

## **Quay County Health Council By-Laws December 2024**

### **Article I – Name, Purpose, Background**

Name of the Organization shall be: Quay County Health Council

Our Purpose: The Quay County Health Council is a group of volunteers who are working together to promote positive changes in all aspects of health and well-being for all Quay County residents.

Our Mission: Affecting Change to Improve the Quality of Life and Health of Quay County Residents.

Our Vision: Optimal Quality of Life for Quay County Residents.

Our Definition of Health: Health is a balance of physical, emotional, social, spiritual, and intellectual well-being.

History and Background: The Council was originally formed under the provisions of New Mexico's County Maternal and Child Health Plan Act of 1991 and subsequent legislation as the Quay County Maternal and Child Health Council. The Council changed its name in 2007 to the Quay County Maternal Child and Community Health Council merging with another volunteer based advisory group which had a similar mission. The council continued to meet and work in the county after Department of Health funding ended in 2010. The name was changed in 2011 to the Quay County Health Council. The Council has worked hard to find additional funding sources for a variety of programs and to keep a part-time coordinator. Between 1992 and 2015 the Council leveraged \$16 million for programs in Quay County, many of which are sustainable on their own. In 2013 small Legislative funding stream was established through the Department of Health to re-establish Community Health Councils statewide. The Quay County Health Council applied for and received a 501C3 status in 2017 to allow us to apply for funding from other sources.

### **Article II - Functions of the Council**

The Council shall carry out the following functions:

- Develop and update a Community Profile based on current (or most up to date) health status indicators.
- Develop and update an Action Plan based on priorities established by the Council with community input in response to local needs and resources consistent with the Profile.
- Create proposal(s) for funding from a variety of sources.
- Develop and support policies that enhance community health.
- Support council committees as appropriate.

- Communicate regularly with the County Board of Commissioners on community health issues.

### **Article III - Membership**

Membership in the Council is open to any resident of Quay County and its naturally occurring neighborhoods, such as Conchas Dam area, or persons whose work is located in or includes Quay County. Out of County Representatives appointed by their organization to serve Quay County are also considered members.

Voting members are those who attend regular Council meetings.

Membership roster is reviewed yearly to ensure adequate community representation.

### **Article IV – Voting**

Council decisions will be made at scheduled public council meetings.

Decisions of the group are made by consensus vote after a process that gives all an opportunity to participate in the discussion. During decision-making, any council member has the right to request a formal voice vote or secret ballot on any issue before the council. Results of votes will be placed in the public record.

### **Article V - Officers/Executive Committee**

Officers of the Council are:

Chairman  
Vice Chairman  
Secretary  
Treasurer

Officers are elected yearly in November with new officers assuming their positions in January.

The functions of the Executive Committee shall include:

- Ensuring that the Council operates as smoothly as possible
- Hiring, evaluating and managing any hired staff
- Setting agendas for monthly Council meetings
- Monitoring the Council budget
- Making emergency decisions on behalf of the council

Makeup of the Executive Committee

- Elected Officers
- All Past Council Chairs

- One Member-Elected At Large

### **Article VI - Committees**

The committees shall act as the “working” arms of the Council, providing issue-related expertise and capacity for the overall success of Council goals. Committees will be developed to work on council-selected priorities and projects. Committees will report back to the council their findings and have all projects approved by the council before implementation.

The President may establish committees as necessary to fulfill the functions of the Council.

### **Article VII - Meetings**

Monthly Meetings of the Council will be held as recommended or required by the Council. Regular meetings will be scheduled and advertised to the membership and to the public. Special meetings may be called by the President as necessary to fulfill Council functions.

### **Article VIII- Non-profit Status/Fiscal Management**

The Quay County Community Health Council is organized and operates exclusively for the above-stated purposes under a 501 (c) (3) Status.

### **Article IX - Amendments to the Bylaws**

These bylaws may be altered, amended or repealed, in whole or in part, by a three-fourths majority vote of the voting members present at any regular or special meeting. Written notice of proposed changes or amendments must be given to members at least 7 days in advance.

### **Article X - Regarding Coordinators**

After approval by the voting membership, a Health Council coordinator may represent the Health Council as a member of an advisory board. A Health Council coordinator may not represent the Health Council as a member of a governing board. A Health Council coordinator may at his/her discretion issue letters of support on behalf of the Health Council. Copies of letters issued shall be sent to the members of the Executive Committee as soon as is practicable (email is acceptable) and notice that the letter was issued shall be given at the next full Health Council meeting.

## **Article XI – Discrimination**

The Quay County Health Council does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## **Article XII - Dissolution**

The Council may recommend dissolution when its functions are deemed no longer relevant or when, for any other reason, its dissolution is deemed to be in the best interest of the health, well-being, and quality of life of Quay County residents.

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to the state or local government, for public purposes.

Date Implemented December 12, 2024

Signed \_\_\_\_\_  
Kimberley Pavlik, Council Chair