



# City of Laramie Board of Health Rules and Regulations

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## CHAPTER I. ORGANIZATION

### **Section 1. Authority**

These rules and regulations are adopted under the City of Laramie Enrolled Ordinance No. 747.

### **Section 2. Name**

The name of this board is the Board of Health of the City of Laramie, Wyoming. The Board may be referred to as the Laramie Board of Health.

### **Section 3. Jurisdiction**

The City's Board of Health may enact rules and regulations pertaining to limit the spread of disease and the promotion of public health in the area over which such respective boards have jurisdiction. But in no instance shall such rules and regulations be less effective than, or in conflict with, rules and regulations promulgated by the state department of health. The City Health Officer shall have all powers vested by law in county health officers (W.S. 35-1-303).

### **Section 4. Control of Communicable Diseases**

The Board of Health shall have power to prescribe rules and regulations for the management and control of all communicable diseases, and to prescribe and fix penalties for the violation or refusal to obey such rules and regulations. (LMC 2.20.040)

### **Section 5. Powers and Duties**

The Laramie Board of Health shall have power to make rules and regulations governing its affairs, which are consistent with the laws of the state and the rules of the State Board of Health, and which, under the same limitations, prescribe the duties of the city health officer and Environmental Health Specialist. Such powers and duties of the State Board of Health include, but are not limited to, the following (W.S. 35-1-240).

A. Investigate and control the causes of epidemic, endemic, communicable, occupational and other diseases and afflictions, and physical disabilities resulting there from, affecting the public health.

- B. To abate nuisances when necessary for the protection of public health.
- C. To enforce such sanitary standards, as are or may be established by law, for the operation and maintenance of lodging houses, hotels, public conveyances and stations, schools, factories, workshops, industrial and labor camps, recreational resorts and camps, swimming pools, public baths and other buildings, centers, and places used for public gatherings.
- D. To disseminate public health information.
- E. Establish and maintain a food safety program.

### **Section 6. Term of Office**

The Laramie Board of Health shall consist of five (5) members, all of whom shall be qualified electors of Albany County, and one shall have the degree of Doctor of Medicine (MD) or the degree Doctor of Osteopathic Medicine (DO) and one shall have the degree of Doctor of Dental Surgery (DDS) or Doctor of Dental Medicine (DMD) when available in the county. One (1) member of the board to be appointed for one year; one (1) for two (2) years; one (1) for three (3) years, one (1) for four (4) years; and one (1) for five (5) years. Thereafter, appointments for full term shall be for five (5) years. Vacancies for un-expired terms shall be filled by appointment by the City Council.

### **Section 7. Officers**

The officers of the Board shall consist of a Chair, and Vice Chair, and Secretary.

### **Section 8. City Health Officer**

A city health officer, who shall be a regularly licensed physician residing in the City, shall be appointed by the City Manager. The term of office shall continue at the discretion of the City Manager or until a successor is appointed.

### **Section 9. Election of Officers**

The Chair, Vice Chair and Secretary shall be elected every two years, in odd numbered years, during the first quarter. Election shall be by majority vote of the entire membership of the Board.

### **Section 10. Duties of Officers**

- A. Chair. The Chair shall preside at all regular and special meetings unless he/she is incapacitated or absent. The Chair may move, second, and debate from the chair. The Chair shall be subject only to the limitations placed on

all members, and shall not be deprived of the rights and privileges of a board member by reason of acting as the Chair.

B. Vice Chair. The Vice Chair shall perform the duties and responsibilities of the Chair in the absence or inability of the Chair to act.

C. Secretary. The Secretary shall keep the minutes of the Board. Minutes of each meeting shall be submitted to the City Council and shall serve as the report from the Board.

D. Health Officer. The City Health Officer shall perform the duties duly prescribed by the Board of Health.

E. Temporary Chair. A quorum of the Board may elect a Temporary Chair to serve during the absence or inability to act of the Chair and Vice Chair.

