

Pottawattamie County Wellness Committee By-Laws

Article I: Name

The name of this organization shall be the Pottawattamie County Wellness Committee, hereafter referred to as the Wellness Committee.

Article II: Purpose

The purpose of the Pottawattamie County Wellness Committee is to develop strategies that will promote healthy lifestyles, reduce overall health risk factors, and improve the overall well-being of the county workforce and their families.

Article III: Membership

The membership of the Wellness Committee shall be composed of current Pottawattamie County employees who are enrolled in the Wellness Program. The Committee shall consist of at least one (1) representative from each department who will serve a minimum of two (2) years. Members may serve more than one term or a new member may be appointed by the Committee and/or the department heads.

Article IV: Officers

The officers of the Wellness Committee shall consist of:

1. Chair
2. Vice-Chair
3. Secretary/Treasurer

The qualifications for each office are:

1. Must be an employee of Pottawattamie County
2. Enrolled in the Wellness Program

The selection of officers shall be done by election:

1. Employees may submit their name or be nominated for the position. (January)
2. The list will be validated to ensure qualifications are met. (February)
3. A special committee shall be formed to conduct the election process. (Dissemination of ballots, counting of ballots, and notification of results)
4. Ballots will be sent out the first full week of March and returned by the end of the third full week of March.
5. Ballots will be sent via e-mail to enrolled Wellness Program employees to be printed off and completed. Employees with no email may get a ballot from their department committee member.
6. Ballots shall be returned to the Human Resources Director, program members can decide whether he/she wishes to deliver the ballot to Human Resources, the department head or the department committee member for department collection (department envelope for confidentiality).
7. Results of the election will sent out via e-mail to department heads and committee members to be posted.

The terms of each office shall be 2 years with the Chair and Secretary/Treasurer being voted on in even years and Vice-Chair in odd years. Terms will follow the County fiscal year beginning July 1 ending June 30.

An officer's position may become vacant due to resignation; opting out of the wellness program; no longer being an employee of Pottawattamie County; or due to absenteeism.

Absenteeism which results in an officer missing three consecutive meetings without notice may result in a declaration of vacancy by the other officers.

The position shall then be filled by appointing a Committee Member to serve the remainder of the term. This applies regardless of the reason for the vacancy.

Article V: Meetings

Regular meetings of the Wellness Committee shall be held at least quarterly.

Special meeting can be called by the Chair or Vice-Chair in the absence of the Chair. A notice of 10 days should be given to Committee Members of a special meeting. The purpose of the meeting shall be stated in the call.

Eight (8) Committee Members shall constitute a quorum for a meeting, but to change rules ten (10) Committee Members would need to be present.

Any agenda items that need to be voted upon will be done so by all members of the Committee with the exception of the Chair. The Chair will cast a vote only in the event of a tie. Majority rules in all voting procedures.

Article VI: Amendments

These by-laws shall be amended by a vote of three quarter (3/4) membership at any regular or special meeting, provided that the amendment has been submitted to the members in writing ten (10) days prior to the meeting.