

FAYETTE *Press Release*

BOARD OF COMMISSIONERS

ONE UNEXPIRED OPEN POSITION ON THE FAYETTE COUNTY BOARD OF HEALTH

The Fayette County Board of Health partners with the Georgia Department of Public Health and eighteen District Health Directors with shared responsibilities of bringing public health functions to the state. Each partner is charged with responsibilities while cooperating with each other, providing mutual support, maintaining open communications, and showing respect for the unique role that each partner has in serving Georgia's citizens.

Fayette County's Board of Health mirrors the responsibilities that all 159 County Boards of Health in Georgia have in common, namely, to assess local needs, advocate for county public health programs, approve and present the health budget to the county commission, and provide policy guidance to the District Health Director. The Board of Health has seven members who must be at least 21 years old, and each position on the Board of Health has specific requirements that must be met. Each Board member has one vote and no single member of the Board has any more authority than the others. Each Board member is compensated \$25.00 per meeting.

Fayette County would like to inform all interested and qualified Fayette County citizens that one (1) position on its Board of Health is available to be filled. The UNEXPIRED term will begin immediately and expire on December 31, 2027. **Qualified Fayette citizens must be: A consumer representing the needy, underprivileged or elderly in the community.**

Applications can be obtained by visiting www.fayettecountyga.gov. All applications must be returned to Tameca Smith, County Clerk at tsmith@fayettecountyga.gov or at 140 Stonewall Avenue West, Suite 100, Fayetteville, Georgia **no later than 5:00 p.m. on Friday, October 3, 2025.**

Contact: Tameca P. Smith, County Clerk
Office: (770) 305-5103



APPLICATION FOR APPOINTMENT Fayette County Board of Health

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Please take a few minutes to complete the application and return it with a resume, if available, to Tameca Smith, County Clerk, at tsmith@fayettecountyga.gov or 140 Stonewall Avenue, West, Suite 100, Fayetteville, GA 30214 **no later than 5:00 p.m. on Friday, October 3, 2025.**

If you have any questions, please call (770) 305-5103.

NOTE: Information provided on this form is subject to disclosure as a public record under Georgia Open Records Law.

NAME _____

ADDRESS _____ (city) _____

TELEPHONE (cell) _____ (home) _____

EMAIL _____

Signature

Date



APPLICATION FOR APPOINTMENT Fayette County Board of Health

1. How long have you been a resident of Fayette County?
2. Why are you interested in serving on the Fayette County Board of Health?
3. What qualifications and experience do you possess for appointment to the Board of Health?
4. List your recent employment experiences to include name of company and position.
5. Do you have any past experience relating to the Board of Health? If so, please describe.
6. Are you currently serving on a commission/board/authority or in an elected capacity with any government?
7. Have you attended any Board of Health meetings in the past two years and, if so, how many?
8. Are you willing to attend seminars or continuing education classes at county expense?
9. What is your vision of the county's future related to the duties of the Board of Health?
10. Would there be any possible conflict of interest between your employment or your family and you serving on the Board of Health?
11. Are you in any way related to a County Elected Official or County employee? If so, please describe.



APPLICATION FOR APPOINTMENT
Fayette County Board of Health

12. Describe your current community involvement.
13. Have you been provided a copy of the county's Ethics Ordinance?
14. Is there any reason you would not be able to comply with the Ethics Ordinance?

COUNTY OF FAYETTE

STATE OF GEORGIA

ORDINANCE NO.

2016- 04

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY, GEORGIA; TO REWRITE THE CODE OF ETHICS FOR FAYETTE COUNTY, GEORGIA; TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY, GEORGIA, AND IT IS HEREBY ENACTED PURSUANT TO THE AUTHORITY OF THE SAME THAT DIVISION 3 OF ARTICLE IV OF CHAPTER 2 OF THE CODE OF FAYETTE COUNTY GEORGIA BE DELETED IN ITS ENTIRETY AND REPLACED WITH A NEW DIVISION 3 OF ARTICLE IV OF CHAPTER 2 OF THE CODE OF FAYETTE COUNTY, GEORGIA TO READ AS FOLLOWS:

SECTION 1. By deleting Sections 2-200 through 2-208 which comprise the Code of Ethics in their entirety and by enacting the following Code of Ethics to be numbered and to read as follows:

Sec. 2-200. Purpose.

