

Rules of Order

TCC Regional Health Board

Article One: Authority and Purpose

Section A. Authority of the Regional Health Board

The Authority of the Tanana Chiefs Conference Regional Health Board (Health Board) is derived from the TCC Bylaws, Article Seven, Section 3 which describes “Other Committees” of the TCC Board of Directors.

Section B. Authority of the Regional Health Board Rules of Order

The Authority of the Health Board Rules of Order is derives from the TCC Bylaws, Article Seven, Section 5 which allows each committee to adopt its rules of order.

Section C. Purpose and Scope

1. The Health Board’s purpose is to encourage and increase Alaska Native participation and determination in every phase of health service delivery by an advisory role in the development of policy and budget recommendations to the TCC Executive Board.
2. The Health Board shall adhere to the TCC Full Board Code of Ethics.

Section D. TCC Executive Board, Subregional Boards and Health Board Collaboration

1. Health Board recommendations will be submitted to the TCC Executive Board, and the Subregional Boards through the minutes or action report. Final decisions of the TCC Executive Board will be submitted to the Health Board through the minutes or action report including a summary of discussion and will include follow-up suggestions and considerations.
2. The Secretary of the Health Board and the Secretary of the TCC Executive Board will ensure the respective meeting reports are submitted timely.

Article Two: Membership

Section A. Representation

1. The Health Board shall consist of eight (8) members including five (5) regular members and three (3) ex-officio members.

2. The five regular members are elected by their respective sub-regional boards including the 1) Kuskokwim, 2) Yukon Flats, 3) Yukon-Tanana, 4) Yukon-Koyukuk, and 5) Upper Tanana.
3. The three ex-officio members are selected by their respective tribe or organization including the 1) the Fairbanks Native Association, Inc. (FNA), 2) the Tanana IRA Tribal Council, and 3) Anaktuvuk Pass.

Section B. Qualifications

Board members shall be an Alaska Native member of a federally-recognized tribe which receives services from the Tanana Chiefs Conference.

Section C. Manner of Election of Members

1. Regular members of the Health Board will be elected through their respective subregional elections, during the annual convention, as described in the Election Rules approved by the TCC Full-Board of Directors.
 - A. The Election Rules requires eligible persons to declare their candidacy by submitting a written Declaration of Candidacy 30 days before the date of the Election.
 - B. Health Board candidates shall be elected by majority vote of the respective Subregion.
 - C. Each Subregion may elect an alternate to attend Health Board meetings in the absence of a regular member.
2. Ex-officio members shall be selected by their respective tribe or organization provided the member meets the qualifications under Article 2, Section B. FNA, Tanana, Anauktuvuk may select an alternate to attend Health Board meetings in the absence of the ex-officio member.

Section D. Resignation and Removal

1. A Health Board member may resign by filing a written resignation with the Secretary of the Health Board. Resignations must be formally recognized at the subsequent meeting of the Health Board.
2. A regular Health Board member may be removed by two-thirds (2/3's) of the members of a Subregion by formal action at an official Subregional meeting. Ex-

officio members may be removed by a formal decision of their respective tribe or organization.

3. The Chair will communicate issues with Health Board members to the respective Subregional Board and the TCC Executive Board President for recommendations of formal action or removal.

Section E. Vacancies

1. If the Subregion has selected an alternate, the alternate shall be recognized as the formal Subregional representative of the Health Board upon removal or resignation of a Health Board member.
2. If the Subregion has not selected an alternate, the position of a regular board member may be filled by the respective Subregional board by formal action at a Subregional meeting.
3. Any vacancy of ex-officio members of the Health Board may be filled by the respective tribe or organization.

Section F. Tenure

Health Board members and alternate members shall serve a term of three (3) years from the date of election.

Article Three: Officers

The Board shall have three (3) officers: Chair, Vice-Chair and a Secretary.

Section A. Elections

The members of the Health Board shall elect officers according to provisions established in Robert's Rules of Order. No member may hold more than one (1) office.

