

HEALTH COMMISSION  
HEALTH DEPARTMENT  
2400 TROOST SUITE 4000  
KANSAS CITY, MISSOURI 64108

# BYLAWS KANSAS CITY, MISSOURI HEALTH COMMISSION



April 1, 2016

**BYLAWS OF THE KANSAS CITY, MISSOURI, HEALTH COMMISSION**

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# BYLAWS OF THE KANSAS CITY, MISSOURI, HEALTH COMMISSION

## Article I. Name

### Section 1. Name.

The name of the organization is the Kansas City, Missouri Health Commission.

## Article II. Authority, Duties, Mission and Vision

### Section 1. Authority.

The authority of this Commission is established in the City of Kansas City's charter on April 8, 2014, under Article IX, Division 6., Sec. 1146 in accordance the City Council's Ballot Ordinance No. 140061.

### Section 2. Duties.

The duties of Commission as established under Article IX, Division 6., Sec. 1147 are:

1. Community planning. Advise the Mayor, Council and City Manager on the ongoing development, implementation and evaluation of a Community Health Improvement Plan and Community Health Assessment;
2. Identification of necessary services. Recommend to the Mayor, Council and City Manager plans, processes or policies designed to provide necessary services to residents and visitors;
3. Prevention and risk reduction. Recommend to the Mayor, Council and City Manager prevention and risk reduction strategies;
4. Health care system improvements. Recommend to the Mayor, Council and City Manager systemic modifications that may result in increased access to the health care system and improved care;
5. Contemplation of new risks. Recommend to the Mayor, Council and City Manager the policies, resources, and infrastructure to prepare for and respond to existing and new public health and health care concerns;
6. Health as a human service. Cooperate with the Mayor, Council and City Manager to identify and implement policies reflecting good health as a basic human service;
7. General advice. Advise the Mayor, Council, and City Manager on all other public health matters and policies;

8. Community partnerships. Recommend to the Mayor, Council and City Manager city-wide collaboration and partnership of organizations and individuals to work together to build a healthier community;
9. Legislation. Recommend to the Mayor, Council and City Manager municipal, state, and federal legislation to advance the public health; and
10. Additional functions. Perform additional functions as requested by the Mayor and Council, or the City Manager.

Section 3. Vision Statement.

To promote a thriving people living, learning and working in a healthy, active, vibrant, and safe community, where there is equitable access to jobs, quality health care, education and social services.

Section 4. Mission.

To achieve a city-wide collaboration and partnership of organizations and individuals to work together to build a healthier community.

### **Article III. Membership**

Section 1. Member Eligibility.

Membership shall be open to any person who has an interest in health improvement; be able to commit to attending monthly Health Commission meetings; and be willing to accept an assignment to a committee as a co-chair or participant, or accept leadership of a special project.

Members are appointed by the Mayor. An online application is available at: <http://kcmayor.org/the-administration>.

Section 2 Maximum Membership.

The Health Commission shall consist of up to seventeen (17) voting members.

Section 3. Health Commissioner Term.

Section 3.1. Initial Appointment.

The Mayor will issue an initial appointment letter. The term becomes effective when the appointed person is sworn in by the City Clerk.

Section 3.2. Reappointment.

Commissioners may be reappointed for two (2) consecutive terms. Reappointments become effective when the commissioner is sworn in by the City Clerk.

Section 4. Commissioner Responsibilities.

Section 4.1. Maintain Awareness on Health Issues

Each Commissioner will be responsible for maintaining an awareness of Kansas City Health issues as identified in the Commission's purpose, mission statement, and vision. Each Commissioner will seek out and have an understanding of current health issues in order to be able to speak clearly and effectively to the Mayor, City Council, City Manager, Kansas City residents, and the media as approved by the Commission Chairs.

Section 4.2. Good Standing

Each Commissioner shall be in good standing if he/she attends regular meetings in accordance with the attendance policy and actively serves on at least one standing committees or serves as a liaison to the commission.

**Article IV. Health Commission Leadership Structure**

Section 1. Health Commission Co-Chairs.

The Health Commission Co-Chairs shall consist of one (1) person appointed from the Community and one (1) Council member serving on a Council Committee that oversees health issues; and one (1) person appointed by the City Manager.

Section 2. Health Commission Co-Chair Terms.

Section 2.1. Mayoral Appointed Community Co-Chair Term

A community co-chair may serve for two (2) terms. The Immediate Pass Co-Chair may remain on the Health Commission until his/ her term as commissioner has expired and or a reappointment occurs.

Section 2.2. Mayoral Appointed Council Co-Chair Term.