The purpose of this Code of Ethics is to:

(a) Encourage high ethical standards in conduct by Fayette County officials ("County Officials");

(b) Establish guidelines for ethical standards of conduct for all County Officials by setting forth those acts or actions that are incompatible with the best interests of Fayette County (the “County”);

(c) Maintain public trust through transparency by requiring disclosure by County Officials of private financial or other interests in matters affecting the County or in matters that affect their ability to act in the best interests of the County; and

(d) Serve as a basis for disciplining those who do not comply with its terms.

Sec. 2-201. Scope.

The provisions of this Code of Ethics shall be applicable to all County Officials. Further, the County Purchasing Director shall develop procedures for individuals, corporations and other entities seeking to do business with the County to disclose financial, familial or other relationships with any person who comes within the scope of this Code of Ethics and who is also required to disclose such relationships. Such disclosures must be made prior to presenting a recommendation of award to the Fayette County Board of Commissioners (the “Board of Commissioners”) or, if Board of Commissioners approval is not required, prior to execution of a contract in excess of \$10,000. The obligation for an individual, corporation or other entity seeking to do business with the County to disclose the aforementioned relationships is ongoing and shall be enforced as a prerequisite to any action by a County Official or other person covered by this Code of Ethics to renew, extend or otherwise modify a contract after award.

Sec. 2-202. Definitions.

The following words and phrases as used in this Code of Ethics shall, unless the context clearly indicates otherwise, have the meanings as follows:

- (a) *County* means Fayette County, Georgia.
- (b) *County Administrator* means the individual who serves as County Administrator of Fayette County.
- (c) *County Official* includes County employees, members of the Board of Commissioners, the County Administrator, the County Clerk and the County Attorney. County Official also includes all individuals appointed by the County Administrator and the Board of Commissioners to County authorities, commissions, committees, boards, task forces, or other bodies.
- (d) *Gift* means the transfer of anything of economic value, regardless of form, without adequate and lawful consideration. “Gift” also means a subscription, membership, loan, forgiveness of debt, advance or deposit of money or anything of value, conveyed or transferred.
- (e) *Ethics*: the discipline dealing with what is good and bad and with moral duty and obligation – Merriam Webster
- (f) *Immediate family* means the spouse, mother, father, grandparent, brother, sister, son or daughter of any County Official related by blood, adoption or marriage. The relationship by marriage shall include in-laws.
- (g) *Person* means an individual, a business entity, or other similar type organization.

Sec. 2-203. Prohibitions.

- (a) No County Official shall use or secure confidential information for any purpose other than his/her official duties.
- (b) No County Official may participate or vote on any matter before the Board of Commissioners or other County body where such County Official has a substantial interest in the

outcome of such matter. For purposes of this Code of Ethics, a substantial interest is found where the County Official receives a pecuniary interest due to the outcome of the vote.

(c) No County Official shall act as an agent or attorney for another in any matter before the Board of Commissioners or other County body.

(d) No County Official shall enter into any contract with the County except as authorized by state law.

(e) No County Official shall solicit or accept other employment to be performed, or compensation to be received, while still a County Official if the employment or compensation could reasonably be expected to impair such County Official's judgment or performance of County duties.

(f) No County Official shall disseminate confidential information to someone other than another County Official, unless otherwise authorized by law.

(g) No County Official shall solicit or accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person for himself/herself, or any member of his/her immediate family, under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the County Official's duties.

Sec. 2-204. Conflict of Interest.

(a) No County Official may participate in a vote or decision on a matter affecting an immediate family member or any person, entity, or property in which the County Official has a substantial interest.

(b) A County Official who has a relationship with any entity which receives funding from the County shall disclose such relationship prior to participating in any action for such funding.

(c) A County Official shall never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration.

(d) No County Official shall engage in any business with the County, or allow any member of his/her immediate family to engage in any business with the County which is inconsistent with the conscientious performance of his/her governmental duties.

