

**City of Morgantown**  
**HEALTH AND WELLNESS COMMISSION**  
**Bylaws**

**Article 1: Name and Internal Operating Procedures Name: The name of this Commission shall be the City of Morgantown Health and Wellness Commission.**

**Role of Internal Operating Procedures:** The intent of these Internal Operating Procedures shall be to inform and expedite the implementation of the policies, objectives, functions and services of Article 179 of the Morgantown City Code as applied to the City of Morgantown Health and Wellness Commission. Should there be any instance in which these Internal Operating Procedures may be determined to be in conflict with ordinances of the City Code, City Council's interpretation of the City Code shall prevail.

**Term and Term Rotation**

A. Unless otherwise provided by law, ordinance or resolution, or unless by the very nature of a situation, the provisions of this section may not be made applicable, all members of the Health and Wellness Commission shall be appointed for three-year terms commencing on July 1st of the year of appointment.

B. All members of the Health and Wellness Commission shall be appointed to terms and have term rotations set by the city council, or the establishing body.

C. Interim vacancies shall be filled by appointment for the unexpired term of the member replaced.

D. These rules shall not apply to a newly established board or commission to which initial appointments are made on a staggered-term basis.

**Qualifications**

A. All members of the Health and Wellness Commission appointed by the city council shall initially, and during their term(s), be bona fide residents and registered voters of the city.

B. Some boards, commissions and committees require specific qualifications of its members in order to perform the duties prescribed. If a member ceases to meet the required qualifications, s/he shall be disqualified from being a member of that board, commission or committee and a qualified applicant shall be appointed to fill the remainder of the unexpired portion of his/her term. (Refer to the Municipal Code section for each board, commission or

committee for details on qualifications required.)

E. If a member of the Health and Wellness Commission is convicted of a felony or a crime involving moral turpitude, his/her office shall become vacant, and shall be so declared by the city council.

### **Meetings, Organization, Quorum and Rules of Procedure**

A. Unless otherwise provided by law, ordinance or resolution of the city council, the Health and Wellness Commission shall meet once each month or as needed on the date(s) selected by the Health and Wellness Commission. Publication of agenda, minutes and notice of meetings shall be in compliance with state requirements.

B. Special meetings may be called by the chairperson or a majority of the Health and Wellness Commission in accordance with state law.

C. Unless otherwise provided by law, ordinance or resolution of the city council, a quorum for the Health and Wellness Commission shall be the majority of existing, appointed members.

D. The Health and Wellness Commission shall follow such rules and regulation established by the city council for the conduct of its business.

E. Unless otherwise provided by law, ordinance or resolution of the city council, the Health and Wellness Commission shall choose one of its number as chairperson, vice chairperson and secretary at its first meeting held after June 30th of each year.

F. Each chairperson and vice chairperson shall have authority and perform such duties as are commonly associated with their respective titles, or as may be specially prescribed by law or by the bylaws or other rules of the Health and Wellness Commission.

G. Vacancies in either the chairperson or vice chairperson position occurring prior to July 1st may be filled as in the first instance, and a new chairperson or vice chairperson may be chosen at any time by majority vote of all members of the Health and Wellness Commission.

### **Compensation**

Compensation for boards or commissions or committees shall be as set by ordinance or resolution of the city council.

### **Purpose, Powers and Duties**

A. The purpose, powers and duties of the Health and Wellness Commission are determined by the city council and set forth in Article 179 of the Municipal Code section specific to each

board and commission. From time to time, the city council may, by ordinance or resolution, amend any chapter or section of this code.

**Removal from Office, Limitation on Absences**

A. Any member of the Health and Wellness Commission may be removed from office at any time, with or without cause, by a majority vote of the city council or in the case of the Health and Wellness Commission, by a majority vote of the Commission.

B. If any member of the Health and Wellness Commission absents him/herself from two (2) consecutive regular meetings, or absents him/herself from a total of three (3) regular meetings within any fiscal year, his/her office shall become vacant and shall be filled as any other vacancy.

C. A Health and Wellness Commission member may request advance permission from the city council or Commission to be absent at one or more regular meetings due to extenuating circumstances, and/or may request the city council or Commission to excuse an absence after-the-fact where such extenuating circumstances prevented the member from seeking advance permission to be absent. If such permission or excuse is granted by the city council or Commission, the absence shall not be counted toward the above-stated limitations on absences.