

OHIO ASSOCIATION OF BOARDS OF HEALTH BY-LAWS

ARTICLE I – NAME

The name of the association shall be the “Ohio Association of Boards of Health (OABH).”

ARTICLE II – PURPOSE

1. Establish and maintain communication and coordination between boards of health to better understand and approach common and local problems of public health for the State of Ohio.
2. To assist in orientating and training for Ohio local board of health members to include:
 - a. Understanding of essential public health services
 - b. Awareness of programs and community assessments/plans
 - c. Clarification of state and local health department roles
 - d. Working knowledge of authority and responsibility of boards of health
 - e. Consideration of funding options
 - f. Awareness of legislation and policy impact on public health
3. To work for the general advancement of public health in Ohio.
4. To provide a united effort to obtain support for Ohio local health departments from state, federal, and other financial sources.
5. To analyze proposed legislation and directives affecting public health and to communicate the views of the Ohio local boards of health to legislators and state and federal agencies.
6. To encourage and support preparation for, achievement, and maintenance of national public health accreditation through active Ohio local boards of health participation in the Public Health Accreditation Board (PHAB) process.

ARTICLE III – MEMBERSHIP

Section I – Board Members

Every Ohio local board of health established pursuant to Chapter 3709, Ohio Revised Code, shall be eligible for membership. Such membership shall be conditioned on the payment of dues as established by the OABH Board of Directors.

Section 2 – Voting Members

Current board members of a dues paying Ohio local board of health are Voting Members. Voting Members shall be eligible to serve as officers and directors and have all the other responsibilities and privileges of OABH membership. Each Ohio local board of health/organization shall have only one vote.

Section 3 – Associate Members

Former Ohio local board of health members who are committed to OABH's goals and purposes may become an Associate Member. Associate Members shall have all the responsibilities and privileges of a voting member except that they may not serve as officers on the OABH Board of Directors.

Section 4 – Individual Members

Current Ohio local board members whose board of health has not paid membership dues but are interested in joining and participating may become an Individual Member. Individual Members shall have all the responsibilities and privileges of a voting member except that they may not serve as an officer on the OABH Board of Directors.

Section 5 – Board of Directors

Current Voting and Associate Members that would like to volunteer to serve on the OABH Board of Directors may do so at any time. They must contact the Executive Director to be considered for the Board of Directors. The Board of Directors will strive to have directors from each of the Ohio Department of Health's districts to ensure a regional membership, but this is not a requirement. Directors are expected to participate in the OABH meetings.

ARTICLE IV – MEETINGS

Section 1 – Meetings

The OABH Board of Directors holds regular monthly meetings, with the exception that the annual meeting of the association shall be that month's meeting. The Board of Directors shall meet at such other times as may be called by the OABH president or upon the request of a majority of its members. Notice of all meetings of the Board of Directors shall be electronically delivered to each member of the Board at least fifteen days in advance of such meeting. Board of Directors are expected to participate in the scheduled meetings at a minimum of 75% during the calendar year. If attendance is not met, the member may be asked to resign from their position for the welfare of the association.

Section 2 – Annual Meetings

There shall be an annual meeting of the members of the association on such date and such place as the OABH Board of Directors shall determine. Notice of such place as the Board of Directors determine and notice of such meetings shall be provided electronically to each member at least thirty days prior to the time appointed for the meeting.

Section 3 – Special Meetings

Special meetings of the voting members of the association may be called by the OABH president, OABH Board of Directors, or by the written petition of two-third members. Notice of any special meeting shall be provided to each member electronically no less than fifteen days prior to the time appointed for the meeting and such notice shall state the purpose for which the meeting is called.

Section 4 – Emergency Meetings

The OABH president shall have authority to call emergency meetings of the OABH Board of Directors when an issue of importance to the association needs to be addressed.

Section 5 – Quorum for Meetings

Quorum for the OABH Board of Directors meetings will consist of majority of current board members. Quorum for annual meetings of the association will consist of majority of voting members present.

ARTICLE V – OFFICERS

Section 1 – Election

The elected officers of the OABH shall be president, president elect, and the treasurer. The officers shall be elected biennially in the even number years at the annual meeting. All officers are elected by a majority vote of the voting members of the association present and voting at the annual meeting.

Section 2 – Term

Each elected officer shall take office immediately following election for a period of two years.

Section 3 – Vacancies

Vacancies of any officer may be filled for the balance of the term by the OABH Board of Directors at a regularly scheduled meeting.