(e) Notwithstanding anything contained herein to the contrary, a County Official shall disclose, prior to discussing or taking any action on any matter involving the donor, any gift or campaign contribution (cash or in kind) received by him/her, or any member of his/her immediate family, greater than \$100.00. Receipt of gifts and campaign contributions within the current election cycle valued at \$250.00 or more by a County Official, or member of his/her immediate family, will prohibit the County Official from participating or taking action on any matter involving the donor.

Sec. 2-205. Enforcement and administration.

(a) All allegations of violations of the Code of Ethics must be filed with the County Clerk, in writing, signed by the complainant, no later than 45 days after the alleged act occurred unless the complainant, by exercising reasonable diligence, failed to discover the alleged violation of the Code of Ethics within such 45-day period. In such case, a complainant must file an Ethics Complaint with the County Clerk no later than 45 days after the complainant discovered the alleged violation.

(b) In no event shall an Ethics Complaint be filed with the County Clerk more than six (6) months from the date of the alleged violation of the Code of Ethics.

(c) The complainant may withdraw the Ethics Complaint at any time in writing.

(d) Within 30 days of receipt of an Ethics Complaint the Board of Commissioners will review the Ethics Complaint to determine whether same is on its face unjustified, frivolous, patently unfounded or fails to state facts sufficient to invoke disciplinary jurisdiction. A majority of the full Board of Commissioners must agree that a sufficient basis has been given to warrant a public hearing. Certain violations alleged against County Officials who are employees may be referred through the proper channels consistent with the Employee Handbook's disciplinary procedures. A majority of the full Board of Commissioners shall make the determination of whether or not a review board should be impaneled.

(e) If a complaint is received by the Clerk which alleges a violation of the Code of Ethics by a member of the Board of Commissioners, a determination of sufficiency of the complaint will not be forwarded to the Board of Commissioners. The County Attorney of any county within the Griffin Judicial Circuit, or any circuit abutting the Griffin Judicial Circuit, other than the County Attorney for Fayette County, shall make the determination of whether or not a review board should be impaneled.

(f) If a review board is needed, three (3) county attorneys, other than the County Attorney for Fayette County, within reasonably close geographic proximity of the County will be requested to conduct a public hearing based upon the complaint. A majority vote based upon clear and convincing evidence will determine the existence of the violation or lack thereof. Should the review board find a violation has occurred, the review board will assess the commensurate penalty for the violation. A written decision shall be issued within 15 days of the conclusion of the public hearing. County Officials are subject to the following penalties and action for violations of the Code of Ethics:

- (1) Written reprimand or public censure;

- (2) Recovery of value transferred from or received by the County;
- (3) Cancellation of the contract or rejection of the bid or offer;
- (4) A monetary fine not to exceed \$1,000.00; and
- (5) Demotion or termination.

(g) Any County Official adversely affected by any final decision of the Board of Ethics may appeal as provided in this subsection.

(h) An appeal by certiorari may be commenced in the Superior Court of Fayette County within 30 days after the decision becomes final.

Secs. 2-206 – 2-220. Reserved.

SECTION 2. This ordinance shall become effective immediately upon its adoption by the Fayette County Board of Commissioners.

SECTION 3. All other ordinances or parts of ordinances which are in conflict with this ordinance are hereby repealed.

SECTION 4. In the event any section, subsection, sentence, clause or phrase of this ordinance shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect other sections, subsections, sentences, clauses or phrases of this ordinance, which shall remain in full force and effect as if the section, subsection, sentence, clause or phrase so declared or adjudged invalid or unconstitutional were not a part thereof. The Board of Commissioners hereby declares that it would have passed the remaining parts of this ordinance if it had known that such part or parts hereof would be declared or adjudged invalid or unconstitutional.

SO ORDAINED this 25th day of February, 2016.

BOARD OF COMMISSIONERS OF
FAYETTE COUNTY, GEORGIA

(SEAL)



ATTEST:

By:

Charles W. Oddo
CHARLES W. ODDO

Floyd L. Jones
Floyd L. Jones, County Clerk

Approved as to form:

[Signature]
County Attorney



District 4 Public Health
Fayette County Health Department

Kathleen Toomey, MD, MPH, Commissioner | Brian Kemp, Governor

Beverley Townsend, MD, MBA, FAAFP
Interim District Health Director



Fayette County Health Department

140 Stonewall Ave. W., Ste. 107, Fayetteville, GA 30214

Phone: (770) 305-5416 • Fax: (770) 305-5422

www.district4health.org

BY-LAWS OF THE FAYETTE COUNTY BOARD OF HEALTH

ARTICLE I

NAME: This Board is a creation of Chapter 31-3 of the Official Code of Georgia, which establishes a county board of health in each and every county of the state. This board shall be known as Fayette County Board of Health.

