

**BEFORE THE BOARD OF HEALTH  
SPOKANE REGIONAL HEALTH DISTRICT**

**RESOLUTION #18-02**

RE: AMENDING THE SPOKANE REGIONAL HEALTH DISTRICT BOARD OF HEALTH BYLAWS TO ALLOW APPOINTED CITIZENS TO SERVE UNTIL A NEW APPOINTMENT TO THE POSITION HAS BEEN MADE; TO SPECIFY WHEN NEW APPOINTMENTS TO THE BOARD WILL BE MADE YEARLY; TO CLARIFY HOW LONG THE VICE CHAIR IS PERMITTED TO SERVE; TO CLARIFY WHEN THE BOARD OF HEALTH WILL MEET; AND TO CLARIFY BUSINESS OF REGULAR MEETINGS

WHEREAS, Article III, subsection 3 of the Board of Health Bylaws establishes the appointment of three (3) citizens at large; and

WHEREAS, the Board of Health recognizes there may be circumstances when citizens at large are not appointed before term limits have ended; and

WHEREAS, a quorum of the Board of Health is required to allow consideration of Board of Health action items; and

WHEREAS, a quorum requires a majority of Board of Health members to be present; and

WHEREAS, the Executive Committee of the Board of Health has recommended appointed citizens be allowed to remain active members of the Board of Health until a new appointment has been made; and

WHEREAS, Article III, subsection 4 defines that all new appointments of elected officials shall be made to the Board of Health prior to the second Monday in January; and

WHEREAS, the Board of Health recognizes there may be circumstances whereby local jurisdictions may not be able to appoint members by this deadline; and

WHEREAS, the Executive Committee of the Board of Health recommends extending the deadline for new appointments of elected officials to prior to the first meeting in January; and

WHEREAS, Article V of the Board of Health Bylaws establishes the Board of Health officers and their duties; and

WHEREAS, Article V, subsection 2 defines the position of the Vice Chair and term limit; and

WHEREAS, the Board of Health recognizes that leadership of the Board of Health can more effectively be determined by the succession of the Vice Chair to the Chair position; and

WHEREAS, the Executive Committee of the Board has recommended the Vice Chair serve no more than two (2) full consecutive terms to facilitate the preference for the Vice Chair to succeed the Chair after the Chair's term has been met; and

WHEREAS, Article VII, subsection 1 determines the Board of Health shall meet monthly; and

WHEREAS, it has been the practice of the Board of Health not to meet in August and November each year to allow for Board Member vacations and holidays; and

WHEREAS, the Executive Committee of the Board of Health recognizes this practice and recommends the bylaws reflect such practice; and

WHEREAS, Article VIII of the Board of Health Bylaws establishes the business of all regular meetings; and

WHEREAS, Resolution #16-06 amended the Spokane Regional Health District's governance structure to designate the administrator as the director of the agency; and

WHEREAS, the Board of Health recognizes the importance of direct reporting of Spokane Regional Health District business from the director and those appointed within the agency to provide additional reports; and

WHEREAS, the Board of Health recognizes the importance of Board Members sharing important jurisdictional business related to public health; and

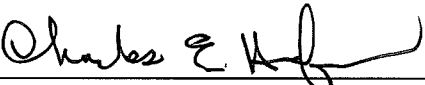
WHEREAS, Article VII, subsection 1, indicate meeting dates and times for the year will be established at the January meeting of the Board; and

WHEREAS, the Executive Committee of the Board of Health recommends clarification of Board of Health business to include an Agency Report from the director and their designees, Board Member Check-Ins, and Announce the Date and Time of the Next Board of Health Meeting;

NOW, THEREFORE BE IT RESOLVED, that the Board of Health for Spokane Regional Health District does hereby amend it Bylaws as set forth on Exhibit A hereto reflecting a change to allow appointed citizens to serve until a new appointment has been made to the position; to specify when new appointments will be made to the Board of Health yearly; to clarify how long the Vice Chair is permitted to serve; to clarify when the Board of Health will meet; and to clarify business of regular meetings.

Signed this 22<sup>nd</sup> day of February 2018, in Spokane, Washington

SPOKANE REGIONAL HEALTH DISTRICT  
BOARD OF HEALTH

  
\_\_\_\_\_  
CHAIR, CHUCK HAFNER

  
\_\_\_\_\_  
KATE BURKE, COUNCILMEMBER


  
\_\_\_\_\_  
DONALD CONDON, BOARD MEMBER

  
\_\_\_\_\_  
KEVIN FREEMAN, MAYOR

  
\_\_\_\_\_  
AL FRENCH, COMMISSIONER

  
\_\_\_\_\_  
JOSH KERNS, COMMISSIONER

  
\_\_\_\_\_  
VICE CHAIR, BREEAN BEGGS

  
\_\_\_\_\_  
MARY KUNEJ, COMMISSIONER

**ABSENT**  
\_\_\_\_\_  
KAREN STRATTON, COUNCILMEMBER

  
\_\_\_\_\_  
LINDA THOMPSON, COUNCILMEMBER

  
\_\_\_\_\_  
ARNE WOODARD, COUNCILMEMBER

**BYLAWS OF  
SPOKANE REGIONAL HEALTH DISTRICT  
BOARD OF HEALTH**

ARTICLE I - NAME

The name of this organization shall be the Spokane Regional Health District Board of Health, hereafter referred to as "Board" or "Board of Health."

