

Dzil Yijiin Health Council



Health Council By-Laws

Dzil Yijiin Health Council
P.O. Box 10, Pinon AZ 86510
Phone: (928) 725-9700/725-9702

Article I. Name, Purpose, Vision and Mission

Name: The Dzil Yijiin Health Council

Purpose: The Dzil Yijiin Health Council is hereby established for the following purposes:

- ❖ To improve the health status and enhance the quality of life in the 7 local communities of: Hard Rock, Pinon, Forest Lake, Whippoorwill, Black Mesa, Blue Gap/Tachee, and Low Mountain.
- ❖ To work effectively in partnership and collaboration to promote community health awareness.
- ❖ To maximize community resources and reduce the duplication of services.
- ❖ To assess community health and identify priority issues.
- ❖ To develop community health and wellness action plans/strategies/activities.

Vision: To create healthy and safe communities.

Mission: To improve the health status and quality of life in Dzil Yijiin Communities through community based action with: community health assessment, health and wellness planning, comprehensive coalition and resource building.

Article II. Health Council Membership

Section 1. Membership Eligibility: The membership of the Dzil Yijiin Health Council shall be open to all interested community members, local-tribal-state-federal programs, students, religious and charitable organizations, businesses/corporate entities, and other regional groups, agencies, and departments. Membership will be confirmed by a signed membership registration form to be kept on file with the Dzil Yijiin Health Council Coordinator (or acting delegate). The Health Council Coordinator and Officers will review the composition of the membership (annually) and actively recruit, invite participation of new representatives to ensure that membership is inclusive of all eligible sectors of the community - diversity of health council membership shall be maintained. All health council members shall respect and abide by the approved By-laws.

Section 2. Voting: Each member and/or alternate present at a general or special health council meeting shall have one (1) vote. All decisions will be made by consensus and if it becomes impossible to reach a consensus, the issue will be tabled for that meeting and a majority vote of the quorum will decide the issue at the next regularly scheduled meeting.

Section 3. Resignation: Any health council member may resign by written notification to all Dzil Yijiin Health Council Executive Committee Members. Executive Committee Members shall notify members of the health council of any changes in Executive Committee Member positions.

Section 4. *Communication:* Notice of general health council meetings shall be sent out to the members and the Dzil Yijiin Community at least one week prior to the meeting. The health council coordinator will be responsible for posting meeting notices in the Dzil Yijiin communities (Bashas, Post Office, gas stations, Laundromat, schools, Chapter Houses etc.). Public announcements of health council meetings will be made through local media outlets (radio, newspapers, social media, internet) when possible.

Section 5. *Compensation:* All health council members shall serve without compensation. Members representing organizations shall not be required to go on leave status to participate in health council activities.

Article III. Meetings

Section 1. *Regular Meetings:* Regular meetings of the health council shall be held monthly as established by the council majority. All council meetings shall be open to all community members and shall be open to input from the general public.

Section 2. *Quarterly Meeting:* Dzil Yijiin Regional Council Meeting shall be attended by the Dzil Yijiin Health Council Coordinator to represent the council and provide health council progress updates.

Section 3. *Special Meetings:* Special meetings of the members may be called upon with minimum of 1 day advance notice to all members.

Section 4. *Quorum:* A quorum for conducting and transacting official business of the Dzil Yijiin Health Council shall consist of five (5) registered members, one (1) of which shall be an executive committee member. In the event of lacking an official quorum, an informal meeting may take place with no voting privileges.

Article IV. Powers & Duties of Executive Officers

Section 1. *Officers and Terms:* The health council members will elect the officers on an annual basis. The offices shall consist of the Executive Members: President, Vice-President, Secretary, Treasurer, Health Council Coordinator, and Youth/Student Ambassador. The officers shall be elected during the first meeting of the calendar year in January. The officers shall be members of the Health Council who have served at least four months. Officers may serve two consecutive one-year terms and return to membership-at-large for at least one year prior to running for office again. Community Member only Executive Committee Officers shall be registered voters from the 7 local communities of: Hard Rock, Pinon, Forest Lake, Whippoorwill, Black Mesa, Blue Gap/Tachee, and Low Mountain, excluding Youth/Student Ambassador. Youth/Student Ambassador shall be enrolled in school and not under any disciplinary action, in good academic standing with a minimum of a 2.5 GPA.

Section 2. Executive Committee: The Executive Committee shall consist of the following:

- ❖ President – community member only, elected position.
- ❖ Vice-President – community member only, elected position.
- ❖ Secretary/Treasurer – Community member only, elected position.
- ❖ Health Council Coordinator – Tribal, County and Federal Organization Member, Appointed position.
- ❖ Youth/Student Representative – Community member, appointed position.

