

Election, Term of Office, Duties, and Powers of the Chairperson and Vice-Chairperson of the Board of Health – B-G-005

Board of Health Policy

1.0 Policy Statement

The Board of Health for the North Bay Parry Sound District Health Unit (Health Unit) annually elects the following officers and endows them with powers and prescribed duties:

- Chairperson
- Vice-Chairperson.

2.0 Purpose

This procedure describes:

- the method in use to elect a Chairperson and Vice-Chairperson of the Board of Health.
- the powers and prescribed duties of the Chairperson and Vice-Chairperson of the Board of Health.

3.0 Scope / Responsibility

This procedure applies to the Chairperson and Vice-Chairperson of the Board of Health for the Health Unit.

The Board of Health through the Medical Officer of Health/Executive Officer ensures that this procedure is initiated.

Each elected officer has the responsibility to perform their prescribed duties with the power vested in him/her.

4.0 Procedure

4.1 Election and Term of Office

4.1.1 At the first meeting of each new year, chaired by the Medical Officer of Health/Executive Officer, as the first order of business, the Board of Health elects:

- a) a Chairperson
- b) a Vice-Chairperson

4.1.2 The Medical Officer of Health/Executive Officer is responsible to call for nominations from the floor for the position of Chairperson, to call for scrutineers to oversee the voting (if necessary), and to chair the meeting until the Chairperson is elected. Refer to Robert's Rules of Order for procedures used for nominations, elections, and voting.

4.1.3 The term of office for the Chairperson and Vice-Chairperson of the Board of Health expires no later than immediately preceding the first meeting referred to in 4.1.1. In the year of an election, if the Chairperson or Vice-Chairperson is a municipal appointee, the term of the Chairperson or Vice-Chairperson continues in that

capacity until the new council of the municipality is organized and at least three municipal appointees are appointed to the Board of Health, or until December 31.

- 4.1.4** The Chairperson may serve a maximum of three consecutive one-year terms of office. After this, they must revert back to serving as a member of the Board of Health. After serving one year in the capacity of a member of the Board they can once again stand for the position of Chairperson for up to a maximum of three consecutive one-year terms. A member cannot serve more than a total of six one-year terms of office as Chairperson.
- 4.1.5** Under special circumstances, with the Board of Health’s approval (by resolution), the Chairperson’s term of office may be extended.
- 4.1.6** In the event that the Chairperson cannot complete their full term of office, the Vice-Chairperson assumes the office of Chairperson for the remainder of the term. Using the procedures outlined in 4.2 and 4.3 below, the Board of Health elects a new Vice-Chairperson forthwith in order to fill the vacancy for the remainder of the term.
- 4.1.7** In the event that the Vice-Chairperson cannot complete their full term of office, the Board of Health will elect, using the procedures outlined in 4.3 below, a new Vice-Chairperson forthwith to fill the vacancy for the remainder of the term.

4.2 Duties and Powers of the Chairperson

The Chairperson of the Board of Health is elected at the first meeting of the year and has the following role:

- Provide leadership to the Board of Health.
- Represent the Board of Health as required at public or official functions or designate another Board member to do so.
- Ensure the Board of Health fulfills its governance responsibilities and that Board of Health by-laws and policies are followed.
- Ensure the integrity of the Board of Health process.
- Ensure all matters relevant to the Board of Health mandate are brought to the attention of the Board of Health for discussion.
- Preside at all meetings of the Board of Health and ensure meetings are efficient and effective ([B-G-009](#)).
- Serve as an ex-officio member on all Board of Health Committees. The Chair has the same rights as the other Committee members and is counted in determining if a quorum is present, but is not obligated to attend meetings.
- Serve as the Board of Health central point of official communication with the Medical Officer of Health/Executive Officer and counsel the Medical Officer of Health/Executive Officer regarding Board of Health’s expectations and concerns.
- Serve as the Board of Health’s exclusive contact with the media or designate another Board member to do so.
- Serve as a mentor to other Board of Health members and ensure that all Board of Health members contribute fully to the work of the Board of Health.
- Set a high standard for Board of Health conduct and enforce by-laws and policies regarding Board of Health member conduct ([B-G-010](#)).
- Act on non-attendance at Board of Health or Board Committee meetings ([B-G-009](#)).

- Facilitate co-operative relationships and foster a collaborative work environment for Board of Health members and the Medical Officer of Health/Executive Officer.
- Lead in monitoring and evaluating the performance of the Medical Officer of Health/Executive Officer.
- Other duties and powers as are from time to time determined by the Board of Health.

4.3 Duties and Powers of the Vice-Chairperson

The Vice-Chairperson of the Board of Health is elected at the first meeting of the year and has the following prescribed duties and vested powers:

- Work collaboratively with the Board of Health Chairperson and support the Board of Health Chairperson in fulfilling their role.
- Assume the role and duties of the Chairperson in their absence or as requested by the Chairperson.
- Set a high standard for Board of Health conduct and uphold policies and by-laws regarding Board of Health member conduct ([B-G-010](#)).
- Serve as a mentor to other Board of Health members.
- Serve as a member of Committees to which he/she has been assigned.
- Other duties and powers as are from time to time determined by the Board of Health.

5.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

6.0 References

Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) Records Retention and Management – [WI-HU-108](#)
- c) Meeting Proceedings for Board of Health/Committees – [B-G-009](#)
- d) Code of Conduct - [B-G-010](#)

External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)
- c) Robert's Rules of Order (Current Version).

7.0 Summary of Revisions

2019-10-30 – Scheduled review with minor updates to section 1.0 and 3.0, and updated hyperlinks.

8.0 Board Policy Development Details

Author: **Dr. Jim Chirico, Medical Officer of Health/Executive Officer**

Reviewed by: **Dr. Jim Chirico**

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