



Serving the City of Knoxville, Knox County, and the Town of Farragut

## **BYLAWS**

(05.08.25)

These bylaws establish the policies and procedures governing the Community Health Council (referred to as CHC in this document). The CHC is a community-run, volunteer-based organization dedicated to promoting community health. These bylaws outline the structure, responsibilities and operational guidelines necessary for effective governance and decision-making within the Council.

### **Article 1. Name**

The name of the organization shall be the Community Health Council, also referred to in this document as the CHC. The CHC shall serve the City of Knoxville, Knox County, and the Town of Farragut.

### **Article 2. Mission, Vision & Values**

**Mission:** To collaboratively improve the health and well-being of Knox County's residents by assessing the health needs, develop actionable plans, and fostering partnerships with community partners to create a robust public health system.

**Section 1.** Support and steer Knox County's Community Health Improvement Plan with facilitation and support from the Knox County Health Department.

**Section 2.** Promote health-related goals and objectives in Knox County through the Community Health Improvement Plan.

**Section 3.** Communicate Community Health Assessments data and Community Health Improvement Plan with community health partners, the public, and local public health agencies and organizations.

**Section 4.** Serve as a platform for dialogue and coordination among community partners and members to enhance the health outcomes of those living in Knox County.

**Section 5.** Act as an advisory body to elected and appointed officials on matters related to health.

**Values:**

**Collaboration:** We believe in the strength of partnership among community members, community partners, and local government to drive impactful health improvements.

**Equity:** We strive to ensure that all the residents of Knox County have equitable access to health services and resources.

**Transparency:** We commit to open communication and build trust among our members, partners, and community by basing our work in evidence and data.

**Innovation:** We embrace creative solutions and sustainable changes to effectively address evolving health issues.

**Vision:** To cultivate a healthier Knox County where all residents thrive, and where community needs are met through collaboration, innovation and a shared commitment to health equity.

**Article 3. Organizational Structure**

The CHC will consist of no fewer than thirteen members and no more than twenty-one members.

**Section 1.** A total of six (6) members will be appointed, with one from each of the following entities:

- Knoxville City Mayor
- Knox County Mayor
- Knoxville City Council
- Knox County Commission
- Town of Farragut Mayor
- Town of Farragut Board of Alderman

**Section 1.1.** Tenure of service for appointed members will last three (3) years, starting from the date of their appointment. If an appointing authority has not designated a member by April 1 of the year their term ends, the member whose term has expired will continue to serve until a successor is appointed.

**Section 1.2.** No person shall serve more than three (3) consecutive terms as a member, equaling three (3) years. Exceptions may be made upon the majority vote of the CHC.

**Section 2.** The Director of the Knox County Health Department or their appointed designee will hold a seat on the CHC.

**Section 3.** All Council members serve on a volunteer basis and do not receive compensation from CHC.

## **Section 4. Application for Membership (non-appointed)**

**Section 4.1.** Members who seek membership to the CHC shall be confirmed to CHC upon a majority affirming vote by CHC members.

The CHC shall consider the diversity of Knox County in selecting recommended candidates, ensuring a broad representation.

Considerations include, but are not limited to:

- Geographic Representation
- Business
- Non-Profit
- Government
- Grassroot Community Interests
- Socioeconomic Diversity
- Race
- Ethnicity
- Disability
- Gender
- Sexual Orientation

**Section 4.2. Application Process.** To apply for membership, candidates must submit a completed application, along with a resume and a letter of interest, to the CHC facilitator at the Knox County Health Department. The application form is available in the Appendix.

- **4.2.1** - All potential members must meet the following requirements before being eligible for consideration for membership. Meeting these requirements demonstrate engagement and commitment to the Council's work before a membership decision is made.
  - Attend three (3) consecutive Council meetings
  - Attend three (3) consecutive Subcommittee(s) meetings of choice.

**Section 4.3. Length of Term.** A term is defined as one (1) year. Members are expected to serve a total of three (3) consecutive terms, equaling three (3) years. Upon completing their three-year term, members must be re-elected through a formal voting process.

## **Section 5. Estimated Time Commitment**

- **Community Health Council Meetings:** Up to twelve (12) hours per year for meeting participation.
- **Subcommittee Meetings** Up to twelve (12) hours per year for subcommittee meetings.
- **Additional Time:** Members might be asked to dedicate additional hours to special projects or other subcommittee obligations as needed.

