

BY-LAWS
OREGON CONFERENCE OF LOCAL HEALTH OFFICIALS

ARTICLE I – Name

The name of this organization is the Conference of Local Health Officials (henceforth referred to as the “Conference”), created pursuant to [ORS 431.330](#).

ARTICLE II – Purpose

The Conference shall, in accordance with Oregon Revised Statute (ORS) [431.330](#) through [431.350](#) and Oregon Administrative Rule (OAR) [333-014-0540](#):

- A. Represent the interest of local public health authorities in decision-making, accountability, and leadership of Oregon’s public health system.
- B. Provide recommendations to the Oregon Health Authority’s (OHA) Public Health Division (PHD) on the establishment of the foundational capabilities under [ORS 431.131](#), the foundational programs under [ORS 431.141](#) and any other public health program or activity under [ORS 431.147](#).
- C. Pursuant to [OAR 333-014-0540](#), provide recommendations to the OHA PHD and the Public Health Advisory Board on proposed changes to accountability metrics related to the distribution of incentive and matching funds and on the time, form and manner for reporting expenditure data and accountability metrics data to OHA.
- D. Provide recommendations to OHA PHD on the adoption and updating of the statewide public health modernization assessment under [ORS 431.115](#).
- E. Provide recommendations to OHA PHD on the development of and any modification to the statewide public health modernization plan under [ORS 431.115](#).
- F. Provide recommendations to OHA PHD on the adoption of rules under ORS [431.350](#).

ARTICLE III – Membership

The members of the Conference shall consist of all local health administrators, all local health officers and other local health personnel as represented by their caucuses, established under Article VI per [ORS 431.330](#)

ARTICLE IV – Board of Directors

- A. The Conference Board of Directors shall consist of one representative per Oregon Local Public Health Authority (LPHA), and one representative per caucus (as defined in Article VI).
- B. Each LPHA Administrator shall submit to the Conference the name of their appointed voting member within one month of adoption of these by-laws and then at least bi-annually one month prior to the Annual Meeting. The appointed individual is not required to be a local public health administrator but must be a representative of the LPHA and a member of the Conference. When the appointed LPHA voting representative is unable to attend a Conference meeting, they may delegate this role to another individual within the LPHA and must inform the Conference Chairperson prior to the meeting.
- C. The Conference Board of Directors is represented by the Conference Executive Committee, as the elected representatives of the body.

ARTICLE V – Officers

- A. All terms of office shall be two years in length. Officers are eligible to hold office for multiple terms.
- B. Per [ORS 431.330](#), officers of the Conference shall consist of a Chairperson, Vice Chairperson and Secretary.
- C. Election of officers shall occur every odd-numbered year at the Conference Annual Meeting.
- D. The Nominating Committee (see Article VII) shall present a slate of officer candidates at the time of the election. Nominations may also be made from the floor for each of the offices at the time of election.
- E. Vacancies, except for the Chairperson, can be appointed by a majority of the Board until a regularly scheduled, or special election can be held. If the Chairperson is no longer able to serve, the Vice-Chairperson shall serve the remainder of the Chairperson term. The Vice-Chairperson vacancy will be filled by appointment of the Board. If the Vice-Chairperson is unable to serve the remainder of the Chairperson's term, a special election will be held to fill the vacancy.
- F. Officer Duties:
 - 1. The Chairperson presides over the Conference and the Executive Committee meetings and performs all duties prescribed by these bylaws.

The Chairperson shall appoint, with approval of the Executive Committee, members to attend any such meetings of state organizations or agencies as may be necessary to adequately represent the interests of the Conference.

2. The Vice-Chairperson serves as Chairperson in the absence or incapacity of the Chairperson and ensures that the bylaws are followed.
3. The Secretary is responsible for maintaining, assuring, and reviewing records of Conference meetings, Conference actions, and official correspondence.

