

**BYLAWS
RETAIL FOOD ADVISORY COMMITTEE
OF THE
MCHENRY COUNTY BOARD OF HEALTH**

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BYLAWS
RETAIL FOOD ADVISORY COMMITTEE
OF THE
MCHENRY COUNTY BOARD OF HEALTH

**ARTICLE I
NAME**

The name of this body shall be the Retail Food Advisory Committee of the McHenry County Board of Health.

**ARTICLE II
PURPOSE**

To act under the direction of the McHenry County Board of Health (hereafter referred to as BOH) and to act in an advisory capacity to the Director of Environmental Health and the BOH regarding retail food issues in McHenry County; to assist the Director of Environmental Health in maintaining liaison with retail food operations and to promote ongoing community information and networking. There will be an emphasis on collaboration, communication, education and access to information by food operators and the general public. The ultimate authority to make decisions regarding the programming and activities of the Retail Food Protection Program will continue to reside in the power and duties of the Department of Health and BOH.

**ARTICLE III
MEMBERSHIP AND TERMS**

A. Size and Composition

Membership on the Retail Food Advisory Committee of the BOH (hereafter referred to as the Advisory Committee) is available to food establishment owners/operators and interested residents in McHenry County, Illinois. The Advisory Committee shall consist of a minimum of seven (7) members and a maximum of fifteen (15) members appointed by the BOH. Advisory Committee members should represent the following types of food operations:

- Illinois Restaurant Association – McHenry County Chapter
- Representative from General Public
- Municipal Representative
- Director of Environmental Health
- Board of Health Liaison
- Public Health Administrator
- Up to nine industry representatives from groups including:

- Full Service Food Establishment
- Fast Food/Limited Service Food Establishment
- Tavern
- Retail Food Establishment
- Mobile Food Establishment
- Food Vending Establishment
- Nursing Home/Hospital/Other Institution
- School/Daycare/Church
- Farmer's Market

B. Terms and vacancies

Appointment to the Retail Food Advisory Committee shall be for a term of two (2) years excepting initial or transitional appointments during the first two (2) years of the Advisory Committee when half of the appointments will be for two years and half will be for one year. Each individual's term shall be initially determined by drawing lots. Any vacancies occurring in the Advisory Committee shall be filled by appointment of the BOH.

C. Removal

The Retail Food Advisory Committee may recommend the removal of any member to the BOH by a two-thirds majority vote.

D. Role of Designated Staff

The role of Department and County staff shall be to provide technical advice to the Committee. Staff shall act in an ex officio capacity.

ARTICLE IV OFFICERS

A. Officers

The officers of the Advisory Committee shall be the Chair and Vice-Chair.

B. Election and Term of Office

The officers shall be elected by the Advisory Committee during the annual meeting of the Committee and shall take office at the first Committee meeting following the election. Term of office shall be for one (1) year and no member may hold office more than two (2) full consecutive terms. Each officer shall hold

office until his successor shall have been duly elected or until said officer shall resign or shall have been removed in the manner hereinafter provided.

C. Removal

Any officer elected by the Advisory Committee may be removed by the Committee with two-thirds majority vote for just cause.

D. Vacancy

A vacancy of any office because of resignation, removal or any other reason may be filled by election for the unexpired portion of the term from the remaining Committee members.

E. Chair

The Chairman shall be elected from the Advisory Committee and shall preside at all meetings of the Committee. The Chair shall be kept advised of the affairs of the Committee. The Chair shall have the usual powers, duties, and authority commonly vested in the Office of Chair and shall perform other duties as may be assigned by the Committee.

F. Vice-Chairman

The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and shall perform such other duties as from time to time may be assigned by the Committee.

G. Minutes and Meeting Notices

All meetings will be conducted utilizing Roberts Rules of Order and in compliance with the Illinois Open Meetings Act. The Director of Environmental Health or his/her secretarial designee shall keep minutes of all the meetings of the Retail Food Advisory Committee. The Director of Environmental Health or his/her secretarial designee shall give notice of all meetings of the Committee in accordance with the provision of these Bylaws.

H. Nomination of Officers

Nomination for officers for the coming year shall be submitted to the Committee during the annual meeting and additional nominations may be made by a member or members of the Committee from the floor.

ARTICLE V MEETINGS AND VOTING

A. Annual Meeting

The annual meeting shall be the first meeting after June of each year.

B. Regular and Special Meetings

Regular meetings of the Retail Food Advisory Committee shall typically be held quarterly at a time and place to be decided by the Committee; however, a meeting can be called at the request of any two (2) Committee members.

C. Notices

Notices of meetings shall be communicated to each member at his/her preferred mailing or email address. Notice of any special meetings shall be sent at least two (2) days prior to said meeting.

D. Quorum

A majority of the Retail Food Advisory Committee appointed members shall constitute a quorum for a transaction of business at any Advisory Committee meeting.

E. Voting

All questions shall be decided by majority vote of the Retail Food Advisory Committee members present and voting.

ARTICLE VI SUB-COMMITTEES

The Retail Food Advisory Committee may form sub-committees to review specific topics in more detail. The sub-committee(s) shall report findings or recommendations back to the full Retail Food Advisory Committee.

**ARTICLE VII
PROXY**

An absent Retail Food Advisory Committee member shall not be allowed to vote by proxy.

**ARTICLE VIII
AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular or special meeting of the BOH.