PLEASE FORWARD TO ALL BOARD OF HEALTH MEMBERS

Attached is an updated version of the alPHA Board of Health Section Policy and Procedures for your consideration. As stipulated by the document you are being notified of these potential changes 60 days in advance of the next BOH Section meeting. Changes have been highlighted in bold and underlined. The changes primarily:

1. clarify language around nominations and voting,
2. make language more consistent throughout the document, and
3. incorporate a new regional representation approach for the BOH Section

Please review the document for discussion at the BOH section meeting on Thursday, December 6, 2007 at the Holiday Inn Yorkdale in Toronto. You will receive further details of the meeting at a later date.

Wishing you all a happy Thanksgiving.

Linda

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UPDATED DRAFT - NEW WORDING IS HIGHLIGHTED IN **BOLD**
(September 26, 2007)

BOARD OF HEALTH SECTION POLICIES AND PROCEDURES

Name

1. The name of the organization shall be: “The Board of Health Section”, hereinafter referred to as the Section.

Objectives

2. The objectives of the Section shall be:

   (a) To represent the views of boards of health as members of the Association of Local Public Health Agencies.

   (b) To promote and maintain a high standard of public health service in Ontario.

   (c) To work with other organizations which, from time to time, may exhibit similar objectives in the universal furtherance of a high standard of public health service in Ontario.

   (d) To promote the mutual helpfulness and procure harmonious action among the Boards of Health in the province.

   (e) To encourage legislation for the betterment of public health and to be available to cooperate with the Ministry of Health and Long-Term Care as consultants in the development of provincial policies and programs.

   (f) To endorse conferences and seminars to promote education and interaction amongst the membership.

Membership

3. (a) Active Membership in the Section shall be open to all active members of the boards of health, appointed or elected to serve a local, regional or municipal jurisdiction in Ontario. Active members shall have full voting privileges at Section general meetings and shall be eligible, under Article V of the constitution to vote at the annual meeting of the Association of Local Public Health Agencies.

   (b) Honourary Membership may be designated, at the discretion of the Section Executive, to any former Section Chair and/or Association of Boards of Health (AOBH) Past Presidents. They shall have no voting privileges.
Meetings and Procedures

4. (a) The general membership shall meet semi-annually: once at the Annual Conference of alPHa; and once in conjunction with the February All Members Meeting. Special general meetings may be held, at the call of the Chair, between meetings.

(b) A quorum for the transaction of business for the Section annual meeting shall consist of representatives from no fewer than half the number fifty-one percent of member boards of health.

(c) The procedure for the order of business shall be those set forth in “Robert’s Rules of Order” and shall prevail at all meetings.

(d) The Chair of the Section Executive shall preside over meetings and carry a vote. In the event of a tie vote on any motion or resolution the motion is defeated, Section Chair shall have the necessary vote in order to decide the matter.

(e) Any board of health member of member agency shall qualify to be a voting delegate at large at any general meeting of the Section.

Executive Committee

5. (a) The Section will designate seven (7) members to make up one third of the Board of Directors of the Association of Local Public Health Agencies. These members will be elected for 2 year terms by the membership and constitute the Executive Committee of the Section. The Executive Committee of the Section will include:
   - a Chair
   - a Vice-Chair
   - and 5 members-at-large

(b) The Executive Committee shall meet at times and places as deemed necessary by the Chair to conduct the business of the Section. At other times the Executive Committee of the Section will maintain a continuity of effort through correspondence or directly through the alPHa Secretariat.

(c) The Section Executive may, from time to time, or upon direction from the alPHa Board, strike special committees or recruit from the membership special representatives to ad hoc committees.

(d) A quorum for the transaction of business at a Section Executive Committee meeting shall be four (4).

(e) No member of the Executive Committee of the Section shall receive any remuneration or honorarium from the Association of Local Public Health Agencies for acting as such.

(f) Attendance – It shall be the policy of the Section that any member who has two (2) absences in a row, or a total of three (3) during the same year, without giving prior notice of their absence, will be reminded by the Chair via official letter. After a total of four (4) absences, or three (3) in a row during the same year, without giving prior notice of their absence, the member will be deemed to have resigned from the Section unless exempted by a Section resolution.
Elections

6. (a) Elections for members of the Section Executive Committee shall be held each year during the alPHa Annual Conference.

(b) Elected or appointed members of a member board of health or health committee of a regional municipal council may be elected to the Section Executive. Termination of election or appointment at the local level will terminate membership of the Section and its Executive Committee.

(c) The Executive shall have the power to fill any vacancy within 60 days, if they so choose.

(d) The Board of Health Section Executive shall consist of seven (7) members, elected at the inaugural meeting of the Association, four (4) for two (2) year terms, the remaining three (3) for one (1) year terms. Thereafter, all newly-elected members of the Executive shall serve two (2) year terms. This shall promote continuity of experienced Executive members.

