

## BYLAWS OF THE BOARD OF ENVIRONMENTAL HEALTH

### ARTICLE I. General Provisions

These Bylaws are formulated in accordance with Article VIII of the Charter of the City and County of Denver. Sections A8.2 through A8.3-3 shall regulate the procedures of the Board of Environmental Health (the Board). The manner of appointment to the Board, functions of the Board, functions of the Department of Environmental Health (the Department), the Manager of the Department of Environmental Health (the Manager), the qualifications of the Manager and method of the Manager's appointment are specified in Article A8 of the Charter.

Functions of the Board of Environmental Health shall include, pursuant to the Charter of the City and County of Denver: to determine the policies to be followed in the exercise of the functions of the Department of Environmental Health; to adopt regulations necessary for the protection of the health of the people; and to hear complaints of persons affected by decisions of the Manager for consistency with the policies and regulations of the Department, affirming those decisions that are and modifying or reversing those that are not.

Membership appointment to the Board of Environmental Health is determined at the discretion of the Mayor, with confirmation by City Council.

These Bylaws shall be effective upon their adoption by the Board by a majority of the members of the Board at a regularly called meeting. The Bylaws may be reviewed and revised as determined to be necessary by the Board. Evidence of such review and/or subsequent amendment will be indicated by date on the revision page of the Bylaws and noted in the minutes of the meeting of the Board when revised. A majority vote of the members of the Board at any regular or special meeting is required to amend the Bylaws.

Nothing in these Bylaws shall be construed to conflict with Career Service rules, any provision of the Charter or any Ordinance of the City and County of Denver, Colorado, relating to the operation of the Department of Environmental Health.

### ARTICLE II. Officers of the Board

The officers of the Board shall consist of a Chairperson and Vice-Chairperson. Officers shall be elected by the Board at its first regular meeting in January of every year. These officers shall be duly qualified members of the Board. They shall be elected by a vote of the majority of members of the Board and shall serve terms of one year from February 1 through January 31. Officers may succeed themselves without limitation so long as they remain members of the Board. Powers and duties of the officers of the Board follow.

1. Chairperson. The Chairperson of the board shall preside at all meetings of the Board and shall be the chief officer of the Board.

The Chairperson may appoint *ad hoc* committees, subject to approval by the Board, and define the need and purpose of each such committee. The Chairperson may determine the length of time the committee will serve and appoint the chairperson of each *ad hoc* committee. Reports of these committees shall be submitted to the Board.

2. Vice Chairperson. The Vice Chairperson shall exercise the functions of the Chairperson in the chairperson's absence, incapacity or unavailability. The Vice Chairperson shall possess full power to act in the Chairperson's stead.
3. Vacancies in the office of Chairperson or Vice Chairperson shall be filled by the Board forthwith at any regular or special meeting of the Board. Notice of election shall appear on the agenda, notice or call of the meeting.

### **ARTICLE III. Meetings**

1. The regular meeting of the Board shall be held on the second Thursday of each month.

The Board may cancel or change a regular meeting day at any prior regular meeting or when the Chairperson determines it to be impossible to convene a quorum for the next regular meeting day.

The meetings of the Board shall be open to the public.

2. Attendance of all members is required at regular meetings. Absences due to illness or which have been addressed to the Chairperson will be considered acceptable excused absences.

The Manager shall attend all regular Board meetings, not only as the head of the Department, but also as a consultant. The Manager shall report monthly to the Board. The Manager shall not have the right to vote.

Staff, members and guests shall be invited to Board meetings for the purpose of discussing particular matters.

3. Special meetings may be called by the Chairperson or by any two (2) members of the Board. Notice of a special meeting shall state the purpose and business to be covered at such special meetings shall be confined to that purpose.

Notice of special meetings shall be sent to the Board members and posted at least 48 hours prior to the meeting and shall state the purpose, time and place of the meeting.

4. Regular meetings shall be held at the City and County Building or at any other appropriate facility. Location of the meetings shall be decided by the Manager with the consent of the Board.
5. Notice, Agendas, and Minutes. The Manager shall, within a reasonable period of time before the meeting, transmit to each member of the Board and the Board's legal counsel, a notice of each meeting together with the proposed agenda, and a copy of the minutes of the preceding meeting.

The Manager shall prepare the agenda for regular meetings in cooperation with the Chairperson and shall include such matters as are proper for consideration by the Board. Items for the agenda may be requested by any member of the Board and the Manager of Environmental Health.

The Manager shall keep the minutes of all meetings, and otherwise record all official proceedings of the Board. The Manager shall have custody and control of the records and books of the Board and shall make the same available at the office of the Manager to all members of the Board upon request, and to others upon instruction by the Board or any member thereof, and to the public in accordance with law.

#### **ARTICLE IV. General Meeting Procedure**

1. The order of business at regular meetings and at special meetings, unless otherwise required by the notice or call for any special meeting, shall be as follows:
  - a. Call of meeting to order;
  - b. Roll call, statement of the Chairperson as to existence or lack of quorum for transaction of business;
  - c. Proof of notice of meeting;
  - d. Approval of minutes of previous meeting, not required at special meeting;
  - e. Public comment;
  - f. Action on matters specified in agenda for particular meeting, or in notice or call for special meetings;
  - g. Action on other appropriate matters;
  - h. Discussion relative to future business to be included in a future agenda;
  - i. Adjournment.
2. A majority of votes cast, ignoring abstentions, is required for the adoption of any motion or rule or the making of any decision or order. The Chairperson may vote. The Chairperson shall, whenever so requested by any member of the Board, conduct a roll call

vote to determine whether a motion has passed or failed.

3. Except as otherwise required by these Bylaws or as modified by the Board, rules of order shall be in accordance with Roberts Rules of Order.
4. Except in the case of rule-making, appeals, other public hearings, or the public comment period, comments or questions to be made by other than Board Members, the Manager or the staff of the Department, shall be made in writing. Those who participate in the public comment period are also encouraged to submit their comments in writing.
5. Participation in rule-making hearings or appellate hearings shall be governed by rules of procedure adopted by the Board pursuant to its rule-making procedures. Participation in other public hearings shall be governed by rules established by the Board for such hearing.

Adopted by the Board of Environmental Health at its regular meeting of March 13, 1997.

---

Manager  
Department of Environmental Health