

BYLAWS

OF THE SAN JUAN COUNTY BOARD OF HEALTH

ARTICLE I

Authority, Name and Structure

- Section 1.1 The San Juan County Health Department is organized as a county health department pursuant to Utah Code Ann., Section 26A-1-101, et seq.
- Section 1.2 The Board is established and governed by County Ordinance 2018-01, and under authority of Utah Code Ann., Title 26A-1-101, et. seq.
- Section 1.3 The Board shall act as the Local Health Authority as defined in the Utah Local Health Department Act
- Section 1.4 The name of the Board shall be the San Juan County Board of Health, hereinafter called Board.
- Section 1.5 The Board shall adopt and implement through policies and procedures, where applicable, Utah Code Ann., Sections 26A-1-101-through 26A-1-133, as well as the articles specified in these Bylaws. The Board shall adopt and implement written procedures to determine the general public health policies as required by Utah Code Ann., Section 26A-1-109(8).
- Section 1.6 The Board shall consist of seven members.
- Section 1.7 After initial appointments, Board members shall serve for four (4) year terms. Members appointed to fill vacancies shall hold office until the expiration of the terms of their predecessors.

ARTICLE II

Purpose and Function

- Section 2.1 The role of the Board is to adopt and implement policy in regard to public health.
- Section 2.2 The purposes of the Board shall be to evaluate, advise, and recommend policies and procedures of operation for the San Juan County Health Department to promote the general health of all citizens of the county.

Section 2.3 Specific functions of the Board include all activities identified in Utah Code (26A-1-109), (26A-1-110), (26A-1-111), and Utah Administrative Rules R380-40 which include:

- A. Establish policies and regulations as necessary.
- B. Adopt an annual budget.
- C. Monitor revenue and expenditures.
- D. Oversee compliance of the local health department with the Minimum Performance Standards (R380-40).
- E. Assure a process of ongoing planning,
- F. At least annually evaluate the performance of the Local Health Officer.
- G. Report at least annually to the county governing body and municipalities on the health status and operation of the Local Health Department.
- H. Assure an annual independent financial audit is conducted and review and accept the health department's audit findings.

Section 2.4 Powers & Duties. The Board shall have all the powers and duties outlined in Utah Code Annotated, Section 26A-1-114 and shall be subject to any restrictions set forth in said Section.

ARTICLE III

Composition of Board

Section 3.1 The Board shall be composed of influential citizens with experience, abilities and points of view that will contribute to the effective management of San Juan County Health Department. All members of the Board shall reside within San Juan County.

The following representation shall consist of:

- A. One (1) person representing San Juan County Commission, approved by the Commission.
- B. One (1) person representing Blanding City, appointed by Blanding City
- C. One (1) person representing Monticello City, appointed by Monticello City
- D. One (1) person representing Bluff City, appointed by Bluff City.
- E. Three (3) members selected and approved by the Board and ratified by the San Juan County Commission, with a goal of representing the interests of the communities of Aneth, Montezuma Creek, Oljato, Monument Valley, White Mesa, Red Mesa, and/or other unincorporated areas of the county. (One person may be able to represent more than one of the above listed groups, if appropriate.)

Section 3.2 No member of the Board shall be on the payroll of the Health Department. The Health Director shall be a non-voting member of the Board.

Section 3.3 Membership on the Board may be terminated by resignation. Termination of a Board member's position will be considered by the Board after three (3) consecutive absences.

Recommendations for termination of elected body appointees will be made by the Board to the appropriate body.

Section 3.4

Vacancies of Board of Health positions shall be filled by nomination and approval by the Board, and ratification by the County Commission.

Vacancies of elected officials shall be filled by recommendation and approval of the respective governing councils.

Section 3.5

Expired terms of Board appointees shall be filled by the nomination and appointment by the Board and ratified by the Commission.

If an elected official is appointed a member of the Board, the expiration of said official's elective term of office shall serve to terminate that person's term on the Board.

