



Paul R. LePage, Governor Mary C. Mayhew, Commissioner

Department of Health and Human Services
Maine Center for Disease Control and Prevention
286 Water Street
11 State House Station
Augusta, Maine 04333-0011
Tel. (207) 287-8016
Fax (207) 287-9058; TTY (800) 606-0215

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Western District Coordinating Council for Public Health Bylaws December 13, 2016

Article I. Legislative Purpose and Mission

The District Coordinating Council for Public Health, established under title 22 MRS 412, is a representative district body of public health stakeholders for collaborative public health planning and coordination.

The District Coordinating Council for Public Health shall:

- (1) Participate as appropriate in district-level activities to help ensure the state public health system in each district is ready and maintained for accreditation; and
- (2) Ensure that the public health services and resources are provided for in each district in the most efficient, effective, and evidence-based manner possible. Through collaborative assessment and coordinated planning, the Western Maine District Coordinating Council will maximize the Androscoggin, Franklin and Oxford county resources to advance the delivery of the 10 essential public health services.
- (3) Assist the Maine Center for Disease Control and Prevention in planning for the essential public health services and resources to be provided in each district and across the State in the most effective and evidence-based manner possible.

Article II. Role and Structure of the Council

Section 1. Council Role

The Council is responsible for providing overarching guidance and setting policy regarding activities that support the purpose and mission. In addition, the Council:

- a. elects Steering Committee members to include:
 - District Coordinating Council Chair
 - District Coordinating Council Vice Chair

- 41 • Treasurer
42 • State Coordinating Council Representative
43
44 b. approves the work plan and District Public Health Improvement Plan
45
46 c. votes on changes to bylaws as needed
47
48 d. approves creation of ad-hoc and standing committees
49
50 e. provides advice and feedback to the Statewide Coordinating Council for
51 Public Health and the Maine Center for Disease Control and Prevention
52

53 **Section 2. Council Size**

54
55 Ideally, the Council is comprised of twenty-five to forty (25-40) voting members.
56

57 **Section 3. Council Members**

58
59 Membership in the Council is sector-based, with an assurance of geographic
60 representation. With the exception of the optional members listed below, Council
61 membership shall be drawn from but not limited to the following sectors:
62

- 63 a. Maine Center for Disease Control and Prevention
64 b. county governments
65 c. municipal governments
66 d. city health departments
67 e. local health officers
68 f. hospitals
69 g. health systems
70 h. emergency management agencies
71 i. emergency medical services
72 j. Community Health Coalitions
73 k. school districts
74 l. institutions of higher education
75 m. physicians and other health care providers
76 n. clinics and community health centers
77 o. voluntary health organizations;
78 p. family planning organizations
79 q. area agencies on aging
80 r. mental health services
81 s. substance abuse services
82 t. organizations seeking to improve environmental health
83 u. Community Action Program agency

- 84 v. other community-based organizations
- 85 w. Health Disparities organization
- 86 x. Immigrant/refugee organization
- 87 y. Chambers of Commerce

88
89 Members shall demonstrate an interest in and commitment to public health; have
90 the capacity for district-level decision-making, and the ability to share critical
91 information with their sector peers.

92
93 **Section 4. Alternate Members**

94
95 Each council member shall have an alternate to serve with full voting privileges to
96 ensure that the Council is able to reach quorum if the primary Council member is
97 unable to attend meetings, participate in voting, or otherwise carry out their
98 membership responsibilities.

99
100 **Section 5. Interested Parties and Stakeholders**

101
102 Stakeholders and interested parties are encouraged to attend and participate in
103 all Council meetings, but do not have voting privileges.

104
105 **Section 6. Selection of Council Members and Alternate Members**

106
107 A Membership selection process will be established with the responsibility of
108 developing nominees for regular membership of the Council. Nominees should
109 be geographically representative of the district.

110
111 Nominees shall be approved at the first DCC meeting by a simple majority vote.
112 The Council may vote vacancies that occur between quarterly meetings.

113
114 **Section 7. Council Terms**

115
116 The term of office of each member is two (2) years. A member may serve an
117 unlimited number of terms. All vacancies must be filled for the balance of the
118 unexpired term in the same manner as the original appointment. Terms will be
119 reviewed annually.

