



Cumberland District Public Health Council

Complete Bylaws

(Updated March 2025)

ARTICLE I.

Legislative Purpose, Name, Mission, and Vision

Section 1. Legislative Purpose

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; (2) Ensure that the essential public health services and resources are provided in each district in the most efficient, effective, and evidence-based manner possible; and (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 efficient, effective and evidence-based manner possible.

Section 2. Name

The name of the organization shall be the Cumberland District Public Health Council (the "Council").

Section 3. Mission

The Council's mission is to promote the health of all our communities by providing information, coordination, collaboration, and advocacy.

Section 4. Vision

The Council's vision is that communities in the Cumberland District are among the healthiest in the state.

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 Council Officers
- b. approves the work plan and District Public Health Improvement Plan
- c. votes on adoption of or changes to bylaws as needed
- d. approves creation of ad hoc and standing committees
- e. Provides advice and feedback to Maine Center for Disease Control and Prevention and Statewide Coordinating Council



Section 2. Council Size

The Council comprises at least twenty-five (25) but not more than forty (40) voting members.

Section 3. Founding Entities

The following organizations were founding entities of the Council and as such will be considered permanent members, with one representative each on the Council on an ongoing basis: City of Portland, Health and Human Services Department, Public Health Division

Cumberland County Board of Commissioners

Cumberland County Emergency Management Agency

Maine Center for Disease Control and Prevention

MaineHealth

Mercy Hospital

The Opportunity Alliance

Section 4. Additional Membership

Membership in the Council is sector-based, with an assurance of geographic representation. With the exception of the members listed in Article II, Section 3, and optional members listed below, Council membership shall be drawn from but not limited to the following entities:

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| 1. Maine Center for Disease Control and Prevention | 14. clinics and community health centers |
| 2. county governments | 15. voluntary health organizations |
| 3. municipal governments | 16. family planning organizations |
| 4. city health departments | 17. area agencies on aging |
| 5. local health officers | 18. mental health services |
| 6. hospitals | 19. substance use prevention and services |
| 7. health systems | 20. environmental health |
| 8. emergency management agencies | 21. Water District |
| 9. emergency medical services | 22. home health |
| 10. community based health organizations | 23. health professions training |
| 11. schools | 24. CAP agency |
| 12. institutions of higher education | 25. immigrant/refugee health |
| 13. physicians and other health care providers | 26. disability interests |
| | 27. health policy |
| | 28. other community serving organizations and content experts |



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

Section 5: Alternate Members

Each council member may designate an alternate to serve with full voting privileges to ensure that the Council is able to reach quorum if the primary Council member is unable to attend meetings, participate in voting, or otherwise carry out their membership responsibilities.

Section 6. Interested Parties and Stakeholders

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

Section 7. Selection of Members

A Membership selection process will be established with the responsibility of developing nominees for regular membership of the Council. Nominees should be geographically representative of Cumberland County. Nominees shall be approved at the first meeting of each year by a simple majority vote either in-person or virtually. The Council may vote on vacancies that occur between annual meetings based on a 140 proposal from the Executive Committee.

Section 8. Council Terms

The term of office of each member is three (3) years. A member may serve an unlimited number of terms. All vacancies must be filled for the balance of the unexpired term in the same manner as the original appointment. A Council member may resign from the Council by written notice to the Executive Committee. A Council member may be removed at the discretion of a two-thirds (2/3) of the Council members.

Section 9. Council Member Responsibilities:

Members shall regularly attend meetings of the Council and meetings of the Executive Committee or committees to which they are appointed. If unable to attend full Council meetings, members will be represented by their alternate, if applicable. As the sector representative to the Council, to the extent possible each Council member shall routinely communicate decisions, discussions and business of the Council to the member's sector/geography, and likewise communicate sector/geography information back to the Council. Council members absent three (3) or more consecutive meetings may be asked to resign. The Executive Committee, in certain circumstances, on a case-by-case basis, may waive this requirement. In order to be considered, members shall send written notification—in advance, when possible. The Executive Committee shall consider the member's circumstance and respond within a reasonable amount of time.

ARTICLE III. Executive Committee

Section 1. Executive Committee Role

The Executive Committee will provide leadership for the Council, provide continuity and make decisions on Council activities (e.g. establish agendas), appoint committee chairs, and investigate complaints regarding activities of the Council or its members in the course of their role on the Council



Section 2.

Executive Committee Members

The Executive Committee is composed of officers elected to this body from the full Council, chairs of all standing committees, and the Maine Center for Disease Control and Prevention District Liaison.

Section 3. Officers

At a minimum, the Council shall elect a Chair, Vice Chair, and Representative to the State Coordinating Council for Public Health. Additional officer positions may be created at the discretion of the Council.

The Executive Committee, through the Chair, will convene regularly scheduled Council meetings. The Chair shall preside at Council meetings. The Chair shall provide leadership in preparing agendas for Council meetings and provide guidance and support to appointed committees. The Chair shall also designate another member of the Executive Committee or serve as the Alternate Representative to the State Coordinating Council for Public Health.

