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# **KNOX COUNTY BOARD OF HEALTH RULES**



Revised September 9, 2020

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**RULE I. BOARD OF HEALTH**

**SECTION A CONVENING THE BOARD:**

The Board shall meet in the City-County Building, or by electronic remote means, when and if permitted by law, at least once every three months as determined by the Board. Meetings may be more frequent based on community needs as determined by a majority of the members of the Board. The Board meeting shall begin at 5:00 p.m. In the event a meeting falls on a day on which the offices of Knox County Government are closed due to a holiday, the Chair shall convene the Board on a date and time set by the Chair. In the event of inclement weather, the Board meeting may be postponed at the direction of the Chair.

**SECTION B ORDER OF BUSINESS:**

- I. Call to Order/Roll Call (5:00 p.m.)
  - A. Public Forum (when scheduled)
  - B. Approval of Minutes of Previous Meeting
  - C. Amendments to the Agenda
  - D. Set the Agenda
  - E. Regular reports
  - F. Proposed Board Actions/Regulations
  - G. Other Business
  - H. Adjournment

**SECTION C GAINING THE FLOOR:**

The sponsor of a resolution or discussion item shall be entitled to speak first. The Chair shall recognize each Board member wishing to speak and shall make every effort to recognize Members in the order of their request.

**SECTION D SPEAKING:**

A member recognized by the Chair shall confine his or her remarks to the question under debate. The sponsor of a resolution, regulation, or action may speak as often as the situation requires.

**SECTION E      CONSENT TO YIELD:**

A speaker shall not be interrupted, except for a question. The speaker may decline to yield but shall respond to questions at the end of the presentation.

**SECTION F      POINTS OF ORDER:**

If any member violates the Rules of the Board, the Chair shall call the member to order. A point of order may be raised as provided by Robert's Rules of Order (current edition).

**SECTION G      APPEAL ON RULING:**

Any member may appeal any ruling of the Chair. A majority vote of the members present shall decide the appeal, as provided by Robert's Rules of Order (current edition).

**SECTION H      REFUSAL TO BE IN ORDER:**

If any person refuses to remain orderly, the Chair shall call that person to order. If such person refuses to come to order, the Chair shall have the right to order the person's removal from the meeting. This person may return only after approval of the Chair, or a majority vote of Board members present. This section also applies to members of the general public.

**SECTION I      MOTIONS:**

Motions may be made only by Board members in accordance with the following:

- Debating Motions:** No motion shall be debated until seconded and stated by the Chair.
- Motions in Writing:** When a motion is made and seconded, it shall be reduced to writing if desired by the Chair or any member.
- Motions During Vote:** After the Chair begins a voice or roll call vote, no other motion shall be in order until the result of the vote is declared by the Chair.
- Requiring Roll Call:** Any motion may be put to the Board for a voice vote by the Chair. Upon unanimous consent of the Board, a voice vote may be recorded as a roll call vote. Any member may

demand that a roll call vote be taken. All votes taken while the Board meets electronically or virtually must be taken by roll call.

**Friendly Amendments:** A Friendly Amendment to a motion under debate that is perceived by all parties an enhancement to the original motion is permissible when approved by the Chair and consented to by the movers of the motion.

**Withdrawal of Motions:** A motion that has been seconded may be withdrawn by the maker of the motion. In the event a member objects to the withdrawal, or the person who seconded the motion refuses to withdraw his or her second, then the motion becomes the property of the body and can only be withdrawn by a motion to permit withdrawal which requires a second and a majority vote of the body.

**SECTION K**      **MEMBER MAY CHANGE VOTE:**

Any member may change a vote before the result of a roll call is declared by the Chair. It shall be the duty of the Chair at the end of each roll call to inquire if those who passed or were absent when the roll was called now wish to vote or if a Board member wishes to change a vote. The result shall be declared by the Chair or his/her designee.