ARTICLE II

FUNCTIONS AND POWERS: The functions and powers of the Fayette County Board of Health are those given it by Sections 31-3-4 and 31-3-5 of the Official Code of Georgia.

ARTICLE III

MEMBERSHIP: This Board of Health shall be composed of seven (7) members as provided in Section 31-3-2 of the Official Code of Georgia. Composition of the Board, appointments, terms of members, notification of vacancies, appointment, and qualification of members to fill vacancies shall all be according to said Code Section and these By-Laws. Compensation for members' attendance at meetings is in accordance with Section 31-3-8 of the Official Code of Georgia.

ARTICLE IV

TITLES OF OFFICERS: The officers of the Fayette County Board of Health shall be the Chair and the Vice-Chair.

ELECTION OF OFFICERS: Officers shall be elected every year or until the term of the position that entitles said member to hold a seat on this Board has expired. The election of officers shall occur at the first regular meeting held after January 1st.

DUTIES OF THE OFFICERS: The Chair shall call to order and preside at all meetings of the Fayette County Board of Health and shall be a member ex-officio of any or all committees of the Board which might be appointed. The Vice-Chair, in the absence of the Chair, shall assume all duties of the Chair and have the authority invested in the Chair by the Fayette County Board of Health.

ARTICLE V

CHIEF EXECUTIVE OFFICER: The District Health Director of Public Health District 4 shall serve as the Chief Executive Officer of the Fayette County Board of Health as provided in Sections 31-3-12 and 31-3-15 of the Official Code of Georgia.

FUNCTIONS AND POWERS: The District Health Director, as Chief Executive Officer of the Fayette County Board of Health, shall in the name of said Board of Health perform the functions and exercise the powers set forth in Chapter 31-3 of the Official Code of Georgia, except the power to adopt By-Laws and adopt rules.

ARTICLE VI

REGULAR MEETINGS: Regular meetings shall be held at least quarterly. An authorized representative of the Georgia Department of Public Health or the District Health Director or designee shall be in attendance at all regularly scheduled Board of Health meetings. The District Health Director or designee will be considered present when in attendance by remote communications. In the absence of the Chair and Vice-Chair, the District Health Director or another member of the board may be elected Chair pro tem by a majority vote to hold office through the adjournment of the meetings. Meetings are held on the second Tuesday every other month beginning in January.

SPECIAL MEETINGS: Special meetings of the Board may be called at any time by the Chair, or at the request of an authorized representative of the Georgia Department of Public Health or the District Health Director or any four members of the Fayette County Board of Health. No business shall be transacted at any special meeting except that stated in the notice calling the meeting. In the absence of the Chair and Vice-Chair, the District Health Director or another member of the board may be elected Chair pro tem by a majority vote to hold office thru the adjournment of those meetings. Notice of any special meeting shall be made at least five (5) days before the time set for the meeting; provided, however, that a meeting called to respond to a public health emergency may be held as soon as a quorum of the members is assembled.

QUORUM: A majority of the members of the Board shall constitute a quorum for the conduct of business. An action of the Board shall be effective if a majority of the quorum consents. Members whose position is vacant due to death, resignation, or failure to appoint will not count for purpose of determining a quorum for that meeting.

ATTENDANCE REQUIREMENTS: Members to remain in good standing must maintain a record of attendance missing no more than three consecutive meetings for any reason other than death or illness in family, illness in self, or work-related emergencies. As of July 1, 2021, the pandemic state of emergency declared by Governor Kemp and authorizing the use of teleconference and "zoom" meetings to satisfy the demands of the Open Meetings Act expired. The Official Georgia Code § 50-14-1(g) authorizes the use of teleconference or "Zoom" meetings by only certain members, in limited circumstances, and in limited capacity. A quorum of the governing body must be physically present at all meetings AND notice must be satisfied to constitute a meeting. Then, a member is not required to be physically present at the meeting if he/she is qualified but may only "participate" in the meeting. To be qualified to participate via teleconference, a member must fall into one of the below categories.