120
121 A Council member may resign from the Council by written notice to the Steering
122 Committee.

123
124 A Council member may be removed at the discretion of a two-thirds (2/3) of the
125 Council members.

126
127 **Section 8. Council Member Responsibilities**

129 Members shall regularly attend meetings of the Council, and meetings of the
130 Steering Committee and/or committees to which they are appointed. If unable to
131 attend full DCC meetings, member will be represented by their alternate, if
132 applicable.

133
134 As the sector representative to the Council, to the extent possible, each Council
135 member shall routinely communicate decisions, discussions, and business of the
136 Council to the member's sector/geography, and likewise communicate
137 sector/geography information back to the Council.

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139

140 **Article III. Steering Committee**

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142 **Section 1. Steering Committee**

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144 The Steering Committee will provide leadership for the Council, provide
145 continuity and make decisions on Council activities (establish agendas, for
146 example), appoint committee Chairs, and investigate complaints regarding
147 activities of the Council or its members in the course of their role on the Council.

148

149 **Section 2. Steering Committee Members**

150

151 The Steering Committee is composed of members elected to this body from the
152 full Council and the Maine Center for Disease Control and Prevention District
153 Liaison.

154

155 **Section 3. Officers**

156

157 At a minimum, the Council shall elect a Chair, Vice Chair, and a representative to
158 the State Coordinating Council for Public Health. Additional officer positions may
159 be created at the discretion of the Council. The Steering Committee, through the
160 Chair, will convene regularly scheduled Council meetings.

161

162 The Chair shall preside at Council meetings. The Chair shall provide leadership
163 in preparing agendas for Council meetings and provide guidance and support to
164 appointed committees. The chair shall also serve as the Alternate Representative
165 to the Statewide Coordinating Council for Public Health.

166

167 The Vice Chair shall convene regularly scheduled Council meetings and preside
168 at Council meetings in the absence, or at the request, of the Chair. The Vice
169 Chair shall also chair special ad hoc committees as designated by the Chair.

170

171 The Representative to the Statewide Coordinating Council for Public Health shall
172 ensure the district is represented at the Statewide Coordinating Council, report to
173 the Statewide Coordinating Council on district matters, and report back to the
174 Steering Committee and Council on Statewide Coordinating Council

175 proceedings. The Chair, or his or her designee, shall serve as the Alternate
176 Representative to the Statewide Coordinating Council and carry out these duties
177 if the Statewide Coordinating Council Representative is unable to do so. A new
178 representative will be elected at the next quarterly meeting of the DCC.
179

180 The Steering Committee members shall, if circumstances warrant, issue a
181 finance report to the Council at each regular meeting, and shall work with the
182 Council's fiscal agent(s) to remain abreast of financial activities.
183

184 The Steering Committee shall ensure that accurate records are maintained of
185 Council actions, adequate notice is sent regarding Council meetings, and
186 maintain records of active membership for purposes of establishing quorum.
187

188 **Section 4. Steering Committee Size**

189
190 The size of the Steering Committee is comprised of a minimum of four (4)
191 members as described in Article III, Sections 2 and 3 above.
192

193 **Section 5. Election of Officers**

194
195 The membership process established (Article II, Section 6) shall develop a list of
196 nominees for Council officers. Nominees shall be approved at the first DCC
197 meeting of the calendar year by a simple majority vote. The Council may vote on
198 vacancies that occur between meetings.
199

200 **Section 6. Steering Committee Terms**

201
202 The DCC can establish its own range of terms for officers. For instance, Steering
203 Committee terms are two years and may be renewed by Council vote; however,
204 no Steering Committee member shall serve more than three consecutive terms,
205 with the exception of the Maine Center for Disease Control and Prevention
206 District Public Health Liaison. The Maine Center for Disease Control and
207 Prevention District Public Health Liaison is a permanent member of the Steering
208 Committee.
209

210 During the first year, Steering Committee terms will be staggered by one and two
211 years. The Council Chair and one Steering Committee member shall be the odd
212 terms (1 year). The Vice Chair, second Steering Committee member, and
213 Representative to the Statewide Coordinating Council shall be the even terms (2
214 years). In the event that an officer is no longer associated with the member
215 organization they represent, the officer shall be removed from the office and the
216 Council and a new officer shall be elected by the Council.
217

218 **Section 7. Steering Committee Responsibilities**

220 Members shall regularly attend meetings of the Council and meetings of the
221 Steering Committee.

222
223 At least one member of the Steering Committee will serve on each of the
224 Council's committees and/or work groups.