**SECTION L**      **RECONSIDERATION OF A MOTION:**

After a question has been put to a vote, any member of the prevailing side may move with another member of the prevailing side to second a reconsideration at any time prior to adjournment. An affirmative majority vote of the members present shall be required for reconsideration in accordance with Robert's Rules of Order (current edition).

**SECTION M**      **ORDINANCES, EMERGENCY ORDINANCES AND RESOLUTIONS:**

I. Generally

- A. The Board of Health shall exercise its authority by resolution or regulation as hereinafter set forth.

- B. In order to become effective, any regulation or resolution shall receive a majority vote of the membership of the Board of Health except the following:
1. Any ordinance proposing an amendment to these Board of Health Rules shall be adopted by a favorable vote of the majority of the membership of the Board.
  2. No Regulation or resolution shall become effective unless the following procedure is followed:
    - (a) Each member of the Board present shall distinctly, audibly or visually cast his/her vote, and the Secretary of the Board shall record, each member's vote as "aye," "nay," or "abstain."
    - (b) At the conclusion of each vote, either the Chair or Secretary of the Board, or his/her designee, shall distinctly and audibly announce the tally of each category of votes cast.
    - (c) No member of the Board shall change his/her vote after the vote is announced unless granted the right to do so by a majority of the membership of the Board at such Board meeting at which the original vote was cast. It shall be the duty of the Chair or Secretary of the Board of Health or his/her designee, at the time of such vote change, to announce distinctly, audibly or visually the caption of the subject legislation as well as the name and manner of vote change of such member of the Commission.
    - (d) Upon the adjournment of each and every meeting of the Board of Health, it shall be the duty of the Secretary of the Board of Health to maintain and preserve, unchanged, as public records available for inspection during reasonable office hours, the voting record for each and every ordinance, emergency ordinance and resolution.
  3. The Secretary of the Board, or his/her designee, may delegate to his/her deputy(ies) any or all duties imposed upon the Secretary of the Board by these Rules; provided, however, nothing in this Paragraph (3) shall be construed to relieve the Secretary of any and all responsibilities imposed upon him/her by these Rules.

## II. Regulations

- A. A regulation shall be considered to be on the agenda of any meeting of the Board of Health only if a copy of such regulation has been made available to each member of the Board and included on the agenda at least forty-eight (48) hours prior to such meeting. Nothing herein shall preclude the Board from altering or amending such proposed regulation at such meeting.

### **SECTION N**      **AGENDA:**

1. Board members who desire matters to be placed on the agenda of the Board meeting shall submit such requests electronically by noon at least two working days before each meeting. Any matter requested to be added to an agenda that meets the deadline shall be placed on that meeting's agenda of a meeting of the Board. The sponsor of any matter may withdraw same without Board approval prior to the final agenda being set.

2. Any request for matters to be placed on the Board agenda after the deadline shall be approved by the Chair of the Board or said request will be considered at the next regular meeting.

3. A copy of the agenda including proposed resolutions, regulations and attachments shall be available to each Member at least forty-eight (48) hours prior to the next Board meeting.

4. If no action is taken on an agenda item not otherwise provided for herein, then that agenda item shall proceed to the next meeting agenda as provided by Robert's Rules of Order (current edition).

### **SECTION O**      **PUBLIC FORUM:**

The Board provides the public the opportunity at Board meetings at least once monthly (or at every meeting of the Board, if the Board meets less frequently than once per month) to address matters relevant to the duties and responsibilities of the Board to the Board. At the regularly scheduled Board meeting in which a Public Forum is scheduled to be held, Public Forum is at the beginning of the Board meeting as shown in Rule I, Section B. Public Forum shall be held on the first meeting of the month. Each person so appearing shall be allowed three (3) minutes unless otherwise provided by the Board. A total of thirty (30) minutes will be allocated for Public

Forum on a first-come, first-serve basis. It is the duty of the Chair to keep track of time for each speaker and inform the speaker when his/her time is up.

Citizens appearing before the Board shall state their name and residential address or business address for the record. Employees of Knox County only need to state their first and last name, title and department name.

