

BYLAWS
OF THE WASHOE COUNTY DISTRICT BOARD OF HEALTH

ARTICLE I

NAME

The name of this organization shall be the Washoe County District Board of Health, hereinafter referred to as “District Board of Health”.

ARTICLE II

OBJECT

The object of the District Board of Health shall be set forth under Chapter 439 of the *Nevada Revised Statutes* and the *Interlocal Agreement Concerning The Washoe County Health District*.

- 21 The District Board of Health shall protect and promote the public health and the environment within the health district through the abatement of nuisances, the regulation of sanitation and sanitary practices; the sanitary protection of water and food supplies, and the suppression and control of contagious or infectious diseases.
- 22 The District Board of Health shall be responsible for assessment, monitoring, and surveillance of health district’s health problems and needs of resources for dealing with them.
- 23 The District Board of Health shall be responsible for policy development and leadership that foster local involvement and a sense of ownership, that emphasize health district needs, and that advocate equitable distribution of public resources and complementary private activities commensurate with health district needs.
- 24 The District Board of Health shall be responsible for assurance that high quality services needed for the protection of public health within the health district are available and accessible to all persons.

ARTICLE III

MEMBERS

The members of the District Board of Health shall be set forth under Chapter 439 of the *Nevada Revised Statutes* and the *Interlocal Agreement Concerning The Washoe County Health District*.

- 3.1 The District Board of Health shall consist of two members from each county, city or town which participated in establishing the health district, to be appointed by the governing body of the county, city or town in which they reside, together with one additional member to be chosen by the members so

appointed. Washoe County Board of County Commissioners, Reno City Council and Sparks City Council shall each appoint two members of the District Board of Health, only one of who shall be an elected member of the governing body.

- 32 The additional member of the District Board of Health shall be a physician licensed to practice medicine in Nevada.
- 33 If the members of the District Board of Health appointed by Reno, Sparks and Washoe County fail to choose the additional member within 30 days after the term of the additional member becomes vacant or expires, that member may be appointed by the State Chief Medical Officer.
- 34 Members of the District Board of Health shall serve four-year terms. Each member may be re-appointed in the same manner as their original appointment to serve not more than two additional terms. Upon the expiration of this term of office, a member shall continue to serve until his/her successor is appointed and qualifies. When a person appointed to the District Board of Health as a member of the governing body of Reno, Sparks or Washoe County no longer qualifies as a member of that governing body, his/her term of office on the District Board of Health expires and a vacancy automatically occurs. That vacancy shall be filled in the same manner specified in Section 3.1.

ARTICLE IV OFFICERS

- 4.1 Titles. The officers of the Board shall be:
- a. Chair, who shall preside at all meetings, maintain order, call special meetings as they are needed, appoint committees, and generally represent the Board.
 - b. Vice Chair, who will perform all of the Chair's functions in the absence of the Chair.
 - c. The District Health Officer shall be the chief executive officer of the Health District and Secretary (non-voting), to the District Board of Health who shall maintain the Board records. The District Health Officer shall be appointed by the Board in accordance with NRS 439.400 (2) and the Interlocal Agreement establishing the Health District.
- 4.2 Election of Officers.
- a. During even-numbered years, the December Board meeting shall include on the agenda the election of officers.
 - b. The Chair and Vice Chair will take office at the meeting held the following January.
- 4.3 Terms of Office.
- a. Each officer of the Board shall be elected by the Board and shall serve for two years or until their successor is elected and takes office.

- 4.4 Board Member Attendance.
- a. Due to the important role of the District Board of Health as the public health authority for Washoe County, every effort should be made by each Board member to attend Board meetings in person or virtually
 - b. In the event that a Board member is absent for more than 3 meetings during a 12-month period, an item will be placed on the next DBOH meeting agenda for discussion and possible action by the board to notify the appointing body of lack of attendance.

ARTICLE V MEETINGS

- 5.1 All meetings of the District Board of Health are subject to the provisions of the *Nevada Open Meeting Law*.
- 5.2
- a. Regular meetings shall be scheduled at least once each month. Regular meetings will normally convene on the fourth Thursday of the month at 1:00 p.m., in the Board of Commission Chambers, or other properly noticed location identified by the Chair. In the months of November and December, the meetings will be scheduled on the third Thursday.
 - b. Should the regular meeting date fall on a holiday or conflict with a special event within the complex or at a neighboring facility, the meeting may be held on an alternate date and/or at an alternate meeting facility as determined by the Chair.
- 5.3 Special meetings may be called by the Chair or by other Board members and shall be called upon written notice. The purpose of the meeting shall be stated in the notice. Except in cases of an emergency, as defined in Chapter 241 of the Nevada Revised Statutes, at least three working days advance notice shall be provided to the public and the Board.
- 5.4 Four members of the District Board of Health shall constitute a quorum.

ARTICLE VI COMMITTEES AND ADVISORY BOARDS

- 6.1 The following hearing and advisory boards shall act as advisors to the District Board of Health. The object of these hearing and advisory boards shall be as set forth in the Statutes, regulations, resolutions, or agreements authorizing their creation.
- a. An Air Pollution Control Hearing Board in accordance with NRS 445B.275.
 - b. A Sewage, Wastewater and Sanitation Hearing and Advisory Board, In accordance with Regulations Governing Sewage, Wastewater, and Sanitation Section 170.
 - c. A Food Protection Hearing and Advisory Board, In accordance with Regulations Governing Food Establishments 190.600.
 - d. An Emergency Medical Services Advisory Board in accordance with

the 2014 Interlocal Agreement for Emergency Medical Services Oversight.

- e. Such other committees, standing or special, as deemed necessary by the District Board of Health to carry on its work shall be appointed in a duly noticed public meeting.

62 The Chair shall be ex-officio member of all committees.

63 All committee meetings shall be noticed and conducted in accordance with the *Nevada Open Meeting Law*.

ARTICLE VII

RECORDS AND DOCUMENTS

7.1 Minutes and Audio/Video Recordings.

- a. All approved minutes, including items presented at the meetings as part of public record pertaining to the work of the Board shall be kept in safe, orderly files maintained under the supervision of the District Health Officer. Said records shall be accessible to the members of the Board and to the public as required by Nevada Revised Statutes and Washoe County's Public Records Policies and Procedures.
- b. All audio and video recordings pertaining to the work of the Board shall be kept in a safe, orderly location maintained under the supervision of the District Health Officer. Said records shall be accessible to the members of the Board and to the public for one year and then may be destroyed pursuant to Nevada Revised Statutes.
- c. The District Health Officer shall provide a Recording Secretary for each meeting who shall be responsible for preparing a written record of the meeting. Said minutes will bear the name of and be executed by the Recording Secretary.
- d. Copies of unapproved minutes of the past regular meeting, or meetings, shall be furnished to the Board members in advance of a regular meeting.

ARTICLE VIII

AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the District Board of Health by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Effective, September 23, 1998

Amended February 26, 2003

Amended March 23, 2006

Amended July 28, 2016

Amended July 22, 2021