### **Section 11. Meetings**

A. Regular. The Board shall meet quarterly, and more frequently at the discretion of the Chair. Members of the Board will be notified at each Board meeting of the next meeting date, time, and place. When possible, the next meeting's agenda shall be provided in advance to each Board member. Regular meetings are held in the Carnegie Building at 405 Grand Avenue, or as otherwise determined by the Chair. All regular meetings are open to the public, and the public shall be notified at least 24 hours in advance of each meeting.

B. Special. Special meetings of the Board shall be held on call of the Chair, upon request of three members, or upon the request of the Environmental Health Specialist, with not less than 24 hours notice to all Board members. In an emergency (e.g. such as an outbreak of communicable disease or natural disaster where immediate action is needed), special meetings may be called without advance notice. The City shall use reasonable means to notify all members of the date, time, and place of each special meeting, and the purpose for which it is called.

### **Section 12. Quorum**

A quorum for the transaction of business at any regular or special meeting is three (3) members of the Board. If less than a quorum is present, those present may recess the meeting from time to time until a quorum is present.

If any meeting is convened where there is not a quorum, the members present may discuss routine matters but may not hear testimony or take formal action on any matter requiring motion and a vote.

### **Section 13. Actions**

All decisions of the Board shall be made by majority vote of the members present and voting. Every member present shall vote on each item requiring a vote, unless excused from voting by a majority of those present after briefly stating his/her reason for requesting to be excused from voting.

Minutes shall be approved by a majority vote of the members present and voting.

### **Section 14. Conduct of Meetings**

A. Order of Business. The business of all regular meetings shall be transacted in the following order unless by vote of the majority of the members present the order is changed:

1. Roll Call
2. Minutes of the Preceding Meeting(s)
3. Reports of Committees or City Officers
4. Old Business
5. New Business
6. Miscellaneous Business

B. Meeting Policy. All proceedings of the Board are public business, unless the Board by majority votes recesses or adjourns into executive session to consider matters, which may be considered in executive session by law. The Board may allow the City Manager, Environmental Health Specialist, City Attorney, stenographer, and other invited persons to attend executive sessions. With the Board's permission, members of the public may address the Board on items of business.

### **Section 15. Attendance**

A. Regular attendance of all Board members is essential to the proper conduct of the Board's business. If a member's attendance record is such that in the opinion of the other members he/she is not able to fulfill the duties of a Board member, the Board may, by majority vote of the entire membership, request the City Council to remove and replace that member.

B. The Board may request that the City Manager and other City staff attend its meetings. The City Health Officer is required to attend.

### **Section 16. Parliamentary Procedure**

For all procedural matters not specifically covered in these Bylaws, the controlling parliamentary authority for the Board of Health is Robert's Rules of Order, most recent revision.

The Chair, being a co-equal member of the Board, shall in addition to presiding, have a right to participate in debate, and shall vote on all motions, and not only where the vote of the chair would create or break a tie.

A motion, once stated and seconded, limits the debate to points relevant to the motion. Before a formal motion is made, general discussion of, and the presentation of information relevant to an agenda item being considered are in order.

Before the consideration of any measure or the taking of any action, concerning which a public hearing has not been previously held, or will not be held, the Chair may allow members of the audience to be heard. No member of the audience may be heard during or after the Board's discussion without consent of the Board. The Chair may reasonably limit audience participation at any time.

Reconsideration of any action of the Board may be allowed at any time, upon motion of any member of the Board, approved by at least three Board members.

Routine matters, such as setting meeting times and adjournment, setting future agenda items, or appointment of committees, may be by consensus rather than by motion and vote.

### **Section 17. Contested Case Procedure**

In contested cases before the Board, the procedures shall be as provided in Chapter 1.20 of the Laramie Municipal Code.

### **Section 18. Adoption and Amendments**

A. Adoption. These rules are in force when adopted by a majority of the entire membership of the Board and filed with the Laramie City Clerk and the Albany County Clerk.

B. Amendment. These rules may be amended from time to time by majority vote of the entire membership at the next regular meeting, following the meeting at which the amendments were introduced.

### **Chapter II. Substantive Rules for Food Service**

### **Chapter III. Substantive Rules for Swimming Pools and Spa Pools**

### **Chapter IV. Substantive Rules for Tattoo and Body Piercing**

### **Chapter V. Enforcement**