1. The member is medically incapable of appearing in person or is outside the jurisdiction, however, this is permitted only twice a year; OR

2. The member cannot be present for medical reasons and has obtained the written opinion of a physician stating that for reasons of health the member's physical presence at the meeting is not possible.

If a member falls into one of these categories, he/she can participate in a meeting via teleconference. If joining a meeting via teleconference, through the authority granted under the Open Records Meeting then, that member is limited to only participation in the meeting, he or she cannot vote on any matter before the Authority

If a member is absent due to military service, that member is authorized to not only participate in a teleconference or zoom meeting but also to make decisions. This is among the Rights of Public Officials in office during military service that is recognized by the Georgia Legislature.

After July 1, 2021 meetings of government agencies/bodies will need to be conducted without the aid of teleconference/Zoom. Additionally, members will need to be present to vote on the matters before them, unless the absence is due to military service.

Should the attendance requirement not be met by any member, the appropriate officer of the board (Chair, Vice Chair, or CEO) may contact the member to determine if a conflict exists and may seek an explanation from the member which will be reported to the Board for consideration. In the absence of a valid reason for consecutive absences, as outlined above, and/or should a conflict exist, the Board Member in question may resign, or the Board may terminate said member's membership on the Board by a majority vote of a quorum of the Board at any regular or called meeting.

AMENDMENTS: The By-Laws may be amended after notice at any regular meeting of the Board. Amendments so made shall be effective when approved by the Board.

RULES OF PROCEDURES: The Rules of Procedure attached to these Bylaws as Exhibit "A" shall be applicable to the meetings of the Board.

ADOPTION: These By-Laws shall be adopted at any regular meeting of the Board and shall replace any previous By-Laws. They shall become effective when approved by the Board.

ADOPTED BY THE FAYETTE COUNTY BOARD OF HEALTH

5-10-22
Date

[Signature]
Chair, Fayette County Board of Health

[Signature]
District Health Director

EXHIBIT "A"

RULES OF PROCEDURE

Open meetings.

All meetings of the Board of Health shall be held in accordance with the provisions of O.C.G.A. title 50, chapter 14 (O.C.G.A. § 50-14-1 et seq.) the "Open Meetings Law." The public shall at all times be afforded access to all meetings other than executive sessions.

Executive sessions.

Closed meetings- In accordance with state law, the Board may close a portion of a meeting to the public to discuss certain topics that are exempted from the Open Meetings Law. Such meeting shall be referred to as an executive session. Any portion of the meeting not subject to any exemptions authorized by law shall be open to the public.

Visual and sound recordings.

Visual, sound, and visual and sound recordings shall be permitted for all open meetings.

Quorum.

(a) A quorum of the members of the Board of Health must be present for conducting meetings of the Board. A majority of the Board shall constitute a quorum. An action of the Board shall be effective if a majority of the quorum consents

(b) Any Board member may raise a point of order directed to the chair if he/she believes that a quorum is not present. If, during the course of a meeting, a Board member or more than one Board member leaves and a quorum no longer exists, the meeting may not continue.

(c) The chair shall be entitled to the same voting rights as other members of the Board on questions considered by the Board.

Chair.

(a) The chair shall be appointed at the first meeting of each year. The Board attorney shall call the first meeting to order and call for nominations for the chair as the first order of business. After receiving nominations, the Board attorney shall ask for a motion to appoint the chair. The motion to appoint the chair requires a second prior to a vote. If a motion to appoint the chair fails, the Board attorney shall call for additional motions until a chair is selected.

(b) The chair, as presiding officer, is responsible for the orderly conduct of the meeting. In order to fulfill this duty, the chair shall enforce the rules of procedure that are adopted by the Board of Health. The chair shall be impartial and conduct the meetings in a fair manner. The chair may introduce motions or second motions.

Vice-chair.

The Board shall select a vice-chair from the Board members at the beginning of each calendar year. The vice-chair shall fulfill the duties of the chair if the chair is not in attendance. The motion to appoint the vice-chair requires a second prior to a vote.