The Council member Co-Chair will serve at the pleasure of the Mayor.

Section 2.3. City Manager Appointed Co-Chair Term.

The City Manager Co-Chair shall serve at the pleasure of the City Manager.

Section 3. Health Commission Co-Chair Responsibilities.

1. Preside at the Health Commission meetings in the following order, Community Co-Chair, City Council Co-Chair, City Manager appointed Co-Chair and Vice Chair;
2. Perform duties of Committee Co-Chairs in their absence, including authorization to convene a meeting of any committee;
3. Serve as an official spokesperson and representative of the Health Commission for any specified issue;
4. Sign official documents;
5. Provide public testimony on behalf of the Health Commission that is consistent with prior approved recommendations or resolutions of the Health Commission;
6. Review commissioner applicants if requested by the Mayor's office;
7. Review health advisor applications and issue appointment letters;
8. Review bylaws at least annually and submit proposed change to the Health Commission for approval and adoption; and
9. Perform other duties as deemed appropriate.

Section 4. Commission Vice Chair Position.

The Health Commission shall have one (1) Vice Chair.

Section 4.1. Vice Chair Appointment

The Health Commission shall by majority vote elect a commissioner to serve as Vice Chair to the Health Commission.

Section 4.2. Vice Chair Term.

The term of the selected vice chair is for up to two (2) consecutive terms.

Section 4.3. Responsibilities of the Vice Chair.

1. The Vice Chair may chair health commission meetings during the absence of all three (3) Co-Chairs.

2. The vice chair can be appointed to any committee co-chair vacancy.

Section 5. Emeritus Status.

Health Commission Co-Chairs who have served with distinction, whose commitment to the mission and vision of the Commission remains strong, are eligible for the position of Emeritus Co-Chair. Emeritus Co-Chair may be nominated and elected at any annual meeting of the Health Commission. Election of Emeritus Co-Chair shall be by a majority vote of the Health Commission members. Emeritus Co-Chair may not continue in a previously held position as a voting member of the Health Commission. Emeritus Co-Chair shall be elected to serve a 3 year term, which can be renewed. There is no limit on the number of terms that one can be elected to serve. An Emeritus Status Co-Chair may submit an application through the Mayor's website to become an appointed Health Commissioner after one year service in an Emeritus Status.

## **Article V. Organizational Structure.**

Section 1. Subcommittees.

The Commission shall have one subcommittee:

Section 1.1. Budget and Contract Evaluation Committee.

Section 1.2. Budget and Contract Evaluation Committee Composition.

Members of the Budget and Contract Evaluation Committee shall consist of Health Commissioners.

Section 1.3. Budget and Contract Evaluation Committee Roles and Responsibilities.

The committee is responsible for monitoring and reviewing usage of Health Levy funds, evaluating the performance of external Safety Net Provider (SNP) contractors, reviewing and approving Health Levy funding recommendations, and providing updates to the Health Commission.

Section 2. Standing Committees

Section 2.1 There shall be the following Standing Committees: (1) Health Planning and Equity (2) Violence Free KC, (3) Education, (4) Birth Outcome Monitoring and (5) Access to Care.



## **Article VI. Governance Process.**

### **Section 1. General Overview**

The governance process generally applies to the operation of the Health Commission, its committees and subcommittees.

### **Section 2. Open Meeting Policy.**

Commission meetings including committees and subcommittees will be open to the public. A public notice must be posted at least twenty four (24) hours in advance of all meetings. Only meeting notices posted with the Kansas City (MO) City Clerk's Office will constitute official public notice for any meeting of the Health Commission.

### **Section 3. Quorum.**

Quorum requirements are as follows.

#### **Section 3.1. Health Commission.**

The presence six (6) Commissioners shall constitute a quorum.

#### **Section 3.2. Subcommittees and Standing Committees.**

Four (4) members present will constitute a quorum.

Committee members include Health Commission Co-Chairs, Health Commissioners, Emeritus Co-Chairs and Community Health Advisors who have been appointed to that committee.

#### **Section 3.3. Minutes will be taken for official meetings.**

### **Section 4. Commission Meetings**

#### **Section 4.1. Health Commission Meeting Frequency**

The Health Commission shall meet at least eight (8) times per year but is encouraged to meet monthly to conduct the business of the Health Commission.

#### **Section 4.1. Health Commission Special Meetings.**

The Health Commission may from time to time schedule special meetings to expedite the business of the commission.

### **Section 5. Standing Committee Meetings.**

#### **Section 5.1 Standing Committee Meeting Frequency.**

Standing committees shall meet monthly and hold at least eight (8) meetings per year but are encouraged to meet monthly to conduct the business of the Committee.