Article IV

Conducting Business

Section 4.1

Officers of the Board shall consist of the chairperson, vice chairperson, secretary and such other officers as may be determined by the Board members.

Board members will elect officers biannually at the first meeting of the calendar year. If an officer's term ends before completion, the Board shall elect another member to serve for the remainder of that term. However, if the officer continues to serve on the Board for an additional term, they may complete their elected term.

If an Officer chooses to step down as of such duties after completing one year the Board shall elect another member to serve for the remainder of that term.

Section 4.2

Regular meetings of the Board shall be held not less than once every three (3) months, at a time and place designated by the Board.

A. Special meetings may be called by the chairperson, the Director, or by majority of the members by giving three (3) days' written or oral notice, or in case of emergency, as soon as possible after the members of the Board have been notified.

B. All meetings will be conducted by the chairperson or vice chairperson. In the absence of both officers, meetings may be conducted by the Secretary of the Board or an acting chairperson, designated by the chairperson.

Section 4.3

A quorum shall be constituted by a majority of the voting members of the Board. A quorum shall consist of four (4) voting Board members. No proxies are permitted.

Section 4.4

Electronic Meetings

Meetings of the Board of Health may be held electronically in accordance with the following requirements:

- A. Electronic Board meetings may be conducted using telephone, video conferencing, internet-based meeting platforms, or other real-time electronic communication technologies that allow all participants to hear and communicate with one another simultaneously.
If a quorum of the Board is physically present at a meeting location, other Board members may participate electronically without prior approval.
If fewer than a quorum of the Board is physically present at the meeting location, the meeting may still be conducted electronically if approved by a quorum of the Board. Any Board member may request that a meeting be conducted electronically, and such approval may be granted at the meeting in question.
- B. Electronic Board meetings shall originate from the location in which Board members would meet if the meeting were not being held electronically (the designated location).
- C. For any electronic Board meeting, the Board will make every reasonable good faith effort to provide space, facilities and equipment at the designated location so that interested persons and the public may attend and monitor the open portions of the meeting including the comments made by members participating in the meeting from remote locations.
- D. Notice of each electronic Board meeting will be provided to the public at least 24 hours prior to the electronic meeting and in accordance with the requirements of Utah Code Ann., Section 52-4-207. The notice will include a description of electronic means to be used to connect remote Members to the Board meeting.
- E. Members of the public are not entitled to request electronic meetings of the Board or to monitor or participate in Board meetings from remote locations.

Section 4.5 Voting

All questions at a meeting of the Board shall be decided by majority vote of the quorum of the members present or in attendance electronically who are entitled to vote. Each voting member shall be entitled to one vote.

Section 4.6 The Public Health Director may serve as secretary to the Board and may assign certain functions to department staff members. Records will be kept in the office of the Public Health Director. The secretary shall attend or be responsive to all meetings of the Board, and preserve in the books of the Board true minutes of the proceedings. The minutes of the meetings shall be sent to the members of the Board along with notice of the next regular meeting at least one (1) week before said meeting.

ARTICLE V

Standing Committee

Section 5.1 Ad hoc committees may be called at the discretion of the Board by recommendation of the Department of Health with Board approval.

ARTICLE VI

Scope of Authority

Section 6.1 All decisions derived from the function of the Board which is not in conflict with State and County law shall be public policy and law and in full force in effect.

ARTICLE VII

Amendments

Section 7.1 These bylaws may be amended by a majority vote of the Board of Health and ratified by the County Commissioners.

Section 7.2 Any reference to statutes, rules or citations will be automatically amended when the statute, rule or citation is amended.

RESOLVED BY THE SAN JUAN COUNTY BOARD OF HEALTH, STATE OF UTAH, this

_____ day of _____ 2026.

Ron Skinner, Chairperson
San Juan County Board of Health

Mike Moulton, Interim Director/Health Officer
San Juan County Public Health Department

San Juan County Commission