

LOUDOUN LYME DISEASE COMMISSION

BYLAWS

ARTICLE I – Purpose and Authority

- A. At its March 20, 2012 Business Meeting, the Loudoun County Board of Supervisors (“Board”) established the Loudoun Lyme Disease Commission, hereinafter referred to as “Commission”, to work with County staff to implement the 10-Point Action Plan to Mitigate Lyme Disease (attached).
- B. The Commission shall derive its authority from, and be accountable to, the Loudoun County Board of Supervisors.

ARTICLE II – Membership – Board Appointed Members

- A. The Loudoun Lyme Disease Commission shall consist of nine (9) Board Appointed members, with each member of the Board of Supervisors appointing a member to the Commission of their choosing.
- B. Board Appointed members shall be appointed for up to four (years) and terms of appointment shall run concurrently with those of the Board of Supervisors.
- C. Any Board Appointed vacancy in the membership shall be filled by appointment by the Board and shall be for an unexpired term only.
- D. Board Appointed membership may be terminated either by resignation or through action by the Board of Supervisors. The Commission may recommend termination to the Board of Supervisors by majority vote of its members.
- E. All Board Appointed members may be re-appointed and there is no limit on the number of consecutive terms that a member may serve.
- F. Lyme Disease Commission members are responsible for attending all regularly scheduled meetings. It is the member’s obligation to notify the Chair or Vice Chair when unable to attend a meeting. Members are not permitted to miss more than **2** meetings without written notice to the Chair or Vice Chair of the Commission who will evaluate each circumstance on a case by case basis. Should it be determined by the Chair and Vice Chair that it is in the best interest of the Lyme Disease Commission to replace a member due to inactivity, the Chair and/or Vice Chair will ask said member for resignation and notify the Board of Supervisors of the vacancy.

ARTICLE III – Membership – Ex-Officio Members

- A. The Loudoun Lyme Disease Commission shall consist of two (2) Ex-Officio members, one representing the Loudoun County Health Department and one representing the Loudoun Health Council, who will not have voting privileges.
- B. The Chairman of the Board of Supervisors shall nominate the Health Department representative and

the Chairman of the Loudoun Health Council shall select the Health Council representative for potential nomination by the Board of Supervisors.

- C. Ex-Officio members do not serve for a fixed term. They serve at the pleasure of their appointing authority and can be removed and replaced at any time.
- D. The Commission may recommend termination to the appointing authority by majority vote of its members.

ARTICLE IV - Officers

- A. The elected officers of the Lyme Disease Commission shall consist of a Chair and a Vice-Chair.
- B. The Chair and Vice-Chair of the Commission shall be elected from the nine Board Appointed members; Ex-Officio members may not serve as Chair or Vice-Chair. The initial elections shall occur at the Commission's first meeting. Subsequent elections shall occur at the Commission's first regular meeting after January 1 of each year for a one (1) year term.
- C. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected. The Chair and Vice-Chair shall take office immediately and serve until their successors shall take office. Officers may serve consecutive terms.
- D. Vacancies in office shall be filled by regular election procedures.
- E. The Health Department member or his/her designee shall act as staff support to the Commission.

ARTICLE V – Duties of the Officers (Elected and County Staff)

- A. The Chair shall:
 - 1. Preside over all meetings.
 - 2. Rule on all procedural questions.
 - 3. Manage the agenda.
- B. The Vice-Chair shall:
 - 1. Act in the absence or inability of the Chair and shall have the powers to function in the same capacity of the Chair in cases of the Chair's inability to act.

ARTICLE VI - Meetings

- A. The Loudoun Lyme Disease Commission shall conduct its meetings in accordance with Robert's Rules of Order, Newly Revised, insofar as they do not conflict with these bylaws or any standing rules which the Lyme Disease Commission may choose to adopt.
- B. The Commission shall meet a minimum of four (4) times per year. The schedule of Lyme Disease Commission meetings shall be developed by the Commission.
- C. Special meetings of the Commission may be called by the Chair or by three (3) members upon written request, with a minimum of five (5) days notice of all such meetings.
- D. A majority of the total membership of the Commission shall constitute a quorum. Proxies are not permitted for establishing a quorum or for voting.
- E. No action of the Commission shall be valid unless a quorum is present and is authorized by a majority vote of those present and voting.
- F. In the absence of both the Chair and Vice-Chair, the most senior Commission member present shall preside over the meeting.
- G. All meetings shall be open to the public in accordance with the Virginia Freedom of Information Act (FOIA).
- H. If the Loudoun County Government closes due to inclement weather or if there are other County-wide emergencies, any scheduled Lyme Disease Commission meetings will be cancelled.

ARTICLE VII –Work Groups

- A. The Loudoun Lyme Disease Commission may decide periodically to create an ad hoc or standing work group to better address the Board's 10-Point Action Plan to Mitigate Lyme Disease.
- B. Commission members shall appoint Lyme Disease Commission members by majority vote to serve on any created work group.
- C. Any work group formed shall follow the same meeting procedures as for the full Commission.

ARTICLE VIII – Records

- A. Minutes shall be kept of all meetings, showing evidence presented, the names of all persons providing presentations, findings by the Commission and the vote of each member upon each question, or if absent or failing to vote, such fact.
- B. The Commission shall approve draft minutes at their next scheduled meeting.
- C. The minutes shall be a public record.

ARTICLE IX – Communication with Board of Supervisors

- A. The Commission shall communicate with the Loudoun County Board of Supervisors:
1. At least annually to update on progress.
 2. Before initiating or requesting staff assistance on substantial projects and matters of policy.
 3. As needed.

ARTICLE X - Amendments

Any substantive changes to the Loudoun Lyme Disease Commission Bylaws must be approved by the Loudoun County Board of Supervisors. Non-substantive changes may be amended by a majority vote of the Commission.

Revised: November 8, 2017