



Eastern Highlands Health District

4 South Eagleville Road • Mansfield CT 06268 • Tel: (860) 429-3325 • Fax: (860) 429-3321 • Web: [www.EHHD.org](http://www.EHHD.org)

---

**Official Notice**

To: EHHD Town Clerks

From: Robert L. Miller, MPH, RS, Director of Health

Date: 8/13/2015

Re: EHHD Proposed By – Law Amendments, Official Notice

The Eastern Highland Health District Board of Directors will be considering an amendment to the Board by-laws at their August 20, 2015 regular meeting to be held at 4:30PM at the Coventry Town Hall Annex, 1712 Main Street, Coventry, CT. The board is considering an amendment in Article IV, Section 7 that will change the definition of a “quorum”.

A copy of the proposed amendment is attached to this notice.

Deletions are ~~struck through~~  
Additions are underlined


To sue or be sued; to make and execute contracts and other instruments necessary or convenient to the exercise of the powers of the Health District; to make and from time to time amend and repeal by-laws, rules and regulations; to acquire real estate and to have whatever other powers are necessary to properly carry out their powers and an independent entity of government. The Board functions as the general policy making body for the District and has overall budget adoption authority. However, the Board does not have any direct administrative authority over the daily operations of the District.

Section 3 – Officers – The Board at its December meeting shall elect a Chairperson, Vice Chairperson and Assistant Treasurer. The Director of Health will serve as Secretary and Treasurer.

Section 4 – Term of Office – The term of office for members of the Board shall be for three (3) years and they may be appointed for successive terms.

Section 5 – Meetings – The Board shall meet at least quarterly or at other times determined by the Chairperson. Notice of the meetings shall conform to the requirements of the Freedom of Information Act.

Section 6 – Minutes and Meeting Notices – The Board shall transmit all meeting notes and minutes of each meeting to the respective Town Clerk's Offices.

 Section 7 – Quorum – The presence of at least one representative member or alternate from a majority of towns in the District shall constitute a quorum. In a district ~~with having~~ an even number of member towns, a quorum will be one-half the member towns with appointed representation plus one. A quorum shall not include any member town who fails to appoint representation to the Board.

Section 8 – Attendance – Each Board member will earnestly try to attend all meetings of the Board. In the event of the continued absence of a member, the Board will contact the appointing authority with its concerns. The appointing authority shall have the power to request that the member resign and another member shall be appointed.

Section 9 – Conflict of Interest – In the event that an apparent or real conflict of interest exists, the member will disqualify him(her)self from discussion or voting on the issue.

## Article V Standing Committees

Section 1 – Personnel Committee – The Personnel Committee will be appointed by the Chairperson and will include at least three members, including the Chairperson. The committee is empowered to consult with non-members for advice and recommendations as the need arises. The committee will meet at least yearly to study and recommend changes in policies, position and salary ranges. The committee will present recommendations on all personnel policies and practices to the Board of Health for approval.

Section 2 – Finance Committee – The Finance Committee will be appointed by the Board Chairperson and consist of at least three (3) members, including the Board Chairperson who may or may not serve as the committee chair, with no one town having more than one representative. The Director of Health and Chief Financial Officer shall serve without a vote. The committee is empowered to consult with non-members as needed. The duties of the Finance Committee shall include preparation and presentation of the budget to the Board at a special budget meeting held prior to April 1 of each year ; monitoring fiscal transactions of the District; representing the District on fiscal matters before appropriate organizations; and, may review and approve program and grant proposal budgets prior