ARTICLE VI – Caucuses

The following caucuses have been established to represent sub-specialty fields in local public health.

- A. The Public Health Administrators of Oregon (PHAO) Caucus shall consist of all Local Public Health Administrators appointed under the requirements of [ORS 431.418](#), or their designee.
- B. The Caucus of Local Environmental Health Supervisors (CLEHS) shall consist of all LPHA designated Environmental Health directors, managers, or supervisors.
- C. The Health Officers Caucus shall consist of all LPHA designated Health Officers.
- D. The Chairperson may, with the approval of the Conference Board, designate new caucuses to address sub-specialty fields within local public health when necessary.
- E. Caucuses are responsible for bringing their respective perspectives to the Conference Executive Committee and Conference Board.

ARTICLE VII – Committees

- A. Executive Committee:
 1. Per [ORS 431.330](#) the Conference Executive Committee shall advise the OHA Director or their designee in the administration of [ORS 431.330-431.350](#).
 2. The committee shall consist of at least 11 members including:
 - a. The three elected officers specified in Article V.
 - b. One member appointed by each of the caucuses specified in Article VI from each respective caucus membership.

- c. A total of four At-Large members recommended by the Nominating Committee and voted on at the Conference Annual Meeting. One At-Large member will be elected from each of the following jurisdiction groups:
 - i. Benton, Clackamas, Deschutes, Jackson, Lane, Marion, Multnomah, and Washington
 - ii. Coos, Douglas, Josephine, Klamath, Linn, Polk, Umatilla, and Yamhill
 - iii. Clatsop, Columbia, Crook, Curry, Hood River, Jefferson, Lincoln, Tillamook, Union, and Wasco
 - iv. Baker, Gilliam, Grant, Harney, Lake, Malheur, Morrow, Sherman, Wallowa, and Wheeler
 - d. The most recent past Chairperson.
- 3. Per [ORS 431.330](#), the Chairperson of the Conference shall appoint members of the executive committee described in Article VII.A.2.b-c after they are recommended to the Chairperson by an election of the Conference Board.
- 4. All terms are for two years, effective upon election at the Conference Annual meeting every odd-numbered year. All members of the Executive Committee are eligible to hold office for multiple terms.
- 5. Appointments to fill vacancies among either the officers (except the Chairperson per Article V., E) or appointed members will be made by the Executive Committee (after requesting designations from the appropriate caucus, if applicable). Such appointments shall be made only to complete current terms of vacant offices.
- 6. A quorum of the Executive Committee shall consist of one-half the Executive Committee membership plus one.
- 7. The Executive Committee shall meet regularly with the OHA Director or designee.
- B. Conference Committees shall be established and appointed by the Conference Chairperson, with the approval of the Board, to meet the needs of the Conference Board as it carries out its roles defined in Article II. The Conference Committees:

1. Shall make recommendations to the Conference Executive Committee and Board of Directors.
2. Shall consist of up to two representatives per LPHA and a representative per caucus who are subject matter experts in the Committee's area of focus.
 - a. The voting member of an LPHA shall notify the Conference Chairperson of the names of their appointed LPHA's representatives for each Committee to the Conference Chairperson.
 - b. The Conference Chairperson will appoint these representatives to the designated Committee at the next Conference Board meeting following notification.
 - c. Committee terms are indefinite until an LPHA representative requests to be removed from the Committee, leaves their role or organization, or does not participate according to the committee's charter.
3. Shall select two Committee members to preside as Co-Chairpersons of the Committee.
 - a. The Co-Chairpersons will be confirmed by the Conference Chairperson at the next Conference Board meeting following notification of the selection to the Conference Chairperson or their designee.
 - b. Co-Chairperson Duties
 - i. Track Committee membership and request additional LPHA representatives to ensure diverse perspectives.
 - ii. Develop meeting agendas with OHA PHD staff and communicate with the Committee regarding meeting topics and schedules.
 - iii. Preside over Committee meetings and voting.
 - iv. Present the Committee's recommendations to the Board.
4. Shall present to the Conference Board at the Conference annual meeting (described in Article VIII, C) on the status of the Committee, membership, and future issues and a strategic plan to address those issues.