In the event of an appointed member's inability to serve or resignation, the Chair of the CHC, in consultation with the Executive Committee, will recommend a replacement to the CHC to complete the vacated term.

**Section 7.** The Executive Committee will establish the attendance policy and review it as necessary. In instances of excessive absences, the Chair will address the situation appropriately, which may include requesting a resignation

**Section 8.** Any CHC member may resign at any time by providing a written resignation to the Chair and CHC Facilitator. Resignation will be announced at the next regularly scheduled meeting of the CHC.

**Section 9.** No member or staff shall act as a spokesperson for the CHC without prior designation from the CHC.

#### **Article 4. Officers**

##### **Chair**

**Section 1.** The chair of the council shall be an elected CHC member and is responsible for the leadership of the CHC.

**1.1** - The chair shall lead meetings and carry out any other duties outlined in these bylaws. As the primary spokesperson for the CHC, the Chair will also sign official communication on behalf of the council. Additionally, the Chair may, as needed, establish committees to carry out specific tasks in support of the CHC's purpose.

**1.2** - The Chair is required to serve two (2) years or two (2) consecutive terms. Upon completion of the two terms, the Chair may continue to serve for an additional term, for a total of three years, subject to the conditions outline in Section 1.3.

**1.3** - The Chair may serve no more than two (2) consecutive terms in the same office, except under special circumstances. If the Vice Chair is unable to assume the role, the Chair may serve an additional term. This extension beyond two terms is permitted only under this special circumstance and must be approved through a formal vote by the council.

**1.4** – Upon conclusion of the term, the Chair shall transition to the role of Past Chair.

##### **Past Chair**

**Section 1.** Once a new Chair takes office, the outgoing Chair will transition to the role of Past Chair. In this capacity, the Past Chair will remain an active member for at least one year of the CHC and provide support and guidance to the new Chair.

**1.1** – The Past Chair shall serve in an advisory capacity within the Executive Committee and assist in the transition to the new Chair as needed.

##### **Vice Chair**

**Section 1.** The Vice Chair shall assist the Chair in their duties and assume the responsibilities of the Chair in their absence. If the Chair is unable to fulfill their duties, the Vice Chair will step into the role for the remainder of the term. The Vice Chair is also responsible for any other duties assigned by the Chair or the Council.

**1.1** – The Vice Chair is nominated by the Executive Committee and confirmed by the Council and will remain in this position for two (2) years.

**1.2** – After serving one year as Vice Chair, the individual will automatically assume the role of the Chair at the conclusion of the Chair's term, unless

there are special circumstances or objections as outlined by Executive Committee or the Council.

### **Other Officers**

**Section 1.** In addition to the Chair, Vice Chair, and Past Chair, the CHC may elect other officers as needed, at its discretion.

### **Election of Officers**

**Section 1.** Officers will be elected at a CHC meeting held in March of the election year.

### **Terms of Office**

**Section 1.** Terms of office shall begin in May and continue for two (2) years, or until a successor is elected and assumes office.

### **Term Limits**

**Section 1.1.** The term limits for all officers shall not exceed those outlined in this section, unless special circumstances arise, in which case an expectation may be made.

### **Vacancies**

**Section 1.** If an officer is unable to serve or resigns from their position, the Executive Committee shall nominate candidates for election to fill the vacancy at the next meeting of the CHC.

### **Termination of Office**

**Section 1.** An officer may be removed from office by a majority vote of the full membership at the next scheduled CHC meeting or a called meeting of the CHC.

## **Article 5. Committees**

### **Executive Committee**

**Section 1.** The Executive Committee shall consist of the officers (Chair, Vice Chair, Past Chair, etc.) and at least two (2) additional CHC members who are appointed by the Chair during the first quarter of the calendar year. This committee is authorized to act on behalf of the CHC in emergencies or when prompt action is needed between regular meetings. Any actions taken by the Executive Committee must be ratified at the next regular CHC meeting and recorded in the minutes.

The duties of the Executive Committee include assisting the Chair in preparing for the CHC meetings and performing additional tasks assigned by the chair, provided these are consistent with the bylaws.

Dates, times and locations of Executive Committee meetings will be publicly announced in advance, and meeting minutes will be made available to the public afterwards.

