



## **RULES AND BY-LAWS OF THE BOARD OF HEALTH OF PUTNAM COUNTY**

### **PREAMBLE**

WE, the duly appointed members of the Putnam County Board of Health, in order to promote the orderly transaction of our business and with a view towards the security of life and health in our County, do hereby adopt these Rules and By-Laws by which we shall henceforward be governed.

### **ARTICLE I - NAME**

The body shall be known for all purposes as the Putnam County Board of Health.

### **ARTICLE II - PURPOSE**

This Board, within its County, shall administer the provisions of Charter Forty-Five of the Consolidated Laws of the State of New York, entitled the "Public Health Law," and the New York State Sanitary Code. Such Board shall have the power to formulate, promulgate, adopt, publish and administer a County sanitary Code (as defined in Section 347 of the Public Health Law), shall have the power to formulate governing policies for the Putnam County Department of Health, recommend a County Health Commissioner/Director and perform such other and related activities not inconsistent with the provisions of the Public Health Law and New York State Sanitary code as will promote the security of life and health within said County.

### **ARTICLE III – POWERS AND DUTIES**

This Board shall exercise all powers and perform all the duties provided in the applicable provisions of Article III, Chapter Forty-Five and all other applicable provisions of the Consolidated Laws of the State of New York, entitled the "Public Health Law," and the New York State Sanitary Code, and such Board of Health shall have the power to formulate, promulgate, adopt and publish rules, regulations, orders and direction for the security of life and health in the County, and it shall in conjunction therewith, exercise all the power and perform all the duties expressly or implicitly requisite for the lawful performance and achievement thereof.

### **ARTICLE IV – MEMBERSHIP AND APPOINTMENT**

This Board shall consist of seven (7) members, one of who shall be a member of the Putnam County Legislature, at least three of whom shall be physicians licensed to practice in the State of New York, one of whom shall have known experience and interest in environmental matters, one of whom shall be experienced or practiced in the field of preventative health programs, and all of whom shall be residents of the County. All members shall be appointed by the Putnam County Legislature in the manner prescribed by Article III of the Public Health Law. All members shall be required to take an oath of office to be administered by the County Clerk.

### **ARTICLE V – TERMS OF SERVICE**

The term of office of each member of the Board shall be six (6) years, and the terms of the members shall expire annually on a staggered basis, with the exception of the representative member of the Putnam County Legislature, which shall be for such lesser period as may be required in the event he/she does not continue as a member of said office. Resignations from the Board shall be submitted in writing directly to said Board of Health. Vacancies shall be filled by appointment by the Putnam County Legislature for the unexpired term in the manner herein above provided.

## **ARTICLE VI – ELECTION OF OFFICERS**

This Board, at its regular annual meeting in October, and by majority vote, shall elect one of its members as President and another as Vice President. Nominations shall be made from the floor. If more than one nomination is made for the same office, elections shall be by secret written ballot. Ballots cast for any person other than a duly nominated candidate shall be deemed null and void and disregarded for all purposes. Officers shall be installed in office immediately at the conclusion of the balloting. This Board, at its annual meeting in October, may also elect a secretary in the same manner as herein above provided, except that if a secretary is not so elected, the County Health Commissioner/Director of designee shall act as its secretary without extra compensation. In no case, however, may the County Health Commissioner/Director or designee shall act as President or Vice President of this Board in their absence.

## **ARTICLE VII – DUTIES OF OFFICERS**

The President shall preside over all regular and special meetings of the Board. He/she shall see that meetings are conducted in an orderly manner, in accordance with generally accepted standards of parliamentary procedure, and that all Board members shall have equal opportunity to express their views. He/she shall make such reports, recommendations and suggestions as may be necessary or beneficial, and such other assignments as may properly come before him/her upon approval of the Board. He/she shall maintain liaison between the Board and the County Health Commissioner/Director and shall, with the Commissioner/Director represent this Board and the Department before the Putnam County Legislature and elsewhere, as appropriate. He/she shall appoint all standing committees and such special committees as may be necessary or beneficial, and he/she shall be an ex-officio member of all such committees. He/she shall have the power to appoint non-paid special advisors, as he/she considers necessary. Finally, he/she shall perform such other duties and activities from time to time as may be authorized by the Board and as may otherwise properly pertain to this office. The Vice President shall perform all duties of the President in his/her absence or by reason of his/her incapacity. The Secretary shall perform all duties of the President and Vice President in their absence or by reason of his/her incapacity. In addition, the Secretary shall maintain accurate minutes of all Board meetings and be responsible for the general correspondence of the Board. Approved meeting minutes will be sent to the Legislative clerk by the Secretary at his/her earliest convenience for distribution to the Putnam County Legislators.

## **ARTICLE VIII**

The President may appoint standing or special committees, as he/she may deem necessary or beneficial. No committee shall consist of fewer than two members.

## **ARTICLE IX**

The Regular annual meeting of the Board shall be conducted at the October meeting. In addition, regular meetings shall be conducted as established by the Board at the annual meeting. Special Board meetings may be called by the President from time to time as required. All regular meetings shall be held at the offices of the Putnam County Department of Health unless otherwise agreed upon by a majority vote of the Board. Attendance of four (4) members of the Board shall constitute a quorum and all approving votes will require four (4) affirming members pursuant to Municipal Law. Public notice will be provided for all meetings through the Putnam County Official Government Website and/or Health Department Website. It is to be considered the duty of all members to attend as many meetings as possible. Members of this Board shall not miss more than two (2) consecutive meetings without prior

knowledge of the President or Vice President and, if so, it shall be the prerogative of the Board to request removal of the member.

#### **ARTICLE X – ORDER OF BUSINESS**

Robert’s Rules of Order, revised, shall be the final authority with respect to procedures to be followed at all Board meetings, except that the order of business may be modified by a majority vote of the members present and where otherwise stated in the By-Laws.

#### **ARTICLE XI – AMENDMENTS**

These Rules and By-Laws may be amended at any regular Board meeting by a majority vote of the members present and voting, provided that written notice of the proposed amendment has been mailed or delivered to each Board member not later than one week prior to said meeting. Amendment may be affected without prior notice, however, at any regular or special meeting, upon the unanimous vote of all duly approved members of the Board.

#### **ARTICLE XII – BUDGET**

The Board of Health may adopt a preliminary budget at the April meeting and a final budget at the June meeting. This Budget will be included in the Department of Health budget and as such will be subject to approval by the Putnam County Legislature and County Executive during the normal County Budget Process.

#### **ARTICLE XIII – ADOPTION**

These Rules and By-Laws shall become effective immediately upon approval by the affirmative vote of two thirds of the Board members present and voting, provided that written notice of the proposed adoption of these Rules and By-Laws shall be mailed or delivered not later than one week prior to said vote. Upon adoption, a certified copy of these Rules and By-Laws shall be entered in the Minutes of the Board. These Rules and By-Laws were adopted at the December 17, 2001, meeting of the Board of Health of Putnam County. These Rules and By-Laws were revised and adopted at the April 18, 2022, meeting of the Putnam County Board of Health and *will be reviewed annually at the first meeting of each year.*