

JOINT PUBLIC CHARITY HOSPITAL BOARD

BY-LAWS

(Revised June 1986)

ARTICLE I - Name

The name of this board shall be the Joint Public Charity Hospital Board and such board shall consist of seven members.

ARTICLE II - Meetings

Regular meetings of the board shall be held quarterly at 12:00 noon on the second Wednesday of each quarter (September, December, March, June) unless such date is a legal holiday, and if a legal holiday, the next succeeding Wednesday not a legal holiday shall be the date of the regular meeting. Notice shall be given of regular meetings.

ARTICLE III - Special Meetings

Special meetings may be held at any time at the call of the Chairperson or upon request of at least three members. Notice of special meetings shall be given as herein after provided for and it shall be the responsibility of the person or persons calling such meeting to give proper notice. The place and purpose of such meeting shall be specified in the notice.

ARTICLE IV - Place of Meetings

All regular and special meetings shall be held in the Administrative Conference Room of the Montgomery County Health Department unless specified otherwise.

ARTICLE V - Notice of Meetings

Notice of regular quarterly meetings shall be required and notice of special meetings shall be the responsibility of the person or persons calling such meeting. Such notice shall be given, in writing, at least five days prior to the date of any meeting by mail to the address of record of the members. Notwithstanding this requirement, any special meeting at which all members are present shall be a legal meeting for the transaction of business.

ARTICLE VI - Waiver of Notice

Any member may waive notice of any meeting by a written notice or phone call to the Secretary.

ARTICLE VII - Officers

The officers of the Board shall be the Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer and they shall serve one year from date of their election and until their successors are elected.

ARTICLE VIII - Employees

The Board shall in accordance with the provisions of Act. 298 of the Regular Session, 1955, of the Alabama Legislature employ an Administrator to be its Executive Officer and such staff employees as it deems necessary. Such personnel shall be employed by means of resolutions and the Board shall define the duties and responsibilities, and fix the salaries of such personnel.

ARTICLE IX - Chairperson

The Chairperson shall be the President of the Board and will preside at all meetings. The Chairperson, along with the Secretary, shall sign all contracts and legal instruments entered into by the Board. The Chairperson shall perform all duties commonly incident to his/her office and shall preside over all meetings of the Board in accordance with recognized rules of order for business meetings. He/She shall perform such other duties, as the members shall designate.

ARTICLE X - Vice-Chairperson

Except as specially limited by vote of the members, the Vice-Chairperson shall perform the duties and have the powers of the Chairperson during the absence or disability of the Chairperson. He/She shall perform such other duties, as the members shall designate.

ARTICLE XI - Secretary

The Secretary shall keep accurate minutes of the meetings of the Board and shall perform all the duties commonly incident to his/her office and shall perform such other duties, as the members shall designate. He/She shall have the power, together with the Chairperson to the Vice-Chairperson, in the absence of the Chairperson, to sign all contracts and legal instruments entered into by the Board. In his/her absence at any meeting the Chairperson shall appoint a member to act as Secretary. The Secretary shall have care and custody of the valuable papers and documents of the Board. He/She shall keep accurate minutes and accounts of the Board's transactions which shall be the property of the Board but subject at all reasonable times to inspection of the members of the Board.

ARTICLE XII - Treasurer

The Treasurer shall keep records of all income and disbursements, make deposits and withdrawals, pay all bills, and make quarterly report to the Board. The Treasurer shall be bonded.

ARTICLE XIII - Resignations and Vacancies

Resignations from the Board shall be made in writing to the Chairperson and the governing bodies of the City and County of Montgomery and such vacancies shall be filled in accordance with the law creating the Board. Officers may resign by written notice to the Secretary and vacancies so created shall be filled by vote of the members at the next subsequent regular meeting held by the Board.

ARTICLE XIV - Executive Committee

There shall be an Executive Committee of three members to be selected and appointed by the Chairperson and such committee shall have the powers conferred in it by the Board. Such powers shall be specifically defined by resolution and the Committee, when acting in accordance with such resolution, shall bind the Board upon any action taken or performed by it.

ARTICLE XV - Rules and Regulations

The Board shall adopt, by resolution, such rules and regulations, as it deems necessary and expedient. Such rules and regulation shall encompass and be the policy of the Board on the subject of such rules and regulations. The Board shall make, by resolution; rules and regulations covering the employment and duties of its staff, the expenditure of its funds for expenses of administration, the policies of the Board with respect to the administration of its programs, the determination of eligibility for care and treatment of patients, the use and control of its property and facilities and the expenditure of its funds and grants; such rules and regulations shall be serially numbered.

ARTICLE XVI - Amendments

These By-Laws may be amended, added to or repealed by vote of the members at any regular meeting, provided notice of the proposed change is given in writing five days prior to such a meeting or upon waiver of such notice at such meeting.