225
226 In cooperation with the Council Chair and the Maine Center for Disease Control
227 and Prevention District Liaison shall be responsible for the Council
228 communications. Any public comment shall be coordinated with the Chair with
229 respect for potential conflicts. The Steering Committee, in cooperation with the
230 Statewide Coordinating Council for Public Health, shall develop policies
231 regarding public communication.

232 233 **Section 8. Steering Committee Meetings**

234
235 The Steering Committee shall meet on a regular schedule that it deems
236 necessary and appropriate in order to fulfill its responsibilities as set forth in the
237 Bylaws. Notice of all regular Steering Committee meetings shall be
238 communicated via electronic mail to all members of the committee at least five
239 days prior to the meeting.

240
241 Special or emergency meeting of the Council may be called as needed by the
242 Steering Committee. Notice of special or emergency meetings shall be sent via
243 electronic mail with as much notice as possible.

244 245 246 **Article IV. District Coordinating Council Meetings**

247 248 **Section 1. Time and Place of Meetings**

249
250 The Council will meet, at a minimum, quarterly. The Steering Committee shall
251 determine meeting times and locations of all Council meetings.

252 253 **Section 2. Agenda**

254
255 The Chair or his/her designee shall prepare an agenda of items requiring Council
256 action, and shall add items of business as may be requested by Council
257 members and/or the Steering Committee.

258 259 **Section 3. Notice**

260
261 Council members shall be sent electronic mail notice of the time and date of the
262 meetings at least 20 business days before a regular Council meeting. In the
263 event of an emergency, the Steering Committee may call a meeting with a simple
264 majority vote of the Steering Committee and shall give as much notice as
265 possible.

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Section 4. Rules of Order

Robert’s Rules of Order shall govern regular Council meetings unless the Council adopts other rules of order. Council meetings are open to all interested parties.

Section 5. Council Meeting Minutes

The responsibility of Council minutes’ rests with the Steering Committee. Minutes recording all motions and subsequent action including the number of yeas, nays, and abstentions shall be recorded. Minutes of all meetings shall be maintained by the Secretary and made available on the Council website.

Section 6. Quorum

Fifty percent (50%) of current active Council membership plus one shall constitute a quorum. In the absence of a quorum, a Council meeting may continue discussion; however, no formal actions shall be taken, except a vote to adjourn the meeting to a subsequent date.

Section 7. Voting

Each Council member shall have one vote, once quorum is established. As the district-wide representative body for collaborative planning and decision-making for public health, the Council will seek consensus through well-structured and staged processes. If a consensus decision cannot be reached, all business conducted with a simple majority vote of the quorum shall stand as official action of the Council. By formal agreement of the Council, voting may be conducted electronically.

Article V. Committees

Section 1. Creation of Committees

The Council or its Steering Committee shall have the power to create standing and ad-hoc committees and workgroups. Committees created by the Steering Committee between Council meetings shall be voted upon at the next scheduled meeting of the Council. The Council Chair, in coordination with the Steering Committee, shall appoint and charge each committee with its responsibilities and shall appoint the chair of the committee.

Section 2. Committee Membership

Membership on a committee or workgroup, with the exception of the Steering Committee, is not limited to voting members of the Council. The Council,

312 Steering Committee, and other committees may call on non-council members as
313 advisors to provide information and guidance

314
315 At least one member of the Steering Committee will serve on each of the
316 Council's Committees and workgroups.
317

318 Committee Chairs shall bring proposed activities to the Council for discussion
319 and approval. The Council may accept recommendations of the
320 committees/workgroups as part of a consent agenda; however, if any Council
321 member finds that he/she has a significant issue with a committee/workgroup
322 recommendation, he/she shall say so at the Council meeting and bring it for
323 further discussion and separate vote at the Council level.
324