Section 3: President: The President is the principal executive officer of the health council and shall supervise and direct all business of the health council. Other primary duties include:

- ❖ Preside at all meetings of the health council, executive board, and special meetings of the organization.
- ❖ Appoint sub-committees (as necessary).
- ❖ Appoint interims to fulfill any vacancies with the approval of the executive board.
- ❖ Sign all check request forms (for purchases) that pertain to health council requisitions / purchase orders.
- ❖ President will work directly with the health council, community members, executive committee, chapter officials, health council coordinator, and other related health agencies to improve the health status of the community.
- ❖ In the event of a tie vote, shall cast the deciding vote.

Section 4: Vice-President: The Vice-President shall act for the President in the President's absence and assist the President in the discharge of the President's duties.

Additional responsibilities include:

- ❖ Act as the President in the event the President cannot fulfill his/her duties.
- ❖ Be allowed to vote on all issues related to the health council.
- ❖ Perform all duties as assigned by the President or Executive Committee.

Section 5: Secretary/Treasurer:

- ❖ Take meeting minutes and record attendance. Minutes will be distributed at least one week following the health council meeting. Will furnish minutes to the Health Council Coordinator if Secretary is to be absent from a health council meeting.
- ❖ Monitor all Health Council funding held in direct control by the Dzil Yijiin Health Council. This person shall provide financial reports and statements, and give the Health Council updates as needed.
- ❖ Furnish the Health Council with a quarterly financial report with expenditures, budget balances, and other related activities (fundraisers, grant-writing, etc.) Will furnish reports to the Health Council Coordinator if Secretary is to be absent from a health council meeting.

Section 6: Health Council Coordinator:

- ❖ Inform all Health Council members of upcoming meetings and keep records organized in an orderly manner.
- ❖ Issue and receive correspondence for the Health Council.
- ❖ Coordinate all correspondence and communication with funding agencies (DOH, Navajo Nation CHR, and other related grants).
- ❖ Gather and submit required reports to any and all funding agencies.
- ❖ In the absence of the Secretary/Treasurer, the Health Council Coordinator will take meeting minutes, record attendance, and present reports.

Section 7: Youth/Student Representative(s):

- ❖ At least one student representative from local Middle School and High School will be present for the health council monthly meetings.
- ❖ Student(s) will provide information, as needed, to the Health Council and receive information to pass along to their peers at school.
- ❖ Assist with Health Council events/activities in the community when possible.
- ❖ Students will share unique input, insights and ideas from a youth perspective in all related areas of community health planning and activities.
- ❖ Youth/Student Representative will be supported and chaperoned by parent/guardian or school staff while participating in health council meetings, events, and activities.

Section 8: Removal: Any officer/Executive Committee Member, whether by appointment or elected, who doesn't comply with assigned responsibilities or is found guilty or gross negligence of duty or malfeasance, or absent for 3 consecutive meetings, may be removed from office by a majority vote of the quorum at a regularly scheduled health council meeting. Removed Executive Committee Member shall be notified in writing by the health council President. Executive Committee Members shall notify members of the health council of any changes in Executive Committee Member positions.

Article V. Committees

Section 1. Subcommittees: Special sub-committees may be established with concerns related to children, adolescents, adults, seniors, or subject matter (e.g., diabetes, substance abuse, methamphetamine, domestic violence, emergencies, obesity, etc.). Task forces may also be formed to address short-term objectives within the community.

Article VI. Fiscal Agent / Administration

Section 1. Fiscal Agency: The health council fiscal agent shall be the Dzil Yijiin Executive Committee, should funding be acquired by the Health Council.

Article VII. Parliamentary Authority

Section 1. *Parliamentary Procedure/Authority*: Any questions of procedure not provided for in these By-laws shall be decided by the latest edition of *Robert's Rules of Order*.

Article VIII. By-Law Amendment Procedure

Section 1. Any health council member may propose an amendment to the By-Laws.

Section 2. The By-Laws modifications shall be circulated among the membership at least two weeks before the meeting upon which they will be voted.

Section 3. A majority vote shall constitute an agreement to amend.

Article IX. Adoption of By-Laws

Section 1. These Dzil Yijiin Health Council By-Laws, when ratified by a majority vote of the health council members and if approved, shall be effective from the date of approval.

Section 2. All officers and health council members are hereby required to abide by the provisions of said By-Laws.

Section 3. The attached By-Laws were submitted for ratification to the members of the Dzil Yijiin Health Council in the Dzil Yijiin Region and were duly approved on September 6, 2018, by a majority vote during a regularly scheduled health council meeting.

Motioned by: Dorothy Yazzie, Black Mesa Chapter; Seconded by: Wallace Kee, Blue Gap Chapter. In favor: 5 Oppose: 0 Abstain: 0

Section 4. The attached By-Laws were submitted to the Dzil Yijiin Regional Council for ratification to the members of the community and were duly approved on October 11, 2018, Resolution: DYRC 18-10-006, by a majority vote during a regularly scheduled Dzil Yijiin Regional Meeting.

Motioned by: Bessie Allen, Pinon Chapter; Seconded by: Peter Sage, Whippoorwill Chapter. In favor: 11 Oppose: 0 Abstain: 1