

# Marion County Hospital District Bylaws

## Preamble

The Marion County Hospital District was established by an act of the State Legislature in accordance with Section 9, Article 9 of the Constitution of the State of Texas. This charter shall serve as the governing constitution of the District. The District Board hereby organizes itself in conformity with the following bylaws, rules, and regulations. For the purposes of these bylaws, the term *District Board* shall refer to the seven members elected or appointed as prescribed in Section 4 of the Charter.

## Article I – Name

The name of this organization shall be the **Marion County Hospital District Board**.

## Article II – Purpose

**Section 1.** The purpose of the Board is to provide and maintain a functioning hospital district to serve the citizens of Marion County, indigent clients, as designated in the Charter.

**Section 2.** The Board shall provide and maintain the physical facilities necessary for hospital district operations, financed, and administered in accordance with the Charter.

## Article III – Membership

Membership of the Marion County Hospital District Board shall consist of **seven members**, elected or appointed as prescribed in Section 4 of the Charter. Terms of office shall be as specified in the Charter.

## Article IV – Organization of the Board

### Section 1. Officers

The officers of the Board shall be:

- Chair (or President)
- Vice Chair (or Vice President)
- Secretary
- Treasurer

Officers shall be elected as designated in **Article IV, Section 3** of these bylaws. Their term of office shall be **one year** following election.

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### Section 2. Duties of Officers

- **Chair/President**
  - Presides over all meetings.
  - Serves as an ex officio member of all committees.
  - Calls meetings as necessary.
- **Vice Chair/Vice President**
  - Acts in the absence of the Chair, exercising all authority granted to the Chair.
- **Secretary**
  - Keeps accurate and complete minutes of all meetings.
  - Issues meeting notices at the direction of the Chair.
  - Manages correspondence and performs duties customary to the office.
- **Treasurer**
  - Maintains accurate financial records of all income and expenditures.
  - Provides a monthly financial report at each meeting.
  - Pays all approved bills by check, co-signed by the Chair.
  - Supplies necessary information to the auditor for the annual audit.
  - Ensures all financial administration conforms to the Charter.
  - Is accountable for all funds entrusted to the Hospital District.

### Section 3. Elections

- Elections of all officers shall be held at the **annual meeting** of the District Board, which is the first meeting following the annual district election of Board members.
- A **majority vote** of those present shall determine the outcome.
- All elections shall be conducted in accordance with **Texas Government Code Chapter 551 (Open Meetings Act)**.

### Section 4. Committees

#### A. General Provisions

- Committees shall be classified as **standing** or **special**.
- All committees, other than the Executive Committee, shall be appointed by the Chair.

#### B. Executive Committee

- The Executive Committee shall consist of the **Chair, Treasurer, and Secretary**.
- Duties of the Executive Committee:
  1. Act on behalf of the Board as a whole, subject to limitations imposed by the Board.
  2. Present a report of its actions at each Board meeting.
  3. Formulate plans pertinent to Board functions for presentation at regular or special meetings.
  4. Make recommendations for Board action.

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- **Limitations:**
  - The Executive Committee shall not usurp the voting privileges of any Board member as defined in Section 4 of the Charter.
  - The Committee shall not make any commitment, contract, or agreement unless approved by a vote of the full Board.

### C. Special Committees

- Special committees may be appointed as needed to carry out the duties of the District Board.
- Such committees shall:
  - Confine their work to the specific purpose for which they were appointed.
  - Report their findings and recommendations to the full Board.
  - Have no independent power of action unless specifically authorized by the Board.

### Section 5. Ex Officio Members of Committees

- Ex officio members of committees shall have the privilege of actively participating in all committee meetings.
- Ex officio members shall **not have the right to vote**.

## Article V – Chair

### Section 1. Election

- At the regular meeting of the Board following the annual district election of members, the Board shall elect a **Chair** in accordance with **Article IV, Section 3** of these bylaws.

### Section 2. Duties

The Chair shall be responsible for the overall functioning of the District Board and its committees. Specific duties include:

1. Call, preside over, and set the agenda for all meetings of the Board and the Executive Committee.
2. Serve as an **ex officio member** of all committees of the District Board.
3. Appoint all members of committees, except those elected or otherwise provided for by these bylaws.
4. Enforce the bylaws, rules, and regulations of the District Board.
5. Obtain legal counsel, **at their discretion**, to provide opinions and guidance ensuring the Board functions within the rules of the Charter.

