. Officers

Section 1. CHC officers shall be a Chair, a Chair-elect, and a Past Chair, and such other officers as may from time to time be elected by the CHC.

Section 2. The Chair shall preside at meetings and perform other duties prescribed by these bylaws. The Chair shall be the principal spokesperson for the CHC and shall sign official communications from the CHC. The Chair, from time to time, may appoint committees to perform specific duties related to the CHC's purpose.

Section 3. The Chair-elect shall preside in the absence of the Chair and may perform other duties of the Chair when empowered by the Chair to do so. Upon completion of the one-year term, the Chair-elect will assume the position of Chair for the following year.

Section 4. The position of Past Chair shall be filled by the immediate past chair of the CHC. The Past Chair shall act in an advisory role to the Chair and the Chair-elect.

Section 5. Officers shall be elected at a meeting in the first quarter of the calendar year.

Section 6. Terms of office shall begin in April and shall continue for one year and until a successor assumes office.

Section 7. No person may serve more than two consecutive terms in the same office.

Section 8. In the event an officer is unable to serve or resigns from his or her office, the Executive Committee shall place name(s) in nomination for the election of a replacement at the next regular meeting of the CHC.

Section 9. An officer may be recalled from office by a majority vote of the full membership at a regular or called meeting of the CHC.

Article 5. Meetings

Section 1. Regular meetings of the full CHC shall be held at least four times per year.



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Section 2. The date, time and place of the regular meetings shall be fixed by the CHC and announced to the public in advance. Minutes will be available to the public after each meeting.

Section 3. A majority of the members shall constitute a quorum for conduct of business except as specified elsewhere in these bylaws.

Section 4. Special meetings may be called by the Chair for a specific purpose, and these meetings shall be announced to the public in advance. In order to conduct business, a quorum must be present.

Section 5. The Executive Committee shall meet as necessary.

Section 6. CHC meetings are open to the public.

Article 6. Voting

Section 1. At all meetings of the CHC, except as otherwise expressly required by these bylaws, all matters shall be decided upon by the affirmative vote of a majority of members present. The Chair shall be entitled to vote on all matters.

Section 2. Voting by email or proxy is not permissible.

Article 7. Committees

Section 1. The officers (Chair, Chair-elect and Past Chair) together with at least two (2) CHC members appointed in the first quarter of the calendar year by the Chair shall constitute the Executive Committee, which is empowered to act for the CHC in emergencies or when timely action is required between regular meetings. All Executive Committee actions in the name of the CHC must be ratified at the next regular meeting of the CHC and recorded in the minutes. The duties and responsibilities of the Executive Committee shall include assisting the Chair in preparing for CHC meetings. The Executive Committee shall also perform other such duties as may be assigned by the CHC and which are not inconsistent with these bylaws. Dates, times and locations of Executive Committee meetings will be announced to the public in advance, and minutes will be available to the public after each meeting. Executive Committee meetings are open to the public.

Section 2. The CHC membership may establish and dissolve committees in order to conduct CHC business. Dates, times and locations of committee meetings will be



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announced to the public in advance, and minutes will be available to the public after each meeting. Committee meetings are open to the public.

Section 3. No one member shall serve as chair for more than one committee at any one time.

Article 8. Public Forum

Section 1. The Community Health Council desires to hear from individuals and/or groups on matters important to the health in our community. As a normal practice, time is set aside at each Council meeting for Public Forum, during which individuals or groups may request to speak to the Council members. Citizens are provided opportunities to address an agenda item or express an opinion on any matter during Public Forum. At the regularly scheduled Council and subcommittee meetings Public Forum is at the the end of the agenda. The Council's public forum is primarily designated for Knox County citizens. Those who live outside of Knox County may speak to Council members at the discretion of the Chair. Individuals or groups seeking to address the Council during Public Forum should register by emailing health@knoxcounty.org no later than 4:00 p.m. on the day prior to the scheduled meeting. Information required for Public Forum registration will include name, contact information, address, and topic. The Chair may also recognize individuals who have not arranged to speak beforehand if they determine that such is in the public interest. A majority vote of members present can overrule the decision of the Chair. Public Forum speakers shall address remarks to the entire Council and not individual members. Each person speaking shall state his or her name and county of residence and have up to three (3) to five (5) minutes to make remarks at the discretion of the Chair. Members of the Council may have the privilege of asking questions of any person who addresses the Council. The Council respects and appreciates the good intentions that bring citizens to speak at Public Forum. The Council asks that speakers show their respect for the Council, the staff and other citizens by speaking in a manner that is civil and courteous. The Chair shall have the authority to terminate the remarks of any individual who is disruptive, degrading and/or insulting or who does not adhere to Public Forum rules. Individuals seeking additional information about Public Forum or any item on a meeting agenda shall direct inquiries to health@knoxcounty.org

Article 9. Amendments

Section 1. These bylaws may be amended by affirmative vote of a majority of the total membership at a regular meeting or at a special meeting called for that purpose. Written notice of the proposed changes shall be in the hands of members at least two weeks prior to the meeting at which the vote to approve is scheduled.