Presiding officer

If the chair and the vice-chair are absent or otherwise unable to serve as presiding officer at a meeting and a quorum of Board members is present, the remaining Board members shall select a member to serve as presiding officer of the meeting until either the chair or vice-chair is present at the meeting.

Parliamentarian.

The Board attorney shall serve as the parliamentarian for Board meetings.

Rules of order.

(a) *Call to order-* If, at the time of a meeting, the chair determines that all Board members have been notified or an attempt has been made to notify all Board members and that a quorum of Board members is present, he shall have the authority to call the meeting to order. The call to order shall not require any preceding action but may be issued solely by the authority of the chair.

(b) *Motions: general requirement-* The Board of Health can take action only when a motion to take such action is made and passed by the Board.

(1) Procedure

a. Before a motion can be discussed or voted upon by the Board of Health, it must be presented to the Board by a member of the Board. The presentment is made by merely stating the motion.

b. Immediately after the motion is presented to the Board, the chair shall ask for a Board member to second the motion. If the motion is not seconded, it shall fail for lack of a second and cannot be remade until the next meeting of the Board, except as otherwise provided herein.

c. If the motion is seconded, the chair shall immediately ask for discussion of the motion. Discussion of the motion shall be limited to the Board of Health and shall relate solely to the motion at hand; however, any Board member may question a member of the audience or staff provided such question shall pertain strictly to the motion at hand.

d. Upon the conclusion of discussion, the chair shall cause the motion to be restated and shall then call the question.

(2) Amendment

a. An amendment may be suggested by any member of the Board. The amendment shall be suggested only during the discussion of the original motion.

b. A motion can be amended only with the consent of the Board member making the motion. If the Board member who seconded the original motion disagrees with the amendment, he/she shall be allowed to withdraw his/her second. When a second is withdrawn, the chair shall immediately request a new second to the amended motion.

c. After a motion is amended and seconded, the chair shall call for discussion and proceed with the consideration of the motion in the manner provided above.

(3) *Withdrawal*

a. Any motion may be withdrawn at the discretion of the Board member making the motion.

b. Motions may be withdrawn at any time prior to but not during nor after the restating of the motion by the chair.

(4) *Tabling*

a. During the discussion of a motion, the motion may be tabled for further discussion by the Board upon the motion of any Board member other than the Board member who made the original motion.

b. The motion to table shall specify the time and place for the continued discussion.

c. Discussion of the original motion shall immediately cease when a motion to table is made.

d. A motion to table shall not require a second but shall require discussion, restating the motion and a call of the question.

(5) *Reconsideration*

a. A motion, which has been passed or defeated, or which fails for lack of a second, may be reconsidered by the Board of Health during the same meeting provided the Board passes a motion for reconsideration. Otherwise, the original motion may not be presented to the Board again until its next meeting.

b. A motion for reconsideration can only be made by a Board member who voted against the original motion, if defeated, or in favor of the original motion, if passed. Otherwise, any Board member may make a motion for reconsideration.

(6) *Vote*

a. A Board member in favor of a motion shall say “aye” while holding up his/her right hand.

b. A Board member against a motion shall say “nay” while holding up his/her right hand.

c. A Board member present but refusing to vote shall be recorded as abstaining.

d. A unanimous passing vote shall mean a vote in which all members of the Board of Health present vote in favor of the motion.

(c) *Ordinances* The passage of all ordinances must be accomplished by motion.

(d) *Special motions* Call the question.

(1) During the discussion of any motion, any Board member may move to call the question in order to end discussion and have the vote on the pending motion.

(2) When a Board member has moved to call the question, discussion of the original motion shall cease, and the chair shall immediately restate the motion and then proceed with a vote on whether to call the question. A second of a motion to call the question shall not be necessary.

(3) If the vote is in favor of the motion to call the question, the chair shall immediately call the question on the original motion.

(4) If the vote is against the motion to call the question, discussion of the original motion shall continue.

(e) *Point of order*

(1) Whenever a Board member has a question as to the procedure being followed by the chair, he/she may raise a point of order. A point of order requires no second.

(2) Upon the raising of a point of order, the chair shall stop the meeting and the Board member shall state his/her question. The meeting shall continue after a determination of the question has been rendered by a majority vote of the members in attendance at the meeting.

