

**By-Laws OF
The Sandoval County Community Health Alliance**

I. ARTICLE I – MISSION AND PURPOSE

- A. The mission of the Sandoval County Community Health Alliance is to develop, support, and maintain healthy communities.
- B. The Sandoval County Community Health Alliance shall act in an advisory capacity to the Sandoval County Commission in matters relating to the community health and well being of Sandoval County residents. The Alliance shall report to the County Commissioners a minimum of two times per year.
- C. The Alliance will develop and maintain an Alliance network for obtaining input from and disseminating information to a diversity of Sandoval County communities and constituencies.

II. ARTICLE II – SERVICE AREA

- A. The Sandoval County Community Health Alliance shall represent to Sandoval County, including all municipalities, unincorporated areas, and such tribal reservations as are willing to participate in the Sandoval County Community Health Alliance.

III. ARTICLE III – ORGANIZATIONAL STRUCTURE AND FUNCTION

- A. Alliance
 - 1. Recommends health related policies, priorities, and activities for Sandoval County.
 - 2. Develops policy recommendations for consideration by the Sandoval County Commission.
 - 3. Establishes Alliance committees.
 - 4. Advocates for Alliance priorities and initiatives.
 - 5. Participates in, reviews, and approves the Sandoval County Community Health Improvement Profile and Plan and Updates.
 - 6. Relies on Sandoval County as its fiscal agent for any funding procured for operations.
- B. Executive Committee
 - 1. Appointed by the Alliance Chair/Co-Chairs.
 - 2. Meets as needed.
 - 3. Develops and approves Alliance meeting agendas.
 - 4. Develops and proposes Alliance recommendations prior to consideration by the Alliance.
 - 5. Represents and acts on behalf of the Alliance.
 - 6. Appoints Ad Hoc committees as needed.
- C. Ad Hoc Committees
 - 1. Appointed by the Executive Committee or Chair.
 - 2. Reports back to the Alliance.

IV. ARTICLE IV – MEMBERSHIP

- A. The Sandoval County Community Health Alliance shall consist of up to fifteen (15) voting members appointed by the Executive Committee and approved by the Sandoval County Commission or as mandated by the State of New Mexico.
- B. Membership shall be representative of Sandoval County communities and should include, but not be limited to, representatives from the following: consumers, health providers, social service providers, schools, business, government, tribal communities,
- C. Each Alliance member shall serve for a term of two (2) years, beginning January of the year in which each member is appointed. Terms will be staggered as deemed appropriate at the discretion of the Alliance.

- D. The Sandoval County Health Alliance Executive Committee shall review Alliance membership annually, or more often if necessitated by resignation or non participation of members, and make membership recommendations to the Alliance. Upon approval by the Alliance, membership recommendations will be submitted to the Sandoval County Commission for approval.
- E. The Sandoval County Community Health Alliance shall elect two (2) co-chairs for a two-year term. Terms will be staggered as deemed appropriate at the discretion of the Alliance.
- F. No member of the Sandoval County Community Health Alliance may take part in any deliberation, testimony, or vote on any matter in which such a member has a fiduciary interest, either direct or indirect. It is the responsibility of each member to disclose any conflict of interest that may arise.
- G. Community leaders approved by the Sandoval County Community Health Alliance may be appointed to serve as ex-officio members of the Alliance for a term of two (2) years, beginning January of the year in which each member is appointed.
- H. Occurrences of unexcused absences by an Alliance member for more than 50% of the scheduled meetings each year will render that membership inactive and the corresponding position on the Alliance will be considered vacated.

V. ARTICLE V – MEETINGS

- A. The Sandoval County Community Health Alliance shall meet four (4) times a year, and more often as needed.
- B. All meeting notices of the Sandoval County Community Health Alliance shall be publicly posted.
- C. All Sandoval County Community Health Alliance meetings shall be open to the public.

VI. ARTICLE VI – QUORUM, DECISION MAKING AND VOTING

- A. The Executive Committee may act on behalf of the Alliance between its meetings as required. The Executive Committee will report such decisions to the Alliance at the next regularly scheduled Alliance meeting.
- B. At any Sandoval County Community Health Alliance meeting, a quorum shall consist of greater than 50% of the membership.
- C. E-mail poll of Alliance members may be used to obtain approval for changes in the Alliance Plan or other business as required.
- D. Proxy voting will not be allowed.
- E. A winning vote shall constitute a simple majority of the eligible voters present.

VII. ARTICLE VII – ADVOCACY

- A. Any political advocacy activity - such as written letters/position papers supporting/opposing law or proposed legislation; testifying or speaking publicly in support/opposition to law or proposed legislation; granting interviews to media or distributing press releases or statements in regard to law or proposed legislation - presented on behalf of or in the name of the Sandoval County Community Health Alliance must have the support greater than 50% of voting Alliance members, and be presented to the Sandoval County Board of County Commissioners for review, comment and approval.