



Hays County Health Department

101 Thermon Drive, San Marcos, Texas 78666

Advisory Board of Health

Charter

- I. Composition:
 - a. Two members of the Hays County Commissioners Court
 - b. One member (councilperson or representative of the city manager's office) from each of the following municipalities: Buda, Dripping Springs, Kyle, San Marcos, Wimberley, and Woodcreek.
 - c. One member (Board of Trustees member or superintendent's designee) from each of the following school districts: Dripping Springs ISD, Hays CISD, San Marcos CISD, and Wimberley ISD.
 - d. The Hays County Commissioners Court may accept requests by additional governmental entities for membership to the Public Health Advisory Board.
- II. Membership
 - a. Chair
 - i. The Chair shall be the member of the Hays County Commissioners Court appointed by the Commissioners Court.
 - ii. The Chair will be responsible for presiding over the meeting of the Advisory Board and shall represent the Board to the Hays County Commissioners Court and member Cities and School Districts.
 - b. Vice-Chair
 - i. The Vice Chair shall be selected by a majority vote of members of the Advisory Board. If Board members fail to select a Vice Chair by majority vote, the Vice Chair will be selected by the Chair.
 - ii. In the absence of the Chair, the Vice Chair shall preside over the meeting of the Board.
 - c. Appointment
 - i. Members will be appointed by their respective governmental bodies.
 - d. Term-Length and Limits
 - i. After the initial term, each Board member shall serve a two (2) year term.
 - ii. Initial members will be placed into two cohorts: Cohort A and Cohort B. Cohort membership shall be determined by drawing slips of paper or the equivalent labeled "A" or "B". Cohort B will serve a one-year term. Every Board member after the first year will then serve a two-year term.
 - iii. The Chair of the Advisory Board shall serve an initial term of two years.
 - iv. Advisory Board members may serve, upon reappointment by the member's governing body, an unlimited number of consecutive or nonconsecutive terms.
 - e. Residency Requirement



Hays County Health Department

101 Thermon Drive, San Marcos, Texas 78666

Advisory Board of Health

Charter

- i. A Board member must have been a resident of Hays County for at least a year and must reside in Hays County for the duration of the member's term. A Board member who relocates outside of Hays County during their term may continue to serve at the discretion of the Chair.
 - f. Compensation
 - i. Members will not be compensated for their service on the Advisory Board. Expenses associated with Board service will not be reimbursed.
 - g. Vacancy
 - i. A vacancy during a Board member's unexpired term shall be filled through an appointment by the corresponding governmental body.
 - h. Removal Criteria and Procedure
 - i. A Board member shall be allowed no more than three (3) absences in a 12-month period. Upon reaching this threshold, the Chair may remove and recommend replacement of the member(s).
- III. Board - Director Relationship:
 - a. Reports
 - i. The Hays County Health Department Director (hereinafter "Director") shall provide, at the Director's discretion, regular reports to the Advisory Board regarding budget, program development, and key issues. The Advisory Board may request specific updates or information necessary to fulfill its advisory responsibilities.
 - ii. The Director shall collaborate with the Board on strategic planning, goal setting, and policy development to ensure alignment with the mission and direction set by the Commissioners Court.
 - b. Conflict Resolution
 - i. In the event of conflict(s), the conflict(s) shall be elevated to the Chair and Hays County Administrator for resolution.
- IV. Meetings
 - a. Meeting Times and Locations
 - i. The Advisory Board shall determine the frequency, time, and location of their meetings.
 - ii. The Board must meet at least once between each of the listed quarters: October – December, January – March, April – June, July – September.
 - b. Public Comments
 - i. Meetings of the Board are open to the public and must allow for an opportunity for the public to provide public comment and/or



Hays County Health Department

101 Thermon Drive, San Marcos, Texas 78666

Advisory Board of Health

Charter

comment on a specific agenda item, consistent with the Texas Open Meetings Act.

- c. Agendas
 - i. Template
 - 1. The agenda may include the following:
 - a. Call Meeting to Order and Roll Call
 - b. Approval of Minutes
 - c. Citizen Comment Period with the Public Health Advisory Board
 - d. Reports and Presentations
 - e. Board Items
 - f. Director's Report
 - g. Standing Agenda Items
 - h. Adjournment
 - ii. Meeting Postings
 - 1. The Advisory Board shall post its agenda in a manner that complies with the Texas Open Meetings Act.
 - iii. Agenda Item Submission
 - 1. Any member of the Advisory Board may submit an agenda item to the Board.
- V. Dissolution

The Advisory Board shall be dissolved at the direction and discretion of the Hays County Commissioners Court or at the direction and discretion of the Advisory Board Chair.