

**BY-LAWS OF THE SONOMA COUNTY  
MATERNAL, CHILD AND ADOLESCENT HEALTH ADVISORY BOARD**

January 2010

ARTICLE I      NAME

Sonoma County Maternal, Child and Adolescent Health (MCAH) Advisory Board

ARTICLE II     MISSION

The mission of the MCAH Advisory Board is to promote the physical, social and emotional health of childbearing women, children and adolescents in Sonoma County by sharing resources, coordinating activities and advising the Sonoma County Board of Supervisors and the Department of Health Services on the needs of the community.

ARTICLE III    GOALS

Toward accomplishment of this Mission, this Council will

1. Identify and advocate for unmet health needs.
2. Support ongoing efforts toward building a coordinated, effective health care delivery system.
3. Promote public awareness of maternal, child, and adolescent health issues.
4. Inform the Board of Supervisors and the Department of Health Services on the status of maternal, child, and adolescent health in Sonoma County.
5. Advise the local MCAH program on the needs of the community and participate in strategic planning.

ARTICLE IV MEMBERSHIP

1. The MCAH Advisory Board shall seek to reflect the demographic and ethnic characteristics of the geographic area. The Council shall consist of 15 to 20 members.
2. Representation

<u>Health Professionals</u>	<u>5 Positions</u>
Health Specialist	1
Mental Health	1
Oral Health	1
Nutrition	1
Physical Health	1

<u>School Health Personnel</u>	<u>3 Positions</u>
Nurse	1
Special Education	1
Youth/Adolescent Health Educator	1

<u>Human Services Representatives</u>	<u>2 Positions</u>
Economic Assistance	1
Program Representative	1

<u>Community Representatives</u>	<u>6 Positions</u>
Child Care and Development	1
Child Health	1
Homeless/Hunger/Poverty	1
Parenting	1
Safety	1
Teen Health	1

<u>Consumer /Parent /Advocate</u>	<u>2 Positions</u>
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<u>At Large Members</u>	<u>2 Positions</u>
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Total	<u>15-20 Positions</u>
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Ex Officio

MCAH Coordinator  
Secretary

3. There shall be no reimbursement for any activities while performing duties of the MCAH Advisory Board.
4. Terms
  - a. All Board members shall serve a three-year term.
  - b. Terms shall begin effective upon appointment by the Board of Supervisors.
5. Termination
  - a. Should a member leave their job or position while seated on the MCAH Advisory Board, the agency will be asked to recommend a new representative.
  - b. Should a member resign their membership on the MCAH Advisory Board, a replacement will be recruited from the community.

#### ARTICLE V OFFICERS OF THE MCAH ADVISORY BOARD

1. The MCAH Advisory Board shall elect a Chairperson and Vice-Chairperson by majority vote of the membership of the MCAH Advisory Board.
2. The Chairperson shall conduct meetings, assist in the preparation and approve meeting agendas, create and dismiss special committees and appoint their chairpersons, call special meetings of the MCAH Advisory Board when necessary, and represent the MCAH Advisory Board in the public arena when needed.
3. The Vice-Chairperson shall conduct meetings in the absence of the Chairperson. In the event that the Chairperson is unable to complete his/her term of office, the Vice-Chairperson will then assume the Chairperson's position and responsibilities.
4. Nominations of officers shall be submitted for consideration of the members at least two months prior to voting.
5. Election will take place one month before the terms are due to expire. The chair will assume responsibility at the next meeting.
6. MCAH Advisory Board officers shall serve a minimum of two-year term and a maximum of two terms in the same position.

ARTICLE VI MEETINGS

1. Members are expected to attend monthly meetings of the Board. If unable to attend, they are to notify the MCAH program staff and send an alternate if possible. The Executive Committee will review membership if there is a pattern of unexcused absences.
2. The MCAH Advisory Board shall meet monthly with a summer recess if agreed upon by a majority. Additional meetings may be called if necessary by the officers.
3. Meetings of the MCAH Advisory Board are open to the public.
4. All meetings shall be announced and publicized per the Brown Act.
5. Minutes and copies of all pertinent program documents considered by the MCAH Advisory Board will be available for public inspection at <http://www.sonoma-county.org/health/ph/mcah/mcahab.htm> or 625 Fifth Street, Santa Rosa, CA 95404-4428.

ARTICLE VII QUORUM

Six (6) members of the MCAH Advisory Board shall be considered a quorum to conduct business.

ARTICLE VIII PROCEDURES

Robert's Rules of Order shall constitute the procedural authority for conducting business.

ARTICLE IX COMMITTEES

1. The Chairperson and Vice-Chairperson shall form the Executive Committee together with the MCAH Coordinator and any member from the Board that would like to participate.
2. Ad Hoc committees shall be appointed by the Chairperson as needed.

ARTICLE X      ADOPTION AND REVISION OF THE BY-LAWS

1. The By-Laws shall be adopted by majority vote of the MCAH Advisory Board.
2. Amendments may be made to these By-Laws, providing there is an affirmative vote of a majority of the MCAH Advisory Board.
3. Before adoption of amendments to the By-laws the proposed revisions shall be submitted to the MCAH Advisory Board members at least two weeks prior to the meeting at which the revisions are listed on the agenda.
4. Amendments to these By-laws may be proposed by any member of the MCAH Advisory Board.