- C. The Nominating Committee shall consist of no less than three (3) members of the Conference Board of Directors and shall:
 - a. Request recommendations for nominations from each of the caucuses and designated voting representatives of LPHAs.
 - b. Attempt to create a slate of at least two candidates for each of the officer positions – Chairperson, Vice-Chairperson, and Secretary, and each of the three at-large positions.
 - c. Establish a method for voting and tabulating the ballots at the Conference annual meeting (described in Article VIII, C).

ARTICLE VIII – Meetings, Voting and Quorum

- A. Meetings shall be conducted in accordance with Revised Roberts Rules of Order except as otherwise provided by these bylaws.
- B. The Conference shall hold a minimum of nine regular meetings per year with dates and times set at the annual meeting (described in Article VIII, C). As needed, the format and location will be set by the Board of Directors, the Executive Committee, or the OHA Director or designee. Meeting locations for in-person meetings will be communicated to Board members at least 60 days in advance.
- C. The Conference shall hold an annual meeting each year, at a time and place set by the Executive Committee and the OHA Director or designee.
- D. All meetings shall require at least seven (7) calendar days written or emailed advance notice to all Conference Board members (per [ORS 431.335](#)) and such notice shall include major topics for discussion or action.
- E. A quorum at any regular or special meeting shall consist of one-half of the Conference Board members plus one. Attendance may be in person or by videoconference or other agreed upon and available technology.
- F. When a quorum is established, decisions are made by majority vote of the quorum, excepting by-laws changes.
- G. In the absence of a quorum at a regular or special Conference Board meeting, the Executive Committee may convene in person or by other agreed upon and available technology. In such cases, when a quorum of the Executive Committee exists decisions will be made by a majority vote.
- H. Proposals brought by one of the Conference committees or Conference members for approval by the Conference Board may appear on a consent agenda and be

approved by consent (i.e. not discussed or individually voted upon). Any Conference Board member may request a proposal be taken off the consent agenda when that member identifies a substantive cause for discussion and vote. Substantial cause includes:

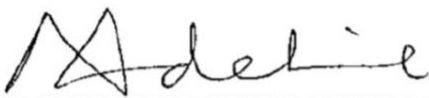
- a. Proposal may violate Federal, Oregon, or Local statute or rule
- b. Failure of the designated committee to supply sufficient written information describing the issue, relevant data and/or rationale for the recommendation by at least 5 working days prior to the Conference meeting
- c. Potentially significant adverse public reaction to the recommendation
- d. Other reasonably compelling causes for discussion and individual vote

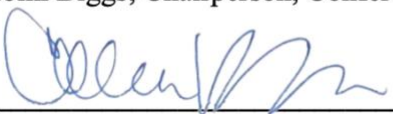
ARTICLE IX – Changes to the Bylaws

The bylaws of the Conference may be altered, amended, revised or repealed, and new bylaws may be adopted by the affirmative vote of the 2/3 of the Board at the Conference Annual Board Meetings (described in Article VIII, C). Notice of intent to amend bylaws shall be made not less than ten (10) calendar days before the meeting.

Adopted this 19th day of October, 2023.

Signed this 7th day of November, 2023

SIGNED: 
Naomi Biggs, Chairperson, Conference of Local Health Officials

SIGNED: 
Cara Biddlecom, OHA Director or Designee

I attest to the adoption of these bylaws:

SIGNED: 
Carrie Brogotti, Vice-Chairperson, Conference of Local Health Officials

Proposed Revision 11-14-06
Proposed Revision 08-07-10
Revised 10-10-12

Proposed Revision 7-18-15
Proposed Revision 10-04-2023
Revised 10-19-2023