(e) Nominations will be accepted until five (5) business days prior to the commencement, the Candidates' Speeches session at the Annual Conference of the Association of Local Public Health Agencies, at which time all Board of Health Section Executive candidates will be allowed up to 2 minutes each for a brief statement of position.

(f) Board of Health voting delegates will be asked to elect from the slate of nominees the number of candidates to fill the number of Board of Health Section Executive vacancies.

(g) Nominations must be submitted in writing from the respective Board of Health, bearing the signatures of two (2) Board of Health members from the sponsoring Board and that of the nominee, using the Form of Nomination and Consent: A nomination form that shall be supplied by the Association of Local Public Health Agencies. A biography of the nominee outlining their suitability for candidacy, as well as a motion passed by the sponsoring Board of Health are also required to be submitted with the nomination form, the signatures of two (2) board of health members from the sponsoring health unit are required, as the future meeting expenses for directors are expected to be, at least, cost-shared will be paid by the sponsoring health unit.

(h) Municipal Boards of Health, meaning those that are separate from council but where staff operations are integrated with the municipal administrative structures, shall be guaranteed two (2) members on the Executive Committee of the Section; Regional / Single Tier Boards of Health meaning those where the Regional Council or a standing committee of Regional Council acts as the Board of Health, shall be guaranteed two (2) members; the Board of Health for Toronto shall be guaranteed one (1) member; and autonomous boards of health, meaning those that are independent from local government shall be guaranteed two (2) members; only if the guaranteed number of candidates are present at the annual general meeting and supported by their board for election.

(h) Representation on the Section Executive will include one (1) representative from each of the following regions of Ontario: North West, North East, South West, Eastern, Central East, Central West, and Toronto, as defined by the Ministry of Health and Long-Term Care (see Appendix).

(i) The Executive Committee of the Section will endeavour to include at least one (1) representative from a Municipal Board of Health, meaning a Board that is separate from Council but where staff operations are integrated with the municipal administrative
structures; at least one (1) representative from a Regional/Single-Tier Board of Health, meaning a Board where the Regional Council or a standing committee of Regional Council acts as the Board of Health; and at least one (1) member from an autonomous Board of Health, meaning a Board that is independent from local government.

(j) **In general, candidates nominated by their Boards of Health must be present at the Annual General Meeting of the Association of Local Public Health Agencies to stand for election. However, absences may be permitted at the discretion of the existing Executive Committee in the case of emergency, catastrophic, or compulsory events that prevent a candidate from being present at an election.**

(k) **All Board of Health section members eligible to vote at the general meeting will participate in the election for each regional representative.**

(l) **Candidates shall be acclaimed to a position on the Section Executive where the candidate meets all of the nomination requirements and is the sole candidate in their region.**

(m) **The Executive Director of the Association of Local Public Health Agencies or designate shall preside over the election and shall not vote. In the case of a tie vote, the tied candidates will be allowed up to 2 minutes each for a brief statement of position. Immediately following the statements, eligible voters will be asked to vote for one of the tied candidates.**

Chair

7. (a) Immediately following the election of the Section Executive Committee members, the new committee shall elect a Chair.

   Note: The Chair also serves on the Executive Committee of the alPHa Board of Directors.

(b) It shall be the duty of the Section Chair (or designate) to preside over all Section meetings, to preserve order and, to enforce the Section Policies and Procedures. The Section Chair shall decide all questions of order subject to the appeal by a member to the meeting.

(c) It shall also be the duty of the Section Chair to provide a report of the Section’s activities to the alPHa Board of Directors regularly.

Vice-Chair

8. It shall be the duty of the Vice-Chair, in the absence of the Chair, to preside and perform all duties pertaining to the office of the Chair.

Amendments and Alterations

9. (a) The Section Policies and Procedures may be amended at an annual or special general meeting of the Section with a quorum by a consensus vote.

(b) Notice of proposed amendments shall be circulated to each member board of health and health committee 60 days in advance of the meeting at which the proposed amendment will be presented.
Appendix – Ontario Boards of Health by Region

1  North West Region
   NORTHWESTERN
   THUNDER BAY
2  North East Region
   ALGOMA
   NORTH BAY PARRY SOUND
   PORCUPINE
   SUDBURY
   TIMISKAMING
3  South West Region
   CHATHAM-KENT
   ELGIN ST THOMAS
   GREY BRUCE
   HURON
   LAMBTON
   MIDDLESEX LONDON
   OXFORD
   PERTH
   WINDSOR-ESSEX
4  Central West Region
   BRANT
   HALDIMAND
   HALTON
   HAMILTON
   NIAGARA
   WATERLOO
   WELLINGTON DUFFERIN
5  Central East Region
   DURHAM
   HKPR
   PEEL
   PETERBOROUGH
   SIMCOE MUSKOKA
   YORK REGION
6  Toronto
   TORONTO
7  Eastern Region
   EASTERN
   HASTINGS
   KINGSTON
   LEEDS
   OTTAWA
   RENFREW