

Accepted by Senior Health Advisory Council 8/17/04
Approved by United Board of Health on 9/29/04

*BY-LAWS AND OPERATING GUIDELINES
of the
SENIOR HEALTH ADVISORY COUNCIL*

I. SENIOR HEALTH ADVISORY GROUP MISSION AND OBJECTIVES

Mission Statement: “Provide a Link for Galveston County Senior Citizens to Health and Social Services”

The Senior Health Advisory Council serves as an advisory committee to the United Board of Health. Goals include:

1. Conduct senior health promotion projects
2. Complete a senior needs assessment, which identifies the top health, and social service needs of seniors and identifies needs for which there are no (or inadequate) services in the community
3. Advise the senior volunteer program
4. Advise Health District staff of community resources for seniors and develop an inventory for these resources

II. GALVESTON COUNTY HEALTH DISTRICT AND SENIOR HEALTH ADVISORY GROUP ORGANIZATIONAL STRUCTURE

The United Board of Health (Board) is a thirteen (13) member appointed policy-making board responsible to the public for the operation of the Galveston County Health District. The Board oversees the provision of all the ten (10) essential public health functions found in Chapter 121. §121.002 of the Texas Health and Safety Codes unless otherwise restricted by law. The Board has assigned the authority and responsibility for the operation of the Galveston County Coordinated Community Clinics (4C’s) to the 4C’s Governing Board, a nine (9) member consumer-dominated Board that provides regular oversight for the operational and financial policies for the 4C’s Clinics.

Senior health has been identified as a priority area in the GCHD’s Strategic Health Plan that has been approved by both the United Board of Health and the 4C’s Policy Board. The Senior Health Advisory Council serves as an advisory group on issues related to Galveston County senior citizens to both of these Boards as well as community organizations, such as the Mainland Communities United Way.

**III. SENIOR HEALTH ADVISORY COUNCIL
Function**

It shall be the function of the Advisory Council to:

- A. Meet at such times and places as decided by the group.

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- B. Register their addresses with the Office of Community Health Programs, and notices of meetings mailed or emailed to them at such addresses shall be valid notices thereof, and
- C. Represent the Senior Health Advisory Council in the community served.

Composition

The Senior Health Advisory Council is an eleven (11)- member board with representation as follows: two (2) representatives of the Mainland United Ways, four (4) representatives from community agencies that who support the interests of senior citizens in the county, one (1) person representing the faith-based community, one (1) 4 C's Governing Board representatives, one (1) senior volunteer, (1) Galveston County Health District staff person to serve as Executive Sponsor of the Council, and (1) Senior Health Corp member. A change in the number of members may occur if needed to meet goals and objectives of the Council. New members may be added with a majority vote of the Council. A majority of filled positions is needed to engage in official business.

Term of office

The term of office is three years. Members may serve additional terms, by majority vote of the Council. Initial length of the term of service will be determined by random selection, with some members serving one (1) year, some serving two (2) years, and the remainder serving a three (3) year term.

Attendance

Members are expected to notify the Senior Health Advisory Council if they are unable to attend a meeting. Members with three (3) consecutive unexcused absences will be replaced.

Vacancies

Any vacancies will be filled by a majority vote of the Advisory Council. Nominations may be made by Advisory Council members, GCHD staff, United Board of Health, 4 C's Governing Board, or other interested parties. Nominators should send a short biographical sketch to the Council for acceptance.

Role of the GCHD staff

The role of the GCHD staff is to provide support, information and reports, and other data requested by the Council. The staff also provides guidance and serves as a liaison to the United Board of Health and the 4 C's Governing Board. The Executive Sponsor is responsible for convening meetings,

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developing an agenda, collecting information requested by the Council, and reporting finding and recommendations to the boards.

Officers

Officers may be designated based on need and vote by a majority of members.

IV. MEETINGS

- A. Regular Meetings: Meetings of the Advisory Council will be held on a regular basis as determined by the membership with a minimum of one meeting per month.
- B. Special Meetings: Special meetings of the Advisory Council may be called at any time by the GCHD Executive Sponsor or on the written petition of three voting members of the Board.
- C. The approved minutes of the regular meetings will be posted on the GCHD website (www.gchd.org)

V. SUBCOMMITTEES

The Advisory Council can designate subcommittees each of which shall consist of two (2) or more members. Subcommittee members shall designate the subcommittee chair.

Meetings

All committees shall meet as required and as scheduled by the Committee Chair. All committees shall keep a summary of proceedings, and report proceedings to the Council at a subsequent Council meeting.

Rules

Each committee may adopt rules for its own governance not inconsistent with these Operating Guidelines or with rules adopted by the Advisory Council.

VI. REPORTS

Reports and recommendations will be developed and distributed on a quarterly basis to the Mainland United Communities United Way, the United Board of Health and the 4C's Governing Board.