

# CABARRUS HEALTH ALLIANCE

**SUBJECT:** Cabarrus County Public Health Authority Board of Commissioners  
**Operating Procedures**

**EFFECTIVE DATE:** April 8, 2008

**DATE OF LAST REVIEW:** February 14, 2012; January 8, 2013, February 11, 2014, May 12, 2015,  
May 10, 2016

**REVISIONS:** February 14, 2012; January 8, 2013

## **Name and Office**

The name of this organization is the Cabarrus County Public Health Authority and the governing body is the Cabarrus County Public Health Authority Board of Commissioners (hereinafter 'Board'). The principal office of the Board is located at 300 Mooresville Road, Kannapolis, North Carolina 28081.

## **Officers**

- a. Chair
- b. Vice-Chair

The Board members shall elect a Chair and Vice-Chair by majority vote each year at the June meeting.

## **Secretary**

The local health director shall serve as Secretary to the Board, but the director is not a member of the Board. The local health director may delegate the duties of the Secretary that are set forth in these operating procedures to an appropriate local health department employee (Clerk to the Board).

## **Meetings**

### **c. Regular Meetings**

The Board shall hold a regular meeting on the second Tuesday of the month. The Board will meet at least once per quarter. The meeting shall be held in the Board Room of Cabarrus Health Alliance, 300 Mooresville Road, Kannapolis, North Carolina, and shall begin at 5:30 p.m.

### **d. Agenda**

The Clerk to the Board shall prepare an agenda for each meeting. Any board member who wishes to place an item of business on the agenda shall submit a request to the Clerk at least ten working days before the meeting. For regular meetings, the Board may add items to the agenda or subtract items from the agenda by a majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws.

Any person may request that an item be placed on the Board agenda by submitting a written request to the Clerk at least ten working days before the meeting.

### **e. Presiding Officer**

The Chairman of the Board shall preside at Board meetings if he or she is present. If the chair is absent, the vice-chair shall preside.

## Quorum

A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.

### f. Voting

Each Board member shall be permitted to abstain from voting, by so indicating when the vote is taken. A member must abstain from voting in cases involving conflicts of interest as defined by North Carolina law. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members, the member's vote shall be recorded as an abstention.

### g. Minutes

The Clerk to the Board shall prepare minutes of each Board meeting. Copies of the minutes shall be made available to each Board member before the next regular Board meeting. At each regular meeting, the Board shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The public may obtain copies of Cabarrus County Public Health Authority Board of Commissioners meeting minutes from the Board Clerk at 300 Mooresville Road, Kannapolis North Carolina, once they are approved by the Board.

## Amendments to Operating Procedures

These operating procedures may be amended at any regular meeting or at any properly called special meeting that includes amendment of the operating procedures as one of the stated purposes of the meeting. A quorum must be present at the meeting at which amendments are discussed and approved, and any amendments must be approved by a majority of the members present at the meeting.

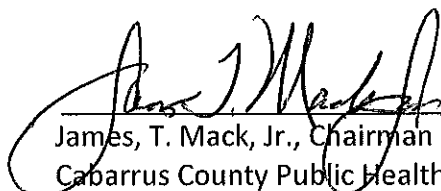
### 1. Other Procedural Matters

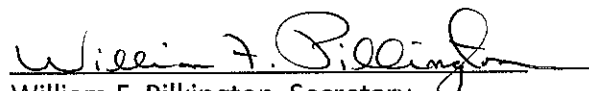
The Board shall refer to the current edition of *Robert's Rules of Order Newly Revised* to answer procedural questions not addressed in this document, so long as the procedures prescribed in *Robert's Rules of Order Newly Revised* do not conflict with North Carolina law.

### 2. Compliance with North Carolina Law

In conducting its business, the Board shall comply with all applicable North Carolina laws, including but not limited to open meetings laws, public records laws, and the laws setting forth the powers and duties of local boards of health. To assist the Board in compliance, the local health director shall maintain a current copy of relevant North Carolina General Statutes and make them available to Board members on request.

Adopted by the Cabarrus County Public Health Authority Board on April 8, 2008, and reviewed and adopted by the Board on May 10, 2016.

  
James, T. Mack, Jr., Chairman  
Cabarrus County Public Health Authority  
Board of Commissioners

  
William F. Pilkington, Secretary  
Cabarrus County Public Health Authority  
Board of Commissioners