

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

**ARTICLE I  
NAME**

The name of this governing body 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 Board of Health is (1) to serve as the governing body of the Spokane Regional Health District, hereafter referred to as "Health District"; (2) to unite the community 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 Spokane County Resolution Nos. 21-0791 and 23-0185)

- 3.1 In accordance with Chapter 70.46 of the Revised Code of Washington, and Spokane County Resolution Nos. 21-0791 and 23-0185, the Board of Health shall consist of the following eight (8) voting members:
  - 3.1.1 Three (3) Spokane County Commissioners;
  - 3.1.2 One (1) elected official from a city/town within Spokane County;
  - 3.1.3 Three (3) members appointed by the Board of County Commissioners who are not serving in public office, one representing each of the following groups:
    - (a) public health, health care facilities, and providers;
    - (b) consumers of public health; and
    - (c) community stakeholders;
  - 3.1.4 One (1) tribal member.
- 3.2 The three (3) nonelected members appointed by the Board of County Commissioners for Spokane County shall serve two-year terms and shall not participate in any decisions related to the setting or modification of permit, licensing, or application fees, which shall be set solely by those members of the Board who are elected officials.
- 3.3 All new appointments shall be made prior to the first Board meeting in January following the process set forth in Chapter 246-90 of the Washington Administrative Code and Spokane County.

- 3.4 Vacancies on the Board of Health shall be filled by appointment within sixty (60) days and made in the same manner as the original appointment.
- 3.5 The term "elected official" as used in these Bylaws shall mean any person elected at a general or special election to fill public office representing a city or county, and any person appointed to fill a vacancy in any such office.
- 3.6 Persons appointed to the Board of Health are required to comply with the Board of Health Performance Expectations as set forth in SRHD Resolution 12-03, including, but not limited to, (1) attendance at no less than eight of the ten regularly scheduled board meetings and all special meetings and (2) actively participate in Board and Committee assignments.

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

- 4.1 The authority of the Board of Health shall be as prescribed by the laws of the State of