Section B. Terms

Officers shall serve a term of three (3) years.

Section C. Resignation and Removal

1. An officer may resign as an officer by filing a written response with the Secretary of the Health Board. Resignations must be formally recognized at the subsequent

meeting of the Health Board.

2. An officer may be removed by the Health Board members at any meeting of the Health Board whenever, in its judgment, the best interests of the Health Board would be served thereby. Five (5) Health Board members must vote in favor of removal.

Section D. Duties

1. Chair: The Chair of the Health Board shall be the principal officer of the Health Board and shall, in general, supervise and direct all of the affairs and business of the Health Board. The Chair shall preside at all meetings of the Health Board. The Chair shall enforce the terms of the Rules of Order. The Chair shall not vote except to break a tie. The Chair may sign formal documents reflecting approved Health Board action. The Chair shall perform these and other duties as directed from time to time by the Health Board. The Chair will represent TCC on the Alaska Native Health Board, and all necessary health related meetings including the TCC Executive Board meetings and TCC annual conventions.
2. Vice-Chair: In the absence of the Chair, or in the event of the inability to fulfill the responsibilities of Chair, the Vice-Chair shall perform the duties of the Chair, and when so acting, shall have all the authority and responsibility of and be subject to restrictions upon the Chair. The Vice-Chair shall perform such other duties as assigned from time to time by the Health Board.
3. Secretary: The Secretary shall assure that proper minutes and records are maintained of all meetings of the Health Board, assure that all notices required are duly given in accordance with these rules of order, maintain an accurate and official record of Health Board membership, certify resolutions and other formal Health Board actions signed by the Chair, and perform other duties as assigned from the time to time by the Health Board. The Health Department Executive Assistant shall discharge the duties of the Health Board Secretary.

Article Four: Meetings

Section A. Meetings

The Health Board shall convene a minimum of four (4) regular meetings annually to conduct general business. Additional regular meetings may be called by the Health Board Chair as required.

Section B. Notice

1. The Chair shall ensure reasonable meeting notice is given to Health Board members and TCC member tribes stating the date, place, and time of the meeting.
2. At the earliest possible time, members shall notify the Health Department Executive Assistant if unable to attend a meeting.

Section C. Quorum

A majority of the members of the Health Board must be in attendance to conduct business and shall constitute a quorum.

Section D. Compensation

Board members are entitled to compensation for travel and per-diem expenses encumbered while in attendance of any formal Health Board or Committee meeting. Members shall also receive a fee for attendance at formal meetings to offset personal financial impact. The amount of all compensation shall be determined by the TCC Executive Board.

Section E. Manner of Acting

1. All meetings shall be open to the public except during Executive Session.
2. The Health Board will not discuss Patient Health Information, Individual Human Resource matters and confidential litigation matters.
3. The Chair shall not vote except to break a tie.
4. Board action shall be in compliance with parliamentary procedure as established in Robert's Rules of Order. In general, the act of a majority of the Health Board members present at any meeting at which a quorum has been established shall be the act of the Health Board.

Section F. Minutes

Minutes shall include Health Board action and other matters including attendance of Health Board members. Minutes of the Health Board and Standing Committees shall be maintained by the Secretary, and shall be made available to Health Board members prior to Health Board meetings and the TCC Executive Board prior to Executive Board meetings. Approved Health Board minutes will be submitted to TCC member tribes and organizations.

Article Five: Other Functions

Section A. Standing Committee

The Chair may, from time to time, appoint a standing committee as required to engage in specific activities. Standing committees shall serve for such terms as designated by the Health Board and only for the purpose for which designated. Standing committees may or may not include Health Board members, and may meet at the discretion of the Health Board. The Chair shall appoint committee members and a committee chairperson with the consent of the Health Board. No action of any standing committee will be considered an action of the Health Board.

Section B. Tribal Government Participation

The Health Board shall ensure maximum possible participation by representative delegates of regional tribal government and associations at meeting of the Health Board. The Health Board may authorize compensation for such participation as allowed by funding limitations.