ARTICLE II - PURPOSE

The primary purpose of the Spokane Regional Health District Board of Health is (1) to serve as the governing body of the District; (2) to unite the municipalities and the county in a cooperative effort to supervise all matters pertaining to the preservation of the life and health of the citizens within its jurisdiction; (3) to comply fully with the requirements of all applicable chapters of Title 70, Revised Code of Washington; (4) to create and promote prudent public health policy within the District; and (5) to make possible and invite the active participation of all professions, persons and organizations interested in public health.

ARTICLE III - MEMBERSHIP

(RCW 70.46.031 and County Resolution Nos. 96-0825, 03-0687, and 03-0737)

1. In accordance with Chapter 70.46, Revised Code of Washington, and Spokane County Resolution Nos. 96-0825, 03-0687, 03-0737, and 6-0360 the Spokane Regional Health District Board of Health shall consist of the following twelve (12) members: three (3) Spokane County Commissioners; three (3) elected officials of Spokane City; two (2) elected officials from the city of Spokane Valley; one (1) elected official acting as a representative from the remaining incorporated cities and towns in the District; and three (3) at-large citizen members appointed by the Board of County Commissioners of Spokane County.
2. A majority of the mayors of Airway Heights, Cheney, Deer Park, Fairfield, Latah, Liberty Lake, Medical Lake, Millwood, Rockford, Spangle; and Waverly shall annually decide which small city shall appoint an elected official to the Board.
3. The three (3) at-large citizen members appointed by the Board of County Commissioners shall be appointed for four-year, staggered terms with prior appointed members remaining on the Board of Health until the new appointments have been finalized.
4. All new appointments shall be made prior to ~~the second Monday~~ first Board meeting in January.
5. Vacancies on the Board of Health shall be filled by appointment within thirty (30) days and made in the same manner as the original appointment.
6. The term "elected officials" as used in these Bylaws shall mean the publicly elected Spokane County Commissioners, the Spokane City mayor and members of the Spokane City Council, the

Spokane Valley mayor and members of the Spokane Valley City Council and publicly elected mayors and members of the legislative bodies of the remaining incorporated cities and towns.

ARTICLE IV - LEGISLATIVE POWERS, DUTIES AND FUNCTIONS  
(RCW 70.05)

1. The authority of the District Board of Health shall be as prescribed by the laws of the State of Washington.
2. The Board of Health shall appoint an Administrator who shall serve at the pleasure of the Board. The Administrator shall be the Director of the Health District, and shall report directly to the Board. The salary of the Administrator shall be set by the Board on an annual basis and be based on the Administrator's performance and the financial condition of the Health District.
3. The Board of Health shall approve the appointment and termination of a District Health Officer. The District Health Officer shall be a qualified physician trained and experienced in public health. The Health Officer shall report to the Administrator.
4. The salary of the Health Officer shall be approved by the Board.
5. The Board of Health will review and decide the necessary finances and budget to carry on public health services.
6. At least annually, the Board of Health shall review and approve a fee schedule for services provided by the District in accordance with a fee policy that is periodically reviewed and updated by the Board.
7. The Board of Health will receive reports from and through the District Administrator on the activities of the District.
8. The Board of Health will promulgate regulations for the control of communicable diseases and other public health concerns in conformity with the provisions of the laws of the State of Washington and regulations promulgated by the State Board of Health.
9. The Board of Health may also issue nonbinding guidelines and recommendations expressing its collective opinion on issues impacting public health for the advice and benefit of SRHD's community partners. Proposed guidelines and recommendations shall be addressed in the same manner as any other action item coming before the Board for its consideration.
10. In accordance with Article VIII of these by-laws, the Board of Health will hear testimony from persons or groups appearing before it in regular meetings.
11. The Board of Health will review plans and requests for public health services from individuals and agencies, both voluntary and governmental, within the Health District.
12. The Board of Health will cooperate with and coordinate activities with others in the community and solicit their cooperation and services in carrying out sound public health programs within the jurisdiction of the District.

13. The Board shall contract with an attorney whose duties shall be to advise and assist the Board and the District in routine legal matters. The Board may contract with special counsel for specific litigation by or against the District.