Section 4 – Duties

A. Executive Director – The executive director is a hired position that will carry out the day-to-day fiscal operations of the OABH, sending fiscal status records to the treasurer prior to each meeting. Disbursement of the association funds shall be authorized with prior written authorization through email by the treasurer or president if the amount is over \$2,000. The executive director shall maintain the records of the association and shall be responsible for all correspondence and notices pertaining to the meetings and recording of all official actions of the association.

B. President – The president shall be the chief officer and shall preside at meetings of the OABH and its Board of Directors. They shall also communicate to the association or its Directors about matters and make suggestions to promote the OABH’s welfare and increase the usefulness of the association. The president shall sign, with the treasurer, all authorized contracts and legal documents. They shall perform such other duties as are necessarily incident to the office of president or as may be prescribed by the Board of Directors. The president shall have a vote on all matters proposed by the association. The president assumes the position of immediate past president at the conclusion of the two-year term.

C. President Elect – The president elect shall provide the president with any assistance required and shall serve as president in case of temporary absence or disability of the president. The president elect assumes the position of president at the conclusion of the two-year term.

D. Treasurer – The treasurer shall sign, with the president, all authorized contracts and legal documents. The treasurer shall have charge and custody of all funds and securities of the association and shall oversee the deposit all monies, securities, and other valuable effects in the name of the association in such depositories as may be designated by the OABH Board of Directors for that purpose.

The treasurer shall make a financial report at the annual meeting or when called upon by the president. The treasurer oversees the collection of annual dues. The books of the association shall be audited at the discretion of its Board of Directors. The treasurer or any other person entrusted with the handling of funds or properties of the association, may, at the discretion of its Board of Directors and at the expense of the association, be required to be bonded in such amount as the Board shall prescribe.

E. Immediate Past President – The immediate past president shall serve as chairman of the nominating committee and shall perform such other duties as the OABH Board of Directors may assign. The immediate past president also serves as the go-to for organizational continuity given their past service as president elect and president.

ARTICLE VI – OABH BOARD OF DIRECTORS

Section 1 – Members

Members of the OABH Board of Directors shall consist of its officers (see Section V) and at-large members from local Ohio boards of health who are members (see Section III). At-large members representing varied regions in Ohio are preferred.

Section 2 – Authority

The OABH Board of Directors shall have supervision and direction of the affairs of the association between annual meetings of the members. All actions of the Board of Directors shall be subject to review by the voting members at any annual or special meeting. It shall recommend and act upon the hiring of an executive director or association

management company, plan the annual meeting, and shall have Board discretion in the disbursement of association funds.

Section 3 – Vacancies

In the event of a vacancy occurring on the OABH Board of Directors by reason of death, resignation or otherwise, the remaining members of the Board of Directors shall appoint a replacement member to serve out the unexpired term.

ARTICLE VII – DUES

The OABH Board of Directors shall determine the calculation method and amount of the annual dues.

ARTICLE VIII – COMMITTEES

The OABH Board of Directors may, from time to time, create such standing or ad hoc committees as may be necessary or appropriate to carry out the purposes and programs of the association. Members of each such committee shall be appointed by the president, with approval of the Board of Directors, for a period required to execute its commission and in no case longer than one year without reappointment.

A legislative committee may be established to develop strategies for special meetings on key legislative issues requiring the attention of the Board of Directors for direct action. The members of such committees need not be voting members of the association but shall be from member boards of health. A committee shall be appointed to review the By-Laws and make recommendations for changes at a minimum of every three years or as needed.

ARTICLE IX – FISCAL YEAR

The fiscal year of the association shall be a twelve-month period ending on the last day of December or ending on such date as the OABH Board of Directors may determine from time to time.

ARTICLE X – PARLIAMENTARY AUTHORITY

All meetings of the OABH and its Board of Directors shall be governed by *Robert's Rules of Order*, newly revised, except where they are inconsistent with the standing rules and orders of the association or are contrary to any existing laws of the State of Ohio.

ARTICLE XI – AMENDMENTS

These By-Laws may be amended by a vote of two-thirds of the voting members of the OABH present at any annual or special meeting of the association provided that each

member board of health of the association shall have been sent a copy of the proposed amendment not less than thirty days prior to the meeting. Any amendment adopted shall become effective immediately unless otherwise specified in the amendment. The By-Laws shall be signed by the president and treasurer after voting members' approval.

Revised and approved by the OABH Board of Directors vote on September 19, 2026.

President:

Printed Name: _____

Signature: _____

Date: _____

Treasurer:

Printed Name: _____

Signature: _____

Date: _____