Section 5.2. Committee Size

A standing committee may have no more than fifteen (15) Health Advisors (members), one of whom will serve as Community Co-Chair along with the Commissioner Co-Chair.

Section 5.3. Committee Co-Chair Responsibilities.

Committee co-chairs shall:

Section 5.3.1 Develop and submit agenda with the administrative support of health department staff;

Section 5.3.2 Recruit community partners and stakeholders to recommend as committee community health advisors.

Section 5.3.3 Work with the community to help implement the Community Health Improvement Plan and other tasks as defined in the charter and delegated by the Commission.

Section 5.3.4 Assist with development of the monthly report.

Section 6. Committee Membership Eligibility and Admissions Procedure.

Standing committees shall have two co-chairs of which at least one is a commissioner in good standing. A committee may have up to fifteen (15) members and have administrative support provided by Health Department staff.

Membership shall be open to any person who has an interest in health improvement. Such persons shall complete a membership (Health Advisor) application form. The Committee Co-Chairs and the Health Department staff will review the applications and report to the Commission Co-Chairs. The Commission Co-Chairs will make the final determination and issue appointment letters.

Section 7. Health Advisor Term of Office.

Community Health Advisors will serve a term of three (3) years and is thereby eligible for consideration of reappointment by approval of the Commission Co-Chairs.

Section 8. Requesting a Sub-committees.

Any standing committee may request that the Health Commission Co-Chairs establish a subcommittee.

Section 9. Budget and Contract Evaluation Committee.

Budget and Contract Evaluation Committee shall meet a minimum of 4 times. The committee shall have a minimum of 4 commissioners. Section 10. Voting and Motion Procedures.

Section 10.1. In Person Voting.

Voting shall be by voice or a show of hands. Any voting Commissioner may call for a tally of voice or hand votes. An affirmative vote by a majority of members present is required to approve and pass a motion.

Section 10.2. Conference Call Voting.

Voting may take place by conference call, provided that everyone can hear each other and the public can participate. Votes taken in this manner shall be taken by roll call, with each member's vote recorded in the minutes. The voting members and the public must be notified twenty-four (24) hours in advance of the meeting. Only meeting notices posted with the Kansas City (MO) City Clerk's Office will constitute official public notice for any meeting of the Health Commission.

Section 10.3. Electronic Voting.

Electronic voting shall not occur except for special circumstances as determined by the Commission Co- Chairs. Electronic voting shall follow the guidelines setforth in Section 10.2. Conference Call Voting.

Section 11. Meeting Code of Conduct.

All meetings affiliated with the Health Commission, its committees and subcommittees shall be conducted in a professional manner. Members shall: 1) act ethically and with integrity; 2) make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures; 3) treat members of the public and colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests rights, safety and welfare; 4) not harass, bully, discriminate against or use potentially offensive language in general or towards colleagues, members of the public and staff support; 5) contribute to a harmonious and productive meeting environment by preparing in advance, staying on topic, and avoiding unnecessary or unrelated deviations from established agenda items; and 6) adhere to other processes as defined in the bylaws and or Health Commission adopted policies.

Section 12. Procedural Actions.

Section 12.1. Legal Reviews.

Resolutions and other documents prepared for City Council presentation must be approved by a majority vote of the Commission and vetted by the City of Kansas City, Missouri's Law Department prior to presentation to the mayor, council and city manager. This excludes letters of support.

Section 12.2. Letters of Support.

Letters of Support must be approved by a majority of the Health Commission and signed by chairs of the health commission or their designees. The Commission chairs reserve the right to obtain a Legal review by the City of Kansas City's Law department.

## **Article VII. Attendance and Removal**

Section 1. Health Commissioner Member.

Section 1.1. Attendance.

Any commissioner absent from three (3) consecutive commission meetings or four (4) meetings in any twelve (12) month period shall be considered withdrawn his or her seat on the Commission. The affected person may petition the commission co-chairs for reinstatement within a month from the point of notification. The Commission Co-Chairs may reinstate the seat. This provision may not be used more than once for any term.

Section 2. Health Advisor Member.

Section 2.1. Attendance.

Any health advisor absent from three (3) consecutive meetings or four (4) meetings in any twelve (12) month period voluntarily shall relinquish his or her seat on a commission committee. The affected person may petition the commission co-chairs for reinstatement within a month from the point of notification. The Commission Co-chairs may reinstate the seat. This provision may not be used more than once for any term.

## **Article VIII. Annual Report**

Section 1. Annual Report

The Health Commission shall provide an annual report of activities to the Mayor, City Council, and City Manager. The annual report shall be provided no later than the end of February of the following calendar year.

