

**BYLAWS**  
**SOUTHWEST DISTRICT HEALTH**  
**BOARD OF HEALTH**  
**Amended September 23, 2025**

**ARTICLE 1**

- 1.1.1 The name of this organization shall be the Board of Health (BOH) of the Southwest District Health (SWDH).
- 1.1.2 The environmental protection and physical health responsibility of the BOH shall be to the southwest region of the State of Idaho, specifically that territory which includes the following counties: Adams, Canyon, Gem, Owyhee, Payette, and Washington. (§39-408, 39-409, 39-410, Idaho Code (IC))
- 1.1.3 The headquarters of the BOH shall be located in the most populous county in the district at a location selected by the Board. (§39-414, IC)

**ARTICLE 2**

- 2.1 The BOH is organized pursuant to Title 39, Chapter 4, Sections 39-408 to 39-426 of the Idaho Code and shall have environmental protection and physical health authority within the designated area of these bylaws, after July 1, 1971.
- 2.2 The BOH shall adopt and implement, where applicable, Sections 39-408 through 39-426, Title 39, Chapter 4 of the Idaho Code as well as the articles specified in these by- laws.

**ARTICLE 3**

The general purpose of the BOH will be to organize a district department of health and to oversee the administration of the district, determining and adopting policies that are harmonious with the practice of public health. SWDH shall provide the basic health services of public health education, physical health, environmental health, and public health administration and all other aspects of public health as determined by the BOH and Title 39, Chapter 4, Section 39-414 of the Idaho Code.

**ARTICLE 4**

- 4.1 The BOH shall consist of seven (7) members to be appointed by the boards of county commissioners within the district acting jointly. All provisions of §39-411, IC relative to the composition, qualifications, appointments and terms of appointment shall be observed in the selection of members to the BOH.

The process of selecting a physician in accordance with §39-411(2), Idaho Code will be as follows:

- 1. The Director will announce the vacancy and lead recruitment

- efforts.
2. The Director will collect cover letters and resumes from interested candidates and present them to board members in a BOH meeting where the board will determine which candidates will be interviewed for consideration.
  3. The Director will schedule a Special BOH meeting to conduct interviews and the Board will identify the top candidate.
  4. The Director will initiate the appointment process as outlined in §39-411(3), IC.
- 4.2 The county commissioners shall be informed at least one month prior to the expiration of the term of a BOH member. Terms of appointment shall begin on July 1 and expire June 30 in the last year of the term.
- 4.3 The Chairman and Vice-Chairman of the BOH shall be elected by a majority vote of the members and serve a term of one year beginning July 1 and ending twelve months later on June 30. The Chairman shall preside over and conduct all meetings and act as the legal representative of all BOH transactions. In the absence of the Chairman, the Vice-Chairman shall preside. In the absence of the Chairman and Vice-Chairman, the Trustee shall preside. In the absence of Chairman, Vice-Chairman and Trustee, the longest standing board member shall preside. The Chairman, Vice-Chairman and Trustee shall perform such other duties as may be prescribed by the BOH.
- 4.4 The BOH shall select and appoint a director of the health district. The Director shall serve as the chief administrative officer to the district and shall be the secretary to the BOH.
- 4.5 A BOH member can be removed by majority vote of all County Commissioners in the District, EXCEPT: A Board member may resign by a written letter of resignation to the Chair of the County Commissioners of their resident county; copies to the Chair of the BOH and the Secretary of the Board.
- 4.6 Any member of the BOH who shall be absent from three consecutive meetings for reasons not deemed reasonable by the Board will be construed as a resignation from the BOH. The Secretary of the Board shall notify the County Commissioners and request a replacement be nominated.

## **ARTICLE**

### **5**

- 5.1 The BOH shall meet at least once every three months on the fourth Tuesday of the month. Meetings will be held at SWDH, 13307 Miami Lane, Caldwell, Idaho unless notification is given by the Chairman to each member of the BOH of the change in time or place.
- 5.2 Additional meetings may be called by the Chairman or by a majority of the members of the Board.

- 5.3 The agenda will be reviewed and approved by the Chairman in advance of being published.
- 5.4 For regular meetings, the agenda will include time for in-person public comment for items listed on the day's agenda. Members who have signed up to provide public comment will be permitted 3 minutes to speak unless otherwise directed by the Chairman.
- 5.5 Public announcement of time and place shall be given by posting the annual notice of meeting dates in a public place and on the SWDH website.
- 5.6 Four members shall be necessary to constitute a quorum and the action of the majority of the members present shall be the action of the BOH.
- 5.7 Every November, the Budget Workgroup, comprised of the Board Chairman, Vice-chairman, and up to one additional board member will meet with the Director to discuss priorities for the upcoming fiscal year. The Budget Workgroup may also review and provide feedback to the District's fiscal policies and guidelines prior to their adoption by the Board.

## **ARTICLE 6**

Roberts Rules of Order (revised) shall be the governing authority for the order of business and conduct of all meetings of the BOH when not in conflict with the bylaws.

## **ARTICLE 7**

- 7.1 BOH members shall acknowledge and understand that SWDH is a governmental organization and that in order to maintain its federal and state tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.
- 7.2 BOH members shall not use positions to promote any personal or professional business relationships, contracts, or financial gain.
- 7.3 BOH members shall promptly disclose the existence of an actual or possible conflict of interest including any potential financial interest and all material facts to the BOH or the SWDH Director.
- 7.4 BOH members shall promptly notify the BOH or the SWDH Director should any interest become potentially detrimental to SWDH.
- 7.5 BOH members shall not have been convicted of a felony or criminal offense related to the delivery of health care.
- 7.6 BOH members shall acknowledge that each member of the BOH has a fiduciary duty to SWDH, and as part of that duty each member is to maintain absolute confidentiality as

to all non-public information to which access is available by reason of BOH membership. BOH members shall disclose and discuss such information only with appropriate officers, employees, agents, and advisors of SWDH and only for valid SWDH purposes or as otherwise required by law.

- 7.7 BOH members shall serve on the BOH as active participants and shall contribute ideas, perspectives, and feedback.
- 7.8 BOH members shall strive to conduct themselves in an ethical manner at all times and shall consult with SWDH leadership regarding any concerns, grievances, or issues that must be resolved.

These bylaws may be amended at any regular meeting of the BOH by a two-thirds vote of the members present provided that a written copy of the proposed amendments shall be presented at the previous meeting of the BOH to each member or mailed to those not in attendance at the meeting and that adoption of amendments be stated in the agenda of the meeting at which the proposed amendments will be voted upon.

Adopted: 09/12/1972

Amended: 12/09/1980, 01/24/2017; 08/25/2020; 06/28/2022, 07/23/2024, 09/23/2025