



**FAMILY PLANNING PROGRAM
POLICY AND PROCEDURE MANUAL**

SECTION: Program Administration

SUBJECT: Governing Board/Board of Health

POLICY: Each agency must have a decision making entity/governing board/board of health that is legally and ultimately responsible for the conduct of the organization, the overall organization, management and operation.

GUIDELINES:

1. Board members should be selected, when not dictated by law, on the basis of their interest in community affairs and their positive attitude toward accomplishing the objectives of the agency.
2. The Board shall be constituted in the manner prescribed in the Articles of Incorporation (NDCC § 10-33) or outlined in the ND Century Code (NDCC § 23-35).
3. The governing board must have bylaws. In the case of health districts, the sections in the ND Century Code dealing with the functions and responsibilities of these entities is sufficient although it is recommended that bylaws be developed.
4. Program specific orientation should at a minimum include:
 - Title X Program information
 - Current program work plan
 - Information regarding policies and procedures.
5. The Board must meet at least 4 times per year.
6. Board members must receive orientation, training, and ongoing information and education concerning the agency and their responsibilities as a board member.
7. Each Board member should receive a packet of information about the agency which should include such items as: organizational charts, bylaws, list of board members, staff information, program information, operating budget, etc.
8. The Board will approve the annual Title X program plan, goals and objectives and budget (or revisions).
9. Minutes shall be taken at all meetings which reflect all committee recommendations, policy decisions, and actions taken. Copies of the minutes shall be available to the State Family Planning office upon request.

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08/08,
08/13



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References:

1. North Dakota Century Code, Chapter 10 Nonprofit Corporations
2. North Dakota Century Code, Chapter 23-35 Public Health Units

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