## **Article IX Resolutions to the Mayor, Council, and City Manager**

Section 1. Authority to Issue.

The Health Commission, by majority vote, has the authority to develop and forward proposed resolutions on matters of concern to the health and the quality of life for Kansas City residents. All resolutions shall be reviewed by the City's Law Department prior to routing to the Mayor, City Council and City Manager.

If the law department's comments do not make significant change to the intent and or meaning of the resolution, the Commission shall grant the authority to the Health Commission Co-Chair to implement changes and move forward with the resolutions.

If the law department makes significant changes to the resolutions, the Commission Co-Chairs may call for an electronic vote on the revised resolution.

Section 2. Resolution Origin.

Proposed resolutions may be initiated by Health Commission Co-Chairs, any committee of the Health Commission or by five (5) or more Health Commission members. All resolutions must be authorized by a majority vote of the full Health Commission.

## **Article X. Public Statements**

Section 1. Authority to Make Public Statements.

The Health Commission Chairs or their designees have the authority to make public statements on matters of concern to the health and quality of life for Kansas City residents.

## **Article XI. Designation of Liaisons to other Commissions, Committees, and other Organizational Entities**

Section 1. Designation of Liaisons.

The Commission will, in order to help promote city-wide collaboration and partnership of organizations and individuals to work together to build a healthy community designate persons to serve as liaison(s) (hereinafter referred to as "Liaisons") to other organizational entities. The specific purpose of the Liaisons is to ensure that there is communication and coordination of efforts between the Health Commission and its Committees with City boards, commissions, community partners, coalitions, task forces and working groups whose work relates to and or supports the implementation of the Community Health Improvement Plan (KC-CHIP). The Commission may also, at its discretion, appoint Alternate Liaisons in order to facilitate smooth and continuous liaison relationships.

Section 2. Selection of Liaisons.

Liaisons and Alternate Liaisons may be Commissioners who have been appointed by the Mayor or any appropriately qualified Community Health Advisor who has been duly appointed as a Community Health Advisor pursuant to these bylaws.

Section 3. Terms of Reference for Liaisons.

The Commission will prepare a “Terms of Reference” to describe the scope of the function and responsibilities of the Liaisons. The mandate of Community Health Advisors who are appointed as Liaisons will focus on promotion of the Community Health Improvement Plan. Broader representation related to the Health Commission is reserved to full Commission Members who are appointed by the Mayor.

Section 4. Selection and Approval Process.

Liaisons may be nominated by any Commission Member, Committee or Community Advisor to a Commission Committee. The Health Planning Committee will receive and review nominations and will make recommendations for designation of a Liaison and/or Alternate Liaison to the Commission Co-Chairs, which will have approval authority.

## **Article XII. Conflict of Interest**

Section 1. Participation.

Any Health Commissioner or Community Health Advisor must abstain (except to provide information upon request) from participating in any continuing review of any project in which the member has a fiduciary or potential conflict of interest. The Health Commissioner or Community Health Advisor must announce the organization that he/she represents.

Section 2. Abstention Requirement.

Any Health Commissioner or Community Health Advisor with a fiduciary or potential conflict of interest in an issue before the Health Commission or any committee must abstain from voting when that issue is presented for vote. The Health Commissioner or Community Health Advisor must announce any conflict of interest.

## **Article XIII. Amendments to the Bylaws**

Section 1. Proposed Amendments.

Proposed amendments to these bylaws can be submitted by the Health Commission Co-Chairs or any five (5) Commissioners at any regular meeting. Any proposed amendments submitted in this fashion cannot be voted upon until the next regular meeting.

Section 2. Amendment Procedure.

These bylaws may be amended at any regular meeting of the Health Commission by a two-thirds vote of the members present, provided that the amendment has been submitted to the Health Commission in writing at least twenty-seven (27) days prior to the meeting.

Section 3. Ambiguity to Bylaws.

Where an ambiguity exists in these By-Laws, a majority vote of members present will decide the question. If the vote results in a procedure, the Commission may take a vote to amend and include the procedure.

Section 4. Effective Date. April 1, 2016

Amendments to these bylaws go into effect immediately after being passed by a two-thirds vote of the Commission.

Approved by a vote of the Health Commissioners at a legally constituted meeting of the Kansas City Health Commission, on April 1, 2016.



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Dr. Lora Lacey-Haun, Health Commission, Community Co-Chair



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Councilwoman Alissia Canady, Health Commission, City Council Co-Chair



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Dr. Rex Archer, M.D. M.P.H., Health Commission, City Manager Appointed Co-Chair