325 **Section 3. Standing Committees**

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327 Standing committees and workgroups may be established by the Council or its
328 Steering Committee.
329

330 **Section 4. Committee Chairs**

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332 The Committee Chair shall be responsible for scheduling meetings, assigning
333 specific tasks within the mandate of the committee, and reporting to the Steering
334 Committee and the Council concerning the work of the committee.
335
336

337 **Article VI. Non-partisan Activities**

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339 The Council shall be non-partisan. No part of the activities of the Council shall consist of
340 the publication or distribution of materials or statements with the purposes of attempting
341 to influence or intervene in any political campaign on behalf of or in opposition to any
342 candidate for public office.
343
344

345 **Article VII. Conflict of Interest**

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347 A conflict of interest is defined as any personal or organizational financial or other
348 interest which prevents or appears to prevent an impartial action or decision on the part
349 of a Council member. A conflict occurs when a financial or other interest could:
350

- 351 a. Significantly impair the individual's objectivity.
352 b. Create an unfair competitive advantage for any person or organization.
353 c. Provide a direct or indirect fiduciary interest of financial gain for that
354 individual or organization.
355

356 Should a matter before the Council present a known, or a potential conflict of interest,
357 Council members are required to disclose such potential conflict to the Steering

358 Committee at the earliest point possible. Once a conflict or potential conflict is
359 disclosed, the Chair shall lead the rest of the members in deciding how the member with
360 the conflict or potential conflict may participate in discussion or voting.
361

362 **Article VII. Fiscal Agent**

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364 The Council shall designate a fiscal agent or agents as necessary. The Council and
365 fiscal agent shall enter into an agreement that is documented and designates the roles
366 and responsibilities of both organizations.
367

368 **Article IX. Operations and Fiscal Calendar**

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370 The operations calendar of the Council is the calendar year. The fiscal year of the
371 Council may additionally follow the fiscal year calendar designated in any funding
372 program the Council receives.
373

374 **Article X. Reporting**

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376 The Council will submit quarterly progress reports to the Statewide Coordinating Council
377 for Public Health according to the State Coordinating Council's format. The quarterly
378 reports will be sent to the Council membership and interested parties, and posted on the
379 State Coordinating Council for Public Health website.
380

381 **Article XI. Bylaw Amendments**

382
383 This District Coordinating Council for Public Health bylaw document serves as uniform
384 guidance in all Public Health Districts. To address specific district needs, districts may
385 draft additional addendums in the following areas:

- 386 a. Council mission and vision
- 387 b. Additional membership requirements to:
 - 388 i. have at least one member who is a recognized content expert in each
 - 389 of the essential public health services
 - 390 ii. have representation from populations in the State facing health
 - 391 disparities
- 392 c. Council Standing Committee structure
- 393 d. Policies that help instruct the function of the Council

394
395 The Council may amend these bylaws. Before consideration, the amendment must be
396 submitted in writing to the Council and posted on the Council agenda according to the
397 guidelines in Article IV., Section 3 (Notice). Prior to an agreement of the bylaws, the
398 Council may request a recommendation from the Steering Committee. Votes to approve
399 bylaw amendments follow the guidelines set forth in Article IV, Section 6 (Quorum), and
400 Section 7 (Voting).
401

402 A bylaws amendment proposed by the Council must be submitted to the Chair of the
403 Statewide Coordinating Council for Public health and the Director of the Maine Center
404 for Disease Control and Prevention for approval before going to vote at a Council
405 meeting.

406
407 It is recommended that the Steering Committee for the DCC review the Council Bylaws
408 every three (3) years. The Statewide Coordinating Council for Public Health will
409 establish a mechanism annually for the DCC's to submit revisions for consideration.

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412 Adopted this 13th day of December, 2016.

413
414 Signed this 20th day of December, 2016.

415
416 District Coordinating Council Chair, acting on behalf of Western District Coordinating
417 Council for Public Health:

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421 Statewide Coordinating Council Chair, acting on behalf of Statewide Coordinating
422 Council for Public Health:

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426 Director, Maine Center for Disease Control and Prevention, acting on behalf of the
427 Maine Center for Disease Control and Prevention:

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