

Ohio Lead Advisory Council BYLAWS

ARTICLE I NAME OF COUNCIL

The Name of this group shall be the Ohio Lead Advisory Council.

ARTICLE II PURPOSE

As established by the Ohio Revised Code 3742.32, the purpose of the Ohio Lead Advisory Council shall be to assist in the ongoing development and implementation of the Ohio Department of Health's Healthy Homes and Lead Poisoning Prevention Program.

ARTICLE III DUTIES OF COUNCIL

As established by the Ohio Revised Code 3742.32, the duties of the Ohio Lead Advisory Council include:

- A) Providing the director with advice regarding the policies the child lead poisoning prevention program should emphasize, preferred methods of financing the program, and any other matter relevant to the program's operation.
- B) Submitting a report of the state's activities to the governor, president of the senate, and speaker of the house of representative on or before the first day of March each year.

ARTICLE IV MEETINGS

- A) At least four regular meetings shall be held throughout the year.
- B) Special meetings may be called at any time by the Chairperson after due notice has been given to all members.
- C) All meetings shall be open to interested stakeholders.

ARTICLE V MEMBERS

Section 1: Member Organizations

As established by the Ohio Revised Code 3742.32, the advisory council shall consist of the following members:

- A) A representative of the department of medicaid
- B) A representative of the bureau of child care in the department of job and family services
- C) A representative of the department of environmental protection

- D) A representative of the department of education
- E) A representative of the development services agency
- F) A representative of the Ohio apartment owner's association
- G) A representative of the Ohio healthy homes network
- H) A representative of the Ohio environmental health association
- I) An Ohio representative of the American coatings association
- J) A representative from Ohio realtors
- K) A representative of the Ohio housing finance agency
- L) A physician knowledgeable in the field of lead poisoning prevention
- M) A representative of the public

Section 2: Appointed Members

The director of health shall appoint individuals to the advisory council based upon recommendations from the member organizations. Member organizations shall submit recommendations to the director of health for a primary appointed member and, if desired, a secondary appointee. The secondary appointee shall have the same rights and privileges as the primary appointed member when the member is unavailable to fulfill their role.

Section 3: Terms of Appointment

- A) The terms of appointment shall be four years and may be renewed an indefinite number of times.
- B) In order to maintain good standing as a member organization, the appointed member and/or secondary appointee are expected to attend no less than five of the eight meetings convened during a two-year period, or three-fifths of the meetings if more than eight meetings are convened during a two-year period.

Section 4: Vacancies

Vacancies shall be filled in the manner provided for original appointments. Any individual appointed to fill a vacancy prior to the expiration of the term for which the individual's predecessor was appointed shall serve for the remainder of the term.

ARTICLE VI OFFICERS

Section 1: Elected Officers

The elected officers shall be Chairperson and Vice Chairperson.

Section 2: Term of Office

The terms for elected officers shall be one (1) year.

The vice chairperson shall assume the role of chairperson after their initial term.

Section 3: Elections

Officer Elections shall be held during the last quarterly meeting of the calendar year.

Nominations for elected officers may be made by any appointed member.

No person's name shall be placed on a ballot without consent of the nominee.

Voting may be done via paper ballot; by show of hands; or by simple verbal consensus (“aye”).

Section 4: Vacancy of Officers

- A) In the event of a vacancy in office, the Ohio Department of Health may appoint a member in good standing to complete the unexpired term.
- B) Should a vacancy in the office of Chairperson occur, the Vice Chairperson shall serve as Acting Chairperson to complete the unexpired term.

Section 5: Removal of an Elected Officer

After due notice to an officer, any office may be declared vacant by a majority vote of members in good standing at any regular or specially called meeting.

Section 6: Duties of Elected Officers

- A) Chairperson
 - 1. Supervises the activities of OLAC, working with the ODH in planning the program for the year.
 - 2. Presides over all meetings of OLAC.
- B) Vice Chairperson
 - 1. Assists with the planning of the program for the year.
 - 2. Performs the duties of the Chairperson in his/her absence or inability to serve.
 - 3. Assumes the role of chairperson after the initial term as vice chairperson.

ARTICLE VII WORKGROUPS

- A) Workgroups shall be created upon quorum vote of appointed members.
- B) Workgroups may be established with short- or long-term intentions.
- C) In addition to appointed members, stakeholders and other interested parties may serve on workgroups.
- D) Workgroups may be sunset by a quorum vote when work is considered accomplished.

ARTICLE VIII VOTING

- A) Quorum for all votes shall be 7 of the 13 appointed members.
- B) Appointed members must be present to vote. Electronic or phone voting is not permitted.

ARTICLE IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this council in all parliamentary procedures not covered by these Bylaws.

**ARTICLE X
AMENDMENTS**

These bylaws may be altered, amended, or repealed by a quorum vote of appointed members provided announcement of the proposed change has been made and communicated to all members at least two (2) weeks before voting action shall occur.

**ARTICLE XI
ROLE OF THE OHIO DEPARTMENT OF HEALTH**

The child lead poisoning prevention program shall convene and facilitate meetings of the council and its workgroups. The program will be responsible for operational support of the functions of the council.