

Hennepin County

Birth Justice Community Advisory Board Bylaws

Article I. Name and Purpose

Section 1. The Birth Justice Community Advisory Board (BJCAB) was created by Hennepin County Board Resolution 24-0527, adopted December 12, 2024.

Section 2. The mission of the BJCAB is to provide advice and recommendations to the County Board on maternal health equity and birth justice matters affecting Hennepin County.

Section 3. The BJCAB shall provide an annual report to the County Board outlining recommendations, strategies and ideas for reducing maternal health disparities of Hennepin County residents.

Article II. Membership

Section 1. The BJCAB shall have at least 13 members but no more than 19 members.

Section 2. Hennepin County Public Health shall recommend all appointments of members to the BJCAB.

Section 3. The Birth Justice Collaborative (BJC) is a coalition of six Black and American Indian led organizations that focus on maternal health. The BJC shall have the ability to recommend at least two and up to six individuals for membership on the BJCAB.

Section 4. The remaining membership seats shall be filled through an application process established by Hennepin County Public Health; preference will be given to Hennepin County residents and people with lived experience and/or impacted by birth injustices.

Section 5. The term of each BJCAB member shall be for three years and no more than two consecutive terms. The terms run from March 1 through the end of February.

Section 6. If any member resigns at any time, written notice must be sent to the BJCAB Chair who shall notify the BJCAB and the Clerk of the County Board.

Section 7. If a member resigns from the BJ CAB, Hennepin County Public Health may fill the seat through any process it deems necessary. Hennepin County Public Health need not fill the seat if the BJ CAB has at least 13 remaining members. Any appointment to fill the seat shall be for the remainder of term of the member who resigned.

Section 8. Hennepin County shall pay BJ CAB members for legitimate expenses according to the open and unclassified service appointments county policy.

Section 9. Members serve at the pleasure of the County Board and may be removed by the County Board for any reason.

Article III. Officers

Section 1. The officers of the BJ CAB shall consist of a Chair, Vice Chair and Secretary.

Section 2. The term of office for any officer shall be one year.

Section 3. The BJ CAB shall hold an annual meeting to elect officers.

Section 4. A BJ CAB member shall not hold more than one office at any time.

Article IV. Duties of Officers

Section 1. The Chair shall preside at all meetings of the BJ CAB and shall prepare an agenda for each meeting at least three days prior to the meeting. The Chair shall also represent the BJ CAB before other advisory committees or the County Board and shall perform other duties and acts that customarily pertain to that office.

Section 2. The Secretary shall keep all minutes of the meetings and other records of the BJ CAB and its membership, maintain correspondence, and give notice of meetings as requested by the Chair. The Secretary shall perform other duties and acts that customarily pertain to this office.

Article V. Committees

Section 1. The BJ CAB is authorized to establish committees as needed to conduct the activities of the BJ CAB. In establishing a committee, the BJ CAB shall state the focus of its proposed activities.

Section 2. The Chair shall determine the membership and the committee chair of each committee.

Section 3. Committees shall be directly responsible to and report to the BJ CAB. Subcommittees, if any, shall be directly responsible to and report to the parent committee.

Section 4. The BJ CAB may dissolve the committee at such time that the committee has fulfilled its proposed activities.

Article VI. Meetings

Section 1. The BJ CAB shall meet every other month and at other times and locations, as determined by Hennepin County Public Health staff in consultation with the BJ CAB, with hybrid meeting options.

Section 2. The BJCAB shall establish norms and guidelines for conducting formal meetings of the BJCAB. At all meetings, an agenda shall be prepared at least three days prior to the meeting, and meeting minutes shall be kept.

Section 3. At all meetings of the BJCAB, 40 percent of the members must be present for there to be a quorum. The BJCAB may not take any official action without a quorum present. All official actions of the BJCAB shall be by a majority vote of the members present.

Section 4. The vote of an BJCAB member with lived experience shall count as two votes, while votes of all other members shall count as one vote.

Section 5. All BJCAB members and others attending the meeting may participate in the discussion under guidelines established by the BJCAB, but only BJCAB members may vote.

Section 6. For BJCAB members with lived experience, a rule of final word of protected time with no comments afterward shall be in place.

Section 7. Special meetings may be called by the Chair by written notice stating the time, place, and objective of the meeting, to be sent at least three days before the meeting.

Section 8. All records of the BJCAB shall be retained by Hennepin County in accordance with Minnesota law.

Article VII. Restrictions

Section 1. These bylaws shall become effective upon approval by the Hennepin County Board.

Section 2. Members shall follow the Hennepin County code of conduct.

Section 3. Members shall recuse themselves from BJCAB discussions and votes in situations where a conflict of interest or potential conflict of interest exists.

Article VIII. Amendments

Section 1. The BJCAB may propose amendments to these bylaws. These bylaws may be amended by the Hennepin County Board.

Section 2. *When bylaws are passed:* Approved by the County Board on (*insert date*).