### **Subcommittees**

**Section 1.1.** The subcommittees are established by the Council to address the health priorities identified in the Community Health Improvement Plan (CHIP). Each

subcommittee shall work toward meeting the specific goals, objectives and strategies outlined in the CHIP.

**Section 1.2.** Each subcommittee shall have a designated Chair, who will be responsible for leading the meetings, setting the agenda, and ensuring that the subcommittee's activities are aligned with the goals and strategies of the CHIP.

**Section 1.3.** Subcommittees shall meet regularly, as determined by the subcommittee's Chair, to carry out their work in support of the CHIP.

## **Article 7. Voting**

**Section 1.** At all CHC meetings, unless otherwise specified by these bylaws, decisions shall be made by a majority vote of the members present. The Chair is entitled to vote on all matters.

**Section 1.1.** A quorum, consisting of a majority of members, is required to conduct business, unless specified in these bylaws.

**Section 1.2.** A majority is defined as more than half of a total membership.

**Section 1.3.** Voting by email or proxy is not permitted.

## **Article 6. Meetings and Attendance Policy**

### **Meetings**

**Section 1.** Regular meetings of the full CHC shall be held monthly with a total of twelve (12) meetings.

**Section 2.** The date, time and place of the CHC meetings shall be determined by the 1st of the calendar year. Details will be shared with the CHC in advance and will be posted to the public afterwards.

- Details will be made available to the public on the HealthyKnox.org website.

**Section 3.** The Chair may call special meetings for a specific purpose, which will be announced to the public in advance. A quorum must be present to conduct business.

**Section 4.** The Executive Committee shall convene as needed.

**Section 5.** All regular CHC meetings are open to the public.

**Section 7. Minutes & Agenda.** The facilitator from the Knox County Health Department will be responsible for maintaining permanent records of all CHC meetings. The meeting minutes will include a list of attendees, a summary of discussions, and recommendations made, and actions taken. These minutes will serve as an official record of the proceedings and will be made available to members and the public for review and reference.

### **Attendance and Participation**

**Section 1.** All CHC members who are unable to attend a scheduled CHC meeting must notify the facilitator at least twenty-four (24) hours in advance. Early notifications are highly recommended. Reporting an absence helps the facilitator or Chair determine if a quorum will be met or if the meeting may need to be cancelled.

**Section 2.** All CHC Members are expected to attend all CHC meetings, including the subcommittee meetings regularly. Members are required to attend 50% of all meetings, including subcommittee meetings, within a twelve-month period, regardless of notice, to ensure participation necessary to drive the initiative forward. Members shall not miss more than 20% of meetings without providing at least 24 hours' prior notice, except in cases of emergency or unavoidable work conflicts.

**Section 2.1.** Excessive Absence. Any member who accumulates an excessive number of absences, as defined by the chair, may be subject to review. Excessive absences are defined by the frequency of missed meetings – as outlined in the attendance requirements.

**Section 2.2.** Lack of participation. A member who demonstrates lack of participation, as defined by the chair and the subcommittee chair of the relevant group, may be subject to review.

A member may be asked to resign if they have an excessive number of absences or a lack of participation within a twelve-month period. If an appointed member resigns, CHC will take steps to fill the vacancy.

**Section 3.** Probation. If a member's absenteeism and or lack of participation is deemed excessive, the Chair has the discretion to place the member on probation. During this period the members must show a marked improvement in both attendance and active participation in both the Council and Subcommittee(s). Specific expectations for attendance and participation will be communicated to the member at the time of probation.

**Section 4.** Excused Absences and other Special Considerations. Absences may be excused by the discretion of the Chair under special circumstances, such as illness, workplace responsibilities, personal emergencies or other significant reasons. Likewise, a member may request to be excused from participation due to extenuating circumstances, subject to review and approval by the Chair and Executive Committee.

**Section 5.** CHC will follow an annual cycle, running from May of the current year to the May of the subsequent year.

## **Article 8. Public Forum**

**Section 1.1.** The CHC encourages input from individuals and groups on health-related issues affecting our community. Time is reserved at each meeting for **Public Form**, where citizens may address the Council on agenda items or other issues.

Public Forum is usually held at the end of the meeting and is primarily for Knox County residents. Non-residents may speak at the Chair's discretion.