**SECTION P      SUSPENDING THE RULES:**

The rules may be suspended at any time by a simple majority of the membership of the Board.

**SECTION Q      AMENDING THE RULES:**

Rules may be amended by Resolution of the Board upon request of a simple majority of the Board members.

**SECTION R      ROBERT'S RULES OF ORDER:**

All matters not covered herein shall be governed by Robert's Rules of Order (current edition).

**SECTION S      MEETINGS:**

1. The Board shall meet quarterly, on the first Wednesday of March, June, September, and December, at 5:00 p.m. in the City-County Building of Knox County, except as altered by subsections (2 or 3) below or as set out in Section A, above.
2. During appropriate times, the Board may meet more frequently than quarterly, as determined at a properly convened meeting of the Board of Health. The Board may also at such meeting determine an alternate time, location, or type (e.g., virtual/electronic) of an upcoming meeting or meetings.
3. Notwithstanding paragraphs 1 or 2 above, the Chair of the Board shall be authorized to call a special session of the Board for emergency purposes when, in the opinion of the Chair of the Board, the public necessities require it. The call shall be made by publication in at least the same manner as regular meetings are publicized, and by personal notification to the members of the Board at least forty-eight (48) hours before the time of the convening of the Board. The notice shall specify the objects and purposes for which such emergency special session is called, and no other business but that embraced in

such notice shall be transacted during such emergency special session. The forty-eight (48) hour notice requirement may be waived in a declared state of emergency or in matters of great public importance where time is of the essence, as determined by the Chair of the Board.

**RULE II            CHAIR**

**SECTION A            CALL TO ORDER:**

The Board meeting shall be called to order by the Chair. In the absence of the Chair, the Board shall be called to order by the Secretary and shall subsequently elect one of its members to preside until the Chair returns.

**SECTION B            THE QUESTION:**

The Chair shall clearly state the question before a vote is taken. A member may ask for clarification of the question before the result of a vote is declared by the Chair.

**SECTION C            DISCRETION TO MOVE ITEMS:**

After the agenda has been set, the Chair may, without objection, move items on the agenda for efficiency. If there is an objection, a vote shall be taken.

**RULE III.            SECRETARY OF THE BOARD**

**SECTION A            MINUTES OF THE BOARD:**

The Secretary of the Board, or designee, shall prepare the minutes of each meeting and distribute them to each Board member no later than the Monday before the following regularly scheduled Board meeting. Minutes of each meeting shall be approved by the Board. Subsequent to the minutes being approved by the Board, the minutes shall be made available on the Knox County Board of Health’s website and provided to the general public upon request.

**SECTION B            ROLL CALL VOTE:**

The Chair shall require the Secretary, or designee, to call the roll and record the vote as deemed necessary by the Chair. Roll call of Board members does not need to be in alphabetical order.



**RULE IV            COUNTY LAW DIRECTOR**

**SECTION A            COUNTY LAW DIRECTOR:**

The County Law Director or his/her designee shall be invited to attend meetings to advise on matters before the Board of Health.

**RULE VI MISCELLANEOUS**

**SECTION A RULES FOR THE NEWS MEDIA:**

All news media shall be eligible to attend, report, or broadcast meetings of the Board subject to the following rules:

1. Personnel and equipment shall not interfere with orderly procedure of the meeting.
2. No equipment shall be placed on the stage in front of the Board members or in such a location as to interfere with the members' view of the speaker's platform.
3. News Media is not entitled to "join" an electronic/virtual meeting as a member or staff participant would. News Media may observe or follow an electronic meeting of the Board in the same manner members of the public do.
4. When a public building or space is utilized for Public Forum, but members are otherwise participating electronically/virtually, News Media may attend the physical location of the Public Forum subject to the reasonable restrictions imposed by the agency which controls such space.

**SECTION B CONFLICT OF THESE RULES WITH LAW:**

If any part of these rules conflict with state or federal law, that part in conflict shall be null and void. The remainder shall remain in full effect.

