



# Franklin Regional Council of Governments

## Franklin County Cooperative Public Health Service (CPHS) Oversight Board

### Operating Procedures

#### Article I: Purpose and Duties

The Franklin County Cooperative Public Health Service (CPHS) Oversight Board serves to provide input and oversight to the Franklin Regional Council of Governments' Cooperative Public Health Service. The Board members' duties include:

- Meet on a regular basis
- Update Board of Health regularly on CPHS activities
- Develop annual and long-term goals for the CPHS based on district health and inspection data.
- Set CPHS staff priorities
- Be actively involved with hiring
- Establish CPHS fees and assessment formula for the next year
- Review and endorse any CPHS-wide policies and recommended regulations
- Review, debate, and endorse an annual proposed budget before it goes to the full FRCOG Council for approval.
- Review financial status of district
- Review and act on reports from staff
- Provide input to performance evaluations of staff
- Review and approve potential grant applications
- Bring concerns from member communities to the CPHS and FRCOG staff.
- Update town Select Board to update them on CPHS budget and programming twice a year, and bring any resulting questions or concerns back to the staff

#### Article II: Membership

Membership will consist of a representative and an alternate from the Board of Health, appointed by the Board of Health of each town which participates in any of the shared or comprehensive services. Representatives are required to be members of the Board of Health, alternates are not. Alternates and guests are welcome at all meetings.

Resignation and/or change in town's representative is to be submitted in writing to the FRCOG Director of Community Services at the earliest possible convenience.

#### Article III: Officers

- Section 1 Officers shall consist of a Chairman or Co-Chairs. The chair(s) shall preside at all meetings of the Board, and consult with the CPHS and FRCOG staff on the creation of the agenda for each meeting.
- Section 2 Officers will be elected by nomination and vote of the quorum.
- Section 3 Term of office will be for a period of one (1) year, with elections to take place during the last meeting of each fiscal year.
- Section 4 In the event of a vacancy for Chair, the Board shall fill the vacancy at the next regular meeting.
- Section 6 Chair(s) shall have the right to vote and to debate questions the same as any other member.
- Section 7 Chairs shall have the right to authorize grant applications and make any other time-sensitive decisions between meetings, as long as the decision is brought to the next Board meeting.

#### Article IV: Meetings

Regular meetings of the Board shall take place on a schedule determined by the Board, with times set at the beginning of each fiscal year. Special meetings may be called as needed. For a Board meeting, a quorum shall be 50%.

#### Article V: Voting

One municipality shall have one vote, by scope of involvement. Every member shall have an equal voice in determining shared priorities, but only those who use a service may vote on matters specific to that service. In general policy and cross-cutting service matters, each municipality has the same weight to their vote.

#### Article VI: Financial Decisions

When the CPHS is using an assessment formula, votes for budget related matters will be weighted: weights will match the budget assessment formula, to be set by the Oversight Board and FRCOG through the annual budget process. At that time, any budget-related vote will require a budget-weighted quorum.

#### Article VII : Procedural Rules

The Oversight Board is subject to the Massachusetts Open Meeting Law. The rules contained in "Robert's Rules of Order, revised edition" shall govern in all cases to which they are not inconsistent with federal and state law and/or guidelines and these bylaws.

#### Article IIX: Amendments

These operating procedures may be amended at any regular meeting by a majority vote of the members present. All proposed amendments must be presented to membership, in writing, 30 days prior to the vote.