

# **MISSOULA CITY-COUNTY MATERNAL CHILD HEALTH ADVISORY COUNCIL**

## **CHARGE**

To advise the Missoula City-County Board of Health for the purpose of promoting maternal child health in Missoula County.

## **MEMBERSHIP**

1. The Maternal Child Health (MCH) Advisory Council shall be comprised of no less than nine and no more than fifteen members, including individuals having expertise in areas related to maternal child health such as nursing, nutrition, parenting, pediatrics, family practice, child protection, counseling, and family development; one representative nominated by Missoula Indian Center; one parent who has used community MCH services; one student member; and one staff member.
2. Council members and the student member shall be appointed by the Chair of the Board of Health. Vacancies shall be publicly advertised. Interested persons may apply by letter. The Council shall review applications for membership and recommend members to the Chair of the Board of Health.
3. Members shall serve a two-year, renewable term. One-half of members will have terms beginning January of even-numbered years and the remaining half will have terms beginning in January of odd-numbered years.
4. The student member shall serve a one-year renewable term. The student seat shall be reserved for a post-secondary student.
5. The Director of Health Services shall assign the staff person to serve as liaison, secretary, and staff to the Council, who will be a voting member but will not be eligible to hold office.
6. A Chair and Vice Chair shall be elected annually by the Advisory Council from among its members.
7. Members failing to attend three consecutive meetings may be replaced unless the absences are noted and excused by the Chair of the Advisory Council.

## **PUBLIC PARTICIPATION AND OPEN MEETING REQUIREMENTS**

1. All meetings of the Council are open to the public in accordance with Section 2-3-203 (1) MCA. Meetings of the Council may be closed in accordance with 2-3-203 (3) to discuss a matter related to individual privacy if the Chair determines the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains, and in that event, the meeting must be open. A meeting may be closed to discuss strategy to be

followed with respect to litigation when an open meeting would have detrimental effect on the litigating position of the agency, unless the only parties are public bodies.

2. In order to provide notice to the public of all Council meetings, regular and special, the following postings of Council agendas shall occur. Prior to the beginning of each calendar year, the Council staff liaison shall publish a schedule of the time, date and place of regular meetings for the year. Notice of this schedule will be posted at the Health Department's website for the Maternal Child Health Advisory Council. The notice shall state the proposed time, date and place of each meeting for the year—to be held at least quarterly—and provide information about how to obtain agendas for each meeting.

3. At least two working days prior to each meeting, the agenda will be posted at the Health Department's website for the Maternal Child Health Advisory Council, posted on the outside door of the Missoula City-County Health Department at 301 West Alder, and be e-mailed to the Council's members and interested parties lists.

4. The Council cannot act on any item that has not been published on the agenda.

5. In accordance with Section 2-3-103 MCA, an item allowing public comment will be included in each agenda. Public comment will be heard during this time on any public matter that is not on the agenda of the meeting and that is within the jurisdiction of the Council. The Chair of the Council may set a time limit for the public comment period. The Council may not take action on the matters discussed unless specific notice of that matter is included on an agenda and public comment has been allowed on that matter. Public comment will be incorporated into official minutes of the meeting.

6. Before the consideration of any final action by the Council, a reasonable opportunity for public comment will be provided. The Chair of the Council may set a time limit for the public comment period. After public comment has been heard and the appropriate motion made, the Council shall debate the action.

The procedure for taking public comment for each agenda item should be as follows:

- Staff Presentation
- Questions from Council
- Public Comment
- Parliamentary Debate
- Vote

## **PROCESS**

1. The Council will respond to the Board of Health's and staff's requests for review of policies, information, regulations and issues. The Council may initiate such review for the purpose of advising the Board of Health.

2. The Council will also be responsible for MCH assessment and planning through a community process.

3. The Council will function by informal consensus when possible and by Robert's Rules of Order when consensus is not present.

4. Regularly scheduled meetings will be held at least quarterly and will be open to the public. Special meetings may be called by the Council Chair and must be called upon receipt of a written request signed by two or more members of the Advisory Council or upon the request of the Department or Board of Health. Notice of the time and place for all meetings shall be given in advance to each member of the Advisory Council by the secretary.

### **COMMUNICATIONS WITH THE PUBLIC, MEDIA AND OTHER ENTITIES**

1. The Chair, or Vice Chair in his or her absence, will serve as spokesperson and in that role will:

- a. represent the Council's views or position.
- b. apprise the Board of Health directly or through the staff liaison of statements made in response to media inquiries when representing the position of the Council. Whenever possible, this should be done prior to the publication or broadcast of such statements.
- c. initiate statements to the media or other agencies upon approval of the Council and of the Board of Health or Department Director.

2. The Council may designate other Council members to act as spokespersons in any instance. Other members responding to or initiating communications on maternal child health issues will do so freely but not as a representative of the Maternal Child Health Advisory Council unless so designated by the Council Chair or the Board of Health Chairman.

Revised and adopted by the Board of Health on April 29, 2010