

THE JOINT BOARD OF HEALTH  
OF ARKANSAS CITY, WINFIELD, AND COWLEY COUNTY, KANSAS  
CONSTITUTION AND BYLAWS

**CONSTITUTION:** The resolution and agreement which established the joint board of health shall be its constitution.

**BYLAWS:**

**Article I:** The official name of the organization shall be THE JOINT BOARD OF HEALTH OF ARKANSAS CITY, WINFIELD, AND COWLEY COUNTY, KANSAS.

**Article II:** The object of this board of health shall be to make plans, formulate policies, and conduct the business of the joint health department. It shall operate with the aim of preventing disease and promoting the health of all citizens of Cowley County; it shall cooperate with all interested agencies to assure that the local health program is county-wide in scope and shall ordinate the plans and activities of the health department with those of other local agencies, voluntary health agencies, and civic clubs.

**Article III: Members.**

**Section I: Voting Members.** Voting members shall be appointed to the board according to the procedure outlined in the constitution.

**Section II: Non-Voting Members.** Non-voting advisory members may be invited to attend meetings whenever the joint board of health deems their attendance advisable. These non-voting members may be representatives from voluntary health agencies or other groups which are cooperating with or interested in the health program.

**Article IV: Officers.**

**Section I:** The officers shall consist of a president, vice-president and a secretary-treasurer.

**Section II: Duties of the officers.** It shall be the duty of the president to

preside at all meetings which he is able to attend and to serve on the executive board. It shall be the duty of the vice-president to preside at such meetings as the president is unable to attend and to serve on the executive board. It shall be the duty of the secretary-treasurer to keep and maintain minutes of all meetings of the board or executive board and to furnish copies of these minutes to each representative of the joint board; as treasurer this officer shall keep accounts of all moneys received and disbursed and shall submit a financial report for the preceding month at each regular meeting of the joint board; in addition the treasurer shall furnish a bond in the amount of \_\_\_\_\_ (\$5,000). This bond shall be for proper discharge of duties and for safeguarding of funds.

Section III: Nomination and election of Officers. Election of officers will be held at the second regular meeting of the board of health in each calendar year. Candidates for the office of president and vice-president will ordinarily be decided by a nominating committee and announced at this meeting. There will be opportunity for other nominations to be made from the floor before the annual election is held. The office of secretary-treasurer shall be held by the health officer as presented in the constitution.

Article V: Meetings.

The joint board of health will ordinarily meet in the health department offices in Arkansas City or Winfield.

Section I: Regular meetings will ordinarily be held on the first Thursday of every month at 8:00 P.M.

Section II: Special Meetings. Special meetings may be called by the president or vice-president of the joint board at any time when matters arise that cannot wait until the next regular meeting. When a special meeting is called every member of the board shall be notified of this meeting at least one week in advance of the date set. In addition a special meeting shall be called whenever two-thirds of the members

of the joint board of health request it. In case of an emergency, the executive board has the power to call a meeting at any time.

Section III: Annual meetings. The annual meeting shall be the second meeting of each calendar year and at this time the health officer shall present a report of activities and a financial report for the preceding year.

Section IV: Number required for quorum. Two-thirds of the total members on the joint board shall constitute a quorum.

Article VI: The Executive Board. The executive board shall consist of the president, vice-president and secretary-treasurer of the joint board of health.

Section I. Duties. It shall be the duty of the executive board to meet whenever problems arise regarding matters which demand immediate decision or action and which need to be decided before a special or regular meeting of the joint board can be held. No final decision relating to general policy or procedures will be decided at a meeting of this board. Any action taken by the executive board will be submitted for approval at the next regular meeting of the joint board.

Section II: Meeting and Quorum of the Executive Board. The executive board shall meet at such times and places as may be desired by all three members and a quorum must consist of all three members.

Article VII: Roberts' Rules of Order shall be the parliamentary manual used to settle all questions of business which arise and are not covered by these bylaws.

Article VII: Revision and amendments of bylaws. Bylaws may be changed at any regular meeting of the board providing there is a quorum present and providing two-thirds of those present vote for the change. A written notice of such change shall be sent to all members of the Board at least one week preceding the meeting when the change is to be considered.