(f) *Out of order*

(1) The chair shall have the authority to cite any individual out of order when that individual, in the opinion of the chair, violates these rules of procedure.

(2) No other action shall be required in citing an individual out of order.

(3) When an individual has been cited as out of order, the chair shall state the reasons therefor and shall give the individual directions regarding compliance with these rules.

(4) If a Board member believes that the chair has inappropriately cited an individual as out of order, the Board member may raise a point of order.

(g) *Adjournment*

(1) Adjournment of the meeting must be by motion.

(2) A motion to adjourn does not require a second but does require discussion.

(3) When a motion to adjourn is passed, the Board of Health can no longer act until another meeting is called to order.

(h) *Public discussion*

(1) Whenever public discussion of a matter before the Board of Health is allowed, any member of the public shall have the right to discuss the matter at hand prior to the presentment of the motion.

(2) All discussion shall relate solely to the matter at hand.

(i) *Vice-chair references* All references in this division to the chair shall also include the vice-chair when the vice-chair is conducting the meeting.

(j) *Action chart.* Actions shall be taken on motions as follows:

<i>Type</i>	<i>Second</i>	<i>Discussion</i>	<i>Vote</i>	<i>Priority</i>
Regular motion	x	x	x	None
Amendment	x	x	x	None
W/draw motion	None	None	None	x
Table	None	x	x	x
Reconsideration	x	x	x	x
Call the question	None	None	x	x
Point of order	None	x	None	x
Out of order	None	x	None	x
Adjournment	None	x	x	None

Suspending the rules of order.

Rules of order (section 2-56) may be suspended in the case of an emergency. A motion to suspend the rules requires a second, is debatable, and requires three votes of the Board. Rules governing quorums, voting methods and requirements, notification to Board members of meetings and rules necessary for compliance with state law may not be suspended; provided, however, that, in the event that a state of emergency is declared by the governor or other authorized state official, the Board may waive time-consuming procedures and formalities imposed by state law.

Regular meetings.

The Board of Health shall establish a schedule for regular meetings at its first meeting of each year. The schedule shall state the time and place for each meeting. A notice containing the foregoing information shall be posted and maintained in a conspicuous place available to the general public at the regular meeting place of the Board.

Meetings other than regular meetings.

(a) The Board may meet at times and locations other than those regularly scheduled meetings.

(b) Special meetings and rescheduled regular meetings. A regular meeting may be canceled, rescheduled or moved to a new location within the county by the chair for any reason. Other special meetings may be scheduled by the chair or at the request of at least Board members.

(c) Meetings with less than 24 hours-notice. When emergency circumstances occur, the Board may hold a meeting with less than 24 hours-notice to the public in accordance with state law.

(d) Meetings during a state of emergency. When it is imprudent, inexpedient, or impossible to hold Board meetings at the regular meeting place due to emergency or disaster resulting from manmade or natural causes, as declared by the governor or other authorized state official, the Board may meet anywhere within or outside of the county. Such a meeting may be called by the chair or by any two Board members.

Agenda.

The agenda shall be prepared in accordance with the Board policy.

Decorum.

The chair shall enforce the rules of decorum. The purpose of meetings of the Board of Health is to conduct the Board's business. Meetings shall be conducted in an orderly and respectful fashion.

- (1) Conduct of members of the Board of Health.
 - a. Board Members should arrive on time for a meeting and be prepared.
 - b. Board Members should attend the entire meeting.
 - c. Cell phones or other communications devices shall be turned off or in silent mode.
 - d. Board Members should not take phone calls or check emails, social networking sites, chat rooms or other internet sites during a meeting.
 - e. Board Members shall conduct themselves in a professional and respectful manner.
 - f. Board Members desiring to speak must first be recognized by the chair.
 - g. Board Members may only address the motion that is being discussed.
 - h. Board Members shall direct their remarks to the chair and not to individual Board Members, staff, or citizens in attendance.
 - i. Only one Board Member at a time is permitted to speak. Board Members shall not interrupt any other person who has the floor.
 - j. Personal attacks and inappropriate remarks shall be ruled out of order by the chair. Board Members may not use meetings to make derogatory comments about particular employees or to air their personal grievances with other Board Members.
 - k. There shall be no use of profanity during the meeting.
 - l. Remarks may not address the character of the person involved.
 - m. Board Members shall not confront other Board members, department heads, employees or other officials in an accusatory manner.
 - n. Board Members may raise a point of order if a rule is believed to have been broken. Board Members violating any rule of the Board may be ruled out of order by the chair or on a point of order made by a Board Member other than the chair. Any point of order raised by a Board Member other than the chair shall be ruled on by a majority vote of the Board .
 - o. While Board Members may not agree with all decisions of the Board, all Board Members shall recognize the validity of any lawful action approved by the Board. Board Members shall not refuse to sign any ordinance, resolution, contract or other document because he/she did not vote for the action taken.