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

The Representative to the State Coordinating Council shall ensure the District is represented at the State Coordinating Council, report to the State Coordinating Council on District matters, and report back to the Executive Committee and Council on State Coordinating Council proceedings. The Chair, or their designee, shall serve as the Alternate Representative to the State Coordinating Council and carry out these duties if the State Coordinating Council Representative is unable to do so.

In addition, the Council will elect two additional officers, a Treasurer and Secretary. The Treasurer shall issue a finance report to the Council at each regular meeting, and shall work with the Council's fiscal agent to remain abreast of financial activities. The Secretary shall ensure that accurate records are maintained of Council actions, adequate notice is sent regarding Council meetings, and maintain records of active membership for purposes of establishing quorum.

Section 4. Executive Committee Size

The size of the Executive Committee is a minimum of five (5) members and described in Article III, Sections 2 and 3 above.

Section 5. Election of Officers

Section 6. Executive Committee Terms

Council Officers' term shall be two (2) years and may be renewed by Council vote; however, no Council Officer shall serve more than three (3) consecutive terms, with the exception of the Maine Center for Disease Control and Prevention District Public Health Liaison. Council terms will be staggered by one and two years. The Council Chair and Secretary shall be the odd terms (1 year). The Vice Chair, Treasurer, and Representative to the State Coordinating Council shall be the even terms (2 years). If in the event an officer is no longer associated with the member organization they represent, the officer shall be removed from the office and the Council, and a new officer shall be elected by the Council.



Section 7. Executive Committee Responsibilities

Executive Committee Members will regularly attend meetings of the Council and meetings of the Executive Committee. In cooperation with the Council Chair, the Maine Center for Disease Control and Prevention District Public Health Liaison shall be responsible for Council internal communications. Any public comment shall be coordinated with the Executive Committee with respect for any potential conflicts.

Section 8. Executive Committee Meetings

The Executive Committee shall meet on a regular schedule that it deems necessary and appropriate in order to fulfill its responsibilities as set forth in the Bylaws. Notice of all regular Executive Committee meetings shall be communicated via electronic mail to all members of the Executive Committee at least five days prior to the meeting. Special or emergency meetings of the Executive Committee may be called as needed by the Executive Committee leadership. Notice of special or emergency meeting shall be sent via electronic mail with as much notice as possible.

ARTICLE IV. Council Meetings

Section 1. Time and Place of Meetings

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

Section 2. Agenda

The Chair or their designee shall prepare an agenda of items requiring Council action, and shall add items of business as may be requested by Council members and/or the Executive Committee.

Section 3. Notice

Council members shall be sent an electronic mail notice of the time and date of the meetings at least twenty business days before a regular Council meeting. In the event of an emergency, the Executive Committee may call a meeting with a simple majority vote of the Executive Committee and shall give as much notice as possible.

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 Executive Committee. Minutes recording all motions and subsequent action including the number of yeas, nays, or abstentions shall be recorded. Minutes of all meetings shall be maintained by the Secretary or their designee and made available on the Council website, or by request.

Section 6. Quorum

A quorum of the Council shall consist of a simple majority of the voting membership or eleven voting members, whichever is smaller. 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.



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Should a matter before the Council present a known, or a potential conflict of interest, Council members are required to disclose such potential conflict to the Executive Committee at the earliest point possible. Once a conflict or potential conflict is disclosed, the Chair shall lead the rest of the members in deciding how the member with the conflict or potential conflict may participate in discussions or voting.

ARTICLE VIII. Fiscal Agent

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

ARTICLE IX. Operations and Fiscal Calendar

The operations calendar of the Council is the calendar year. The fiscal year of the Council will be July 1 to June 30. The fiscal year of the Council may additionally follow the fiscal calendar designated in any funding program the Council receives.

ARTICLE X. Reporting

The Council will submit quarterly progress reports to the State Coordinating Council for Public Health according to the State Coordinating Council's format. The quarterly reports will be shared with the Council members and interested parties at full council meetings and via email, and posted on the State Coordinating Council for Public Health website.

ARTICLE XI. Bylaw Amendments

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

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

The Council may amend these bylaws. Before consideration, the amendment must be submitted in writing to the Council and posted on the Council agenda according to the guidelines in Article IV., Section 3 (Notice). Prior to an amendment of the bylaws, the Council may request a recommendation from the Executive Committee. Votes to approve bylaw amendments follow the guidelines set forth in Article IV., Section 6 (Quorum), and Section 7 (Voting). Any bylaw amendments will be submitted to the Chair of the State Coordinating Council for Public Health and the Director of the Maine Center for Disease Control and Prevention for approval before going to vote at a Council meeting. Any bylaws amendments proposed to the Council by the State Coordinating Council for Public Health must be considered for vote at the next scheduled Council meeting. The Executive Committee will review the Council bylaws every three (3) years. Any revisions will be submitted for consideration using a mechanism established by the State Coordinating Council for Public Health.