JOINT BOARD OF HEALTH RESOLUTION

JOINT RESOLUTION OF THE CITIES OF ARKANSAS CITY AND WINFIELD AND COWLEY COUNTY, STATE OF KANSAS, ESTABLISHING BY RESOLUTION A JOINT CITY-COUNTY BOARD OF HEALTH: PRESCRIBING THE DUTIES, POWERS AND BUDGET OF SUCH BOARD.

WHEREAS, the governing bodies of the Cities of Arkansas City and Winfield and the County of Cowley deem that the public health and sanitation of the city and county will be best promoted by the creation of a joint Board of Health in said Cities of Arkansas City and Winfield and County of Cowley, State of Kansas.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITIES OF ARKANSAS CITY, KANSAS AND WINFIELD, KANSAS AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF COWLEY:

SECTION 1: Organization of joint City-County Board of Health.

That there is hereby created and established in and for the Cities of Arkansas City and Winfield and County of Cowley, State of Kansas, a joint City-County Board of Health composed of nine appointive members. The appointive members shall be selected as follows:

(a) One member from the Board of County Commissioners or otherwise as may be deemed proper by said board shall be appointed by the Board of County Commissioners of Cowley County to serve until January 1, 1947.

(b) The Board of Commissioners of the City of Arkansas City shall appoint one member from its body or otherwise as it may deem proper whose term shall expire January 1, 1947.

(c) The Board of Commissioners of the City of Winfield shall appoint one member from its body or otherwise as it may deem proper whose term shall expire January 1, 1947.

(d) The Board of Education of the City of Arkansas City shall appoint one member from its body or otherwise as it may deem proper whose term shall expire January 1, 1948.

~~(e) The Board of Education of the City of~~  
one member from its body or otherwise as it may deem proper whose term shall expire January 1, 1948.

(f) From a list containing the names of two or more Directors of the Arkansas City Public Health Nursing Association, the Board of Commissioners of the City of Arkansas City shall appoint one member whose term shall expire January 1, 1948.

(g) From a list containing the names of two or more Directors of the Winfield Public Health Nursing Association, the Board of Cowley Co-  
missioners of the City of Winfield shall appoint one member whose term shall expire January 1, 1949.

(h) From a list containing the names of two or more doctors residing and practicing in Cowley County selected by the Board of Directors of the Cowley County Medical Society, the Board of County Commissioners of Cowley County shall appoint one member whose term shall expire January 1, 1949.

(i) Until such time as the Cowley County Dental Society becomes active the Board of Commissioners of Cowley County shall appoint one member who is a practicing dentist. After said Society becomes organized and active any new appointments shall be made as follows:

From a list containing the names of two or more dentists practicing within Cowley County, Kansas, selected by the Cowley County Dental Society, the Board of Commissioners of Cowley County shall appoint one member whose term shall expire January 1, 1949.

On or before December 1st of each year in which the above terms expire the original appointing body shall, in accordance with the above procedure, make appointments to fill the expired terms, and in the event of the resignation or death of any member of the board his position shall be filled by the original appointing body. Members appointed to the joint City-County Board of Health shall serve without compensation, and for a three-year term.

SECTION 2: Powers and Duties. The joint City-County Board of Health shall have the following powers and duties:

(a) To adopt, amend and repeal rules, regulations and by-laws governing its procedure and activities.

(b) All powers, duties and limitations as are now or hereafter may be provided by law for the creation and conduct of Boards of Health as now conferred by law upon any local municipal or county board of health.

(c) The joint board of health shall have the exclusive control of the expenditures of all money paid to the credit of its treasurer for health and sanitation purposes, and the treasurer shall receive and pay all the money under the control of said board as ordered by it.

(d) The joint board of health during the month of January of each year shall file with the governing bodies of the cities and county a report of its activities and a statement of all receipts and expenditures during the preceding year.

SECTION 3: Officers. Elected officers shall consist of a president, vice-president, secretary-treasurer. All officers with the exception of the secretary-treasurer shall be elected from the board. The Health Officer, Director of the Joint Health Department, shall serve by virtue of his office as secretary-treasurer of the board but shall hold no power to vote. All officers shall be elected for a term of one year and such election shall be held in December of the preceding year. The Health Officer shall give bond to be approved by the governing bodies of the cities and county for the safe keeping and due disbursements of all funds that may come into his hands.

SECTION 4: Budget and Expenditures. The joint City-County Board of Health shall prepare a proposed budget estimating the amount of funds necessary to carry on public health activities, which budget shall be submitted to the governing bodies of the cities and county

SECTION 2: Powers and Duties. The joint City-County Board of Health shall have the following powers and duties:

(a) To adopt, amend and repeal rules, regulations and by-laws governing its procedure and activities.