#### ARTICLE V - OFFICERS AND THEIR DUTIES

1. The presiding officer of the Board shall be a Chair, who shall serve for a term of one (1) year. The Board shall elect the Chair from the members of the Board who are elected officials by a majority vote of the Board members present at the last regular meeting of each year. No Chair shall succeed him/herself for more than two (2) full consecutive terms

If a vacancy occurs, the Vice Chair shall become Chair of the Board.

2. The Board shall elect a Vice Chair, who shall serve for a term of one year, from the members of the Board who are elected officials by a majority vote of the Board members present at the last regular meeting of each year. If a vacancy occurs, a new Vice Chair shall be elected to fill the unexpired term at the next regular or special meeting of the Board. No Vice Chair shall succeed him/herself for more than two (2) full consecutive terms

~~2.~~

The Vice Chair shall perform the duties of the Chair in the event of the Chair's absence or inability to perform.

3. In accordance with Chapter 70.05.050, Revised Code of Washington, the District Administrator shall serve as Executive Secretary to the Board.
  - a. It shall be the duty of the Executive Secretary to (1) record minutes of all meetings of the Board; (2) maintain a book of numbered and dated motions/resolutions passed by the Board; (3) be custodian of all records, books and papers belonging to the Board; (4) carry on the usual correspondence of the Board, including such matters as notifying members of public meetings dealing with public health matters and making written recommendations thereon.
  - b. The Executive Secretary shall prepare a list of vouchers for monthly presentation to the Chair of the Board. All accounts shall be reviewed by the Board or its representative member(s).
  - c. The Executive Secretary shall be empowered to employ such technical and other personnel as approved in the budget to carry out the functions of the Health District.

#### ARTICLE VI - DISTRICT HEALTH OFFICER (RCW 70.05.070)

The District Health Officer shall perform such duties as are provided by law and directed by the Administrator. He/she shall be responsible to the Administrator for his/her official actions.

#### ARTICLE VII - MEETINGS AND QUORUM

1. The Board of Health shall meet monthly except during the months of August and November. The dates and times of meetings for the year shall be established at the January meeting of the Board. Scheduled meeting dates, times and places may be revised to accommodate the needs of the Board; in such instances, public notice at least ten (10) days in advance must be given.
2. Special meetings may be called by the Chair at his/her discretion, at the request of the Executive Secretary, or on the written request of a majority of the members, provided that written notice is given each member and the media at least twenty-four hours prior to the proposed meeting concerning the time, place and subject, except in an emergency, as provided by RCW 42.30.080.
3. Six (6) voting members of the Board shall constitute a quorum for the dispatch of business.
4. Approval of all actions taken by the Board shall be by a majority of the votes cast.
5. In accordance with RCW 42.30.110, the Board shall call executive sessions as necessary.

#### ARTICLE VIII - BUSINESS OF REGULAR MEETINGS

The business at all regular meetings, unless changed by a majority vote of members present, shall include: Call to Order; Roll Call; Approval of Minutes of Last Meeting; Approval of Vouchers; Chair's Report; ~~Health Officer's~~ Agency Report; Citizen Input; ~~;~~ Action Items; Discussion Items/Reports; Board Member ~~Concerns~~ Check-Ins; ~~Set~~ Announce the Date and Time of the Next Board of Health Meeting; Adjourn.

#### ARTICLE IX - COMMITTEES

1. The Executive Committee of the Board shall consist of the Board Chair, Vice Chair, immediate past Chair and at least two (2) other members appointed by the Chair of the Board, so long as there is no violation of the Open Public Meetings Act. The Chair of the Board shall serve as Chair of the Executive Committee.
2. The Executive Committee shall meet prior to each Board meeting to determine the agenda, review agenda items and other issues, and decide on recommendations to the full Board.
3. Agenda items or other issues requiring action by the Board shall first be submitted to the Executive Committee of the Board for consideration and recommendation, unless the Board by majority vote of those present agrees to hear an issue and make a decision without Executive Committee recommendation.
4. The Executive Committee shall serve as an advisory committee to the Health Officer and the Administrator when necessary.
5. The Chair of the Board may appoint other committees of the Board from time to time as deemed necessary. The Chair shall be an ex-officio member of all committees.

ARTICLE X - RULES OF BUSINESS

Business shall be conducted in accordance with the most current edition of *Robert's Rules of Order*, so long as they are consistent with these By-laws or any amendments thereto. The Health District counsel shall serve as parliamentarian.

ARTICLE XI- AMENDMENTS TO THE BYLAWS

These Bylaws may be amended at a second reading during any regular or special meeting of the Board by a majority vote of members present, provided that the amendment has passed a first reading after being presented in writing to members of the Board of Health at least five (5) days prior to the meeting at which the first reading is included on the agenda. Members may waive the second reading and adopt the amendment at the first reading by two thirds majority vote of the members present.

ADOPTED this ~~27th~~ \_\_\_\_\_ day of ~~October, 2016~~ \_\_\_\_\_ 2018.

\_\_\_\_\_  
Board Member Name and Title