To participate, individuals or groups must register by emailing, [health@knoxcounty.org](mailto:health@knoxcounty.org) by 4:00 p.m. two (2) days before the meeting. Registration should include the speaker's name,

contact information, zip code where they live and topic matter. The Chair may allow unregistered speakers if deemed in the public interest, but a quorum may override this decision.

Speakers will address the entire Council, state their name, and the zip code where they live, and may speak for 3-5 minutes. Council members may ask questions. All remarks should be civil and respectful. The Chair has the authority to end disruptive or disrespectful comments.

## **Article 9. Amendments**

**Section 1.1.** These bylaws may be amended by affirmative vote of a majority of the total membership at either a regular meeting or a special meeting convened for that purpose. Members must receive written notice of the proposed amendments at least two weeks prior to the meeting in which the vote will occur.



# APPENDIX

## **KNOX COUNTY - COMMUNITY HEALTH COUNCIL CODES OF ETHICS**

### **Article 1. Definitions**

**Section 1.1.** "Members" mean any individual who serves on the Community Health Council.

**Section 1.2.** "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the member, or a financial interest of the official's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

### **Article 2. Disclosure of personal interest in voting matters**

**Section 1.1.** A member with responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before any discussion or vote on the measure and so it appears in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's vote on the measure. In addition, said member shall recuse him/herself from this discussion and/or vote on the matter.

### **Article 3. Disclosure of personal interest in non-voting matters**

**Section 1.1.** A member who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion, when possible, the interest on the attached disclosure form and file the disclosure form with the CHC. In addition, the member may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

### **Article 4. Acceptance of gifts and other things of value**

**Section 1.1.** It shall not be a violation of this policy for a member to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide, regional, national, professional or employee association or organization of government officials or employees or by an umbrella or affiliate organization of said associations or organizations. It shall not be a violation of this policy for a member to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a charitable event sponsored by an established charitable organization or an event to benefit a charitable organization.

**Section 1.2. Salary and expenses.** No member shall be prohibited from voting on a matter affecting his or her salary, expenses, or other compensation as a public officer as provided by law.

**Section 1.3. Misuse of public position.** No member shall corruptly use or attempt to use his or her official position or any property or resource which may be within his or her

trust, or perform his or her official duties, to secure a special privilege, benefit, or exemption for himself, herself, or others.

**Section 1.3. Disclosure or use of certain information.** No member shall disclose or use information not available to members of the general public and gained by reason of his or her official position for his or her personal gain or benefit or for the personal gain or benefit of any other person or business entity.

**Section 1.4. Use of Government Property.** No member shall make use of the facilities, equipment, personnel, or supplies of the county or its agencies for private use or gain except to the extent that the use is incidental or minimal or is lawfully available to the general public.

## **Article 5. Applicable State Laws**

**Section 1.1.** In addition to the ethical principles set out in this Code of Ethics, state laws also provide a framework for the ethical behavior of members in the performance of their duties. Members should familiarize themselves with the state laws applicable to their office or position and the performance of their duties. To the extent that an issue is addressed by state law made applicable to counties, the provisions of that state law, to the extent they are more restrictive, shall control.

## **KNOX COUNTY - COMMUNITY HEALTH COUNCIL**

### **History**

The Community Health Council (CHC), established in 2013, was created to promote a community-wide approach to improving health and act as an advisory board to elected and appointed officials on health-related matters. It was founded through an ordinance of the Knox County Commission, with supporting ordinances and resolutions from the Knoxville City Council and the Farragut Board of Aldermen.

CHC's vision is to cultivate a healthier Knox County where all residents thrive, where community needs are met through collaboration, innovation and a shared commitment to health equity.

The CHC consists of up to twenty-one (21) members, with six (6) appointed by elected officials from the City of Knoxville, Knox County, and the Town of Farragut. The Director of the Knox County Health Department serves as a standing member of the Council, and up to fourteen (14) other members are elected by current Council members.

### **Purpose**

The CHC's official purposes are:

1. Support and steer Knox County's Community Health Improvement Plan (CHIP) with facilitation and support from the Knox County Health Department
2. Promote health-related goals and objectives in Knox County through the Community Health Improvement Plan.
3. Communicate Community Health Assessment (CHA) data and CHIP with community health partners, the public, and local public health agencies and organizations.
4. Serve as a platform for dialogue and coordination among community partners and members to enhance the health outcomes in Knox County.
5. Act as an advisory body to elected and appointed officials on matters related to health.