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## Article VI – Meetings

### Section 1. Regular Meetings

- The District Board shall meet monthly, not fewer than twelve (12) regular meetings each calendar year.
- At each meeting, the Board shall attend to the business and functions of the Hospital District.
- All regular meetings shall comply with the Texas Open Meetings Act **Texas Government Code Chapter 551**
- Notices of regular meetings shall be issued in accordance with **Texas Government Code Chapter 551**.

### Section 2. Special Meetings

- Special meetings may be called at any time by the Chair or at the request of any three (3) members of the Board.
- All special meetings shall comply with the Texas Open Meetings Act (**Texas Government Code Chapter 551**).
- Notices of special meetings shall be issued in accordance with **Texas Government Code Chapter 551**.

### Section 3. Attendance

- Each Board member shall attend at least fifty percent (50%) of the regular meetings in a calendar year.
- **Absence for more than fifty percent (50%) of regular meetings will result in immediate removal of the board member upon notification by the Chair.**

### Section 4. Quorum

- The presence of four (4) members of the Board at any official meeting shall constitute a quorum.

### Section 5. Agenda

- The agenda for any regular or special meeting shall consist of items listed in the notice of the meeting or other items permitted under **Texas Government Code Chapter 551**
- All agendas shall comply with the requirements of the Open Meetings Act.

## Article VII – Rules and Regulations

- The District Board shall adopt such rules and regulations as may be necessary for the proper conduct of its work.
- These rules and regulations shall be part of the bylaws.

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- Rules and regulations may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present.

### **Article VIII – Amendments and Rescissions**

- These bylaws may be amended at any regular or special meeting of the District Board by a two-thirds (2/3) majority vote of the members present.

### **Article IX – Adoption**

- These bylaws shall be adopted at any regular meeting of the District Board.
- Upon adoption, they shall replace any previous bylaws, rules, and regulations.
- They shall become effective when approved by a majority vote of the District Board.

### **Article X**

#### **Duties and Authority of the Hospital District Administrator (HB 951)**

##### **General Authority**

- Acts as the **direct representative of the Board** in managing the Hospital District.
- Holds responsibility for administration of all departments, subject only to Board policies and directives.
- Operates under orders issued by the Board or its designated committees.

##### **Specific Duties**

1. **Organizational Planning**
  - Develop and submit a plan of organization for personnel and operations to the Board for approval.
2. **Budget Preparation**
  - Prepare a budget showing expected receipts and expenditures, as required by the Finance Committee.
3. **Personnel Management**
  - Select, control, and discharge employees authorized by the budget.
4. **Facilities Maintenance**
  - Ensure buildings and grounds are kept in good repair.
  - Consult with the Board on major matters but carry out routine maintenance independently.
5. **Business Affairs Oversight**
  - Supervise financial records, account collections, and supply management.
  - Ensure funds are collected and expended to the best advantage of the district.
6. **Staff Cooperation**
  - Work closely with staff to ensure effective cooperation and high-quality client care.
7. **Reporting**

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- Submit monthly reports to the Board or its committees on professional services and financial activities.
  - Prepare special reports as requested.
- 8. Board Participation**
- Attend all Board meetings.
- 9. Operational Organization**
- Organize day-to-day functions through departmentalization and delegation.
  - Establish formal accountability for subordinates
- 10. Departmental Communication**
- Hold departmental meetings as appropriate.
  - Attend or be represented at such meetings regularly.
  - Report pertinent activities to departments and the governing body.
- 11. Additional Duties**
- Perform any other tasks necessary in the best interest of the hospital district.
- 12. Resignation and Termination Notice**
- Provide at least 10 business days' notice before resignation.
  - Receive at least 10 business days' notice before being relieved of duties.

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**Rules and Regulations**

**Rule 1. Continuity of Secretary's Duties**

- In the temporary absence or inability of the Secretary to function, the Treasurer shall serve with full authority of that office.

**Rule 2. Continuity of Treasurer's Duties**

- In the temporary absence or inability of the Treasurer to function, the Secretary shall serve with full authority of that office.

**Rule 3. Voting Procedures**

- All voting on matters before the Board shall be conducted in accordance with **Article IV, Section 3 of the bylaws.**

Karen P. Kent  
Chair of the Board of Directors

2/17/2026  
Date

Susan Anderson  
Secretary of the Board of Directors

2/17/2026  
Date