(b) All powers, duties and limitations as are now or hereafter may be provided by law for the creation and conduct of Boards of Health as now conferred by law upon any local municipal or county board of health.

(c) The joint board of health shall have the exclusive control of the expenditures of all money paid to the credit of its treasurer for health and sanitation purposes, and the treasurer shall receive and pay all the money under the control of said board as ordered by it.

(d) The joint board of health during the month of January of each year shall file with the governing bodies of the cities and county a report of its activities and a statement of all receipts and expenditures during the preceding year.

SECTION 3: Officers. Elected officers shall consist of a president, vice-president, secretary-treasurer. All officers with the exception of the secretary-treasurer shall be elected from the board. The Health Officer, Director of the Joint Health Department, shall serve by virtue of his office as secretary-treasurer of the board but shall hold no power to vote. All officers shall be elected for a term of one year and such election shall be held in December of the preceding year. The Health Officer shall give bond to be approved by the governing bodies of the cities and county for the safe keeping and due disbursements of all funds that may come into his hands.

SECTION 4: Budget and Expenditures. The joint City-County Board of Health shall prepare a proposed budget estimating the amount of funds necessary to carry on public health activities, which budget shall be submitted to the governing bodies of the cities and county

for approval. When the proposed budget is approved by the governing bodies of the cities and county, the funds necessary to meet the necessary expenditures shall be provided for by the City of Arkansas City and the City of Winfield and County of Cowley in such proportions as shall be fixed by agreement between the governing bodies after taking into consideration the population of each and other factors which would necessarily increase or diminish the costs of administration in the absence of any agreement to establish such joint board of health.

SECTION 5: Termination of Joint City-County Board of Health.

The joint City-County Board of Health shall terminate and cease activity whenever any governing body adopts a resolution declaring its intention to withdraw from the agreement, and the joint Board of Health and shall give written notice thereof on or before July 15th of any fiscal year, and such withdrawal and dissolution shall become effective at the end of such fiscal year. Any money remaining in the hands of the treasurer of the joint Board of Health upon its dissolution shall be repaid to the respective treasurers of the governing bodies of the Cities and County in the proportion in which the said governing bodies contributed during the last fiscal year. Any participating body to wit the Nursing Association or Board of Education of either city may withdraw from the joint board in the same manner and be reimbursed on the same terms.

SECTION 6: Effective Date. This resolution shall take effect and be in force from and after adoption by the governing bodies of the cities and county.

ADOPTED at Arkansas City, Kansas on this 10 day of June  
1946

Attest:

James S. Olough  
City Clerk of Arkansas City

Geo. H. Thyle  
MAYOR OF ARKANSAS CITY

ADOPTED at Winfield, Kansas on this 31<sup>st</sup> day of May 1946.

Attest:

W. H. Hanley  
City Clerk of Winfield

James H. Albright  
MAYOR OF WINFIELD

ADOPTED on this 10<sup>th</sup> day of June 1946 by the Board of  
County Commissioners of Cowley County, Kansas.

H. H. Fischer  
CHAIRMAN, BOARD OF COUNTY COMMISSIONERS

Clarence B. O'PM  
COUNTY CLERK OF COWLEY COUNTY  
Deputy

APPROVAL BY PARTICIPATING BODIES:

APPROVED on this 3<sup>rd</sup> day of June 1946 by the Arkansas  
City, Kansas, Board of Education.

George J. Hardney  
CHAIRMAN, BOARD OF EDUCATION, ARKANSAS  
CITY

APPROVED on this 21st day of June 1946 by the Arkansas  
City, Kansas, Public Health Nursing Association.

Mrs James J. Clough  
CHAIRMAN, PUBLIC HEALTH NURSING ASSN.  
ARKANSAS CITY, KANSAS

APPROVED on this 15th day of May 1946 by the Winfield,  
Kansas, Board of Education

Wanda R. ...  
CHAIRMAN, BOARD OF EDUCATION, WINFIELD

APPROVED on this 16th day of May 1946 by the Winfield,  
Kansas, Public Health Nursing Association.

Mrs Henry Jarvis  
CHAIRMAN, PUBLIC HEALTH NURSING ASSN.  
WINFIELD, KANSAS