## **KNOX COUNTY - COMMUNITY HEALTH COUNCIL CONFLICT OF INTEREST STATEMENT**

As members of the Community Health Council (CHC), we are required to avoid conflict of interest, including those that are personal, professional, or business-related. This also includes avoiding any perception of conflicts and refraining from advocating for positions that do not reflect the Council's stance.

**Direct Conflict of Interest:** Members must abstain from voting on matters where they have a direct personal or professional interest.

**Indirect Conflict of Interest:** Members must disclose any indirect personal or professional interest before voting.

In accordance with the CHC's by-laws, members must annually disclose any potential conflicts of interest, including financial interest or relationships, that may affect the CHC's mission and values. These disclosures will be kept on file at the Knox County Health Department.

I acknowledge that I have read, received and understand the Conflict-of-Interest Statement. I agree to comply with its provisions and disclose any potential conflicts of interest as needed.

Print Name:

Signature:

Date

**KNOX COUNTY - COMMUNITY HEALTH COUNCIL  
DISCLOSURE FORM**

**Instructions:** This form is for reporting on personal interests required to be disclosed under Article 3 of the Code of Ethics of the CHC. Members are required to disclose personal interests in matters that affect or would lead a reasonable person to infer that it would affect the exercise of discretion of an official or employee.

In accordance with the by-laws and protocols of the Community Health Council, I hereby disclose the following information:

Date of disclosure:

Name of official or employee:

Office and position:

Description of personal interest (describe below in detail):

Print Name:

Signature:

Date

## **APPLICATION TO SERVE ON THE COMMUNITY HEALTH COUNCIL**

Thank you for your interest in serving on the Community Health Council.

Please complete this application and submit it along with the following:

- A Brief Resume, bio or CV.
- A letter of interest explaining why you would like to serve.
- Submit your materials to: [Natalie.Milner@knoxcounty.org](mailto:Natalie.Milner@knoxcounty.org)

**After submitting your application.** All potential members must meet the following requirements before being eligible for consideration for membership. Meeting these requirements demonstrate engagement and commitment to the Council's work before a membership decision is made.

- Attend all onboarding meetings.
- Attend three (3) consecutive Council meetings.
- Attend three (3) consecutive Subcommittee(s) meetings of your choice.

### **Applicant Information**

Name:

Employer or Community Affiliation:

Title:

Phone number:

Email Address:

### **Other Information**

Please choose all that apply:

- I live in Knox County.
- I live in the City of Knoxville.
- I live in the Town of Farragut.
- I work in Knox County.
- I serve Knox County/City of Knoxville residents.
- Other:

### **Commitment to Serve**

By signing below, I acknowledge the following:

1. I read and understand the by-laws governing the Community Health Council.
2. I agree to abide by all provisions outlined in the by-laws.
3. I understand that serving on the Community Health Council requires monthly attendance, and I commit to fulfilling this obligation to the best of my ability.

Print name:

Signature:

Date:

## MEMBERSHIP DESCRIPTION

The Community Health Council (CHC), established in 2013, was created to promote a community-wide approach to improving health and act as an advisory board to elected and appointed officials on health-related matters.

Members of CHC serve Knox County, City of Knoxville and Town of Farragut.

### Length of Commitment:

- Members are expected to serve three (3) terms, or a total of three (3) years.

### Estimated Time Required:

- **Community Health Council Meetings:** At least twelve (12) hours per year for meeting participation.
- **Subcommittee Meetings** At least twelve (12) hours per year for subcommittee meetings.
- **Additional Time:** Members might be asked to dedicate additional hours to special projects or other subcommittee obligations as needed.

### Attendance:

- Members are expected to attend all CHC meetings, including the Subcommittee Meetings regularly.

### Desired Attributes:

- **Dedicated to improving Community Health:** Demonstrates a strong commitment to fostering better health and well-being for all members of the community, actively working towards solutions to address immediate and long-term health needs.
- **In-depth Knowledge of Health Issues and Community Resources:** Possess a comprehensive understanding of a wide range of health issues impacting the community, as well as awareness of available local resources. Shows willingness to engage in collaborative planning and implementation of health initiatives.
- **Ability to Represent Key Community Interests:** Skilled in advocating for the need and perspective of specific groups or sectors within the community, ensuring diverse viewpoints are included.