- p. Board Members should keep an open mind on all issues coming before the Board.

(2) Conduct of the chair or presiding officer. In addition to rules of decorum applicable to Board Members generally, the following rules shall apply to the chair or presiding officer:

- a. The chair or presiding officer shall recognize any Board Member who has the right to speak.
- b. The chair or presiding officer shall rule out of order any discussion on topics other than the motion being discussed.
- c. The chair or presiding officer shall only permit one Board Member at a time to speak.
- d. Personal attacks, breaches of the rules of decorum and inappropriate remarks shall be ruled out of order by the vice-chair or other Board Member.
- e. The chair or presiding officer shall not confront other Board members, department heads, employees or other officials in an accusatory manner.
- f. While the chair or presiding officer may not agree with all the decisions of the Board, he/she shall recognize the validity of any action approved by the Board.
- g. The chair or presiding officer shall not refuse to sign any ordinance, resolution, contract or other document because he/she did not vote for the action taken.
- h. The chair or presiding officer shall keep an open mind on all issues coming before the Board.

(3) Conduct of members of the public in meetings generally.

- a. All cell phones and other communication devices shall be turned off or in silent mode; provided, however, that a cell phone or device may be used to make a video or audio recording of the meeting.
- b. All meeting attendees must be silent during the meeting while business is conducted.
- c. Anyone wishing to speak must first be recognized by the chair.
- d. All comments must be directed to the chair and not to individual Board Members, staff and others.
- e. All meeting attendees must conduct themselves in a respectful manner.
- f. Personal attacks and derogatory or inappropriate remarks are not permitted.

Abstentions.

A Board Member shall vote on all motions unless he/she has a conflict of interest preventing him/her from making a decision in a fair and legal manner. If a conflict of interest does exist, the Board Member shall explain for the record his/her decision to abstain on any vote.

Public participation.

Public participation in meetings of the Board of Health shall be permitted in accordance with the provisions of this section.

(1) *Public hearings.* Advertised hearings on zoning matters, including zoning map and ordinance text amendments, shall be governed in accordance with the zoning policies and procedures adopted by the Board of Health and by state law. However, if an individual wishes to oppose a rezoning action and has contributed more than \$250.00 to the campaign of a Board Member within two years immediately preceding the filing of the rezoning action being opposed, the individual shall also file a campaign disclosure form as required by O.C.G.A. § 36-67A-3 at least five calendar days prior to the first hearing by the Board of Health.

(2) *Public comment-* All members of the public wishing to address the Board under the public comment portion of the agenda shall submit their name to the Board clerk.

(3) *Decorum-* Members of the public are expected to comply with the rules of decorum established in this article. Individuals violating any rules of the Board may be ruled out of order by the chair or on a point of order made by a Board Member other than the chair. Any point of order raised by a Board Member other than the chair shall be ruled on by a majority vote of the Board. An individual violating the rules of decorum may be removed from the meeting at the direction of the chair.

Maintenance of minutes and other documents.

Minutes shall be maintained by the Board. Copies of contracts, maps or similar documents related to actions by the Board during a meeting may be included in or attached to the minutes or incorporated by reference to an alternative location.

Committees.

The chair, with the concurrence of the Board, may create committees of members of the Board to study an issue before the Board. Any such committees may make recommendations to the Board of Health, but no committee shall be empowered to make any final decision on any matter before it for consideration. In addition to Board members, committees may include other Board officials, staff or citizens at large. Whenever a committee is created, its duties, any limitation on the scope of its duties, and the times, places, and periods of time for which the committee may operate shall be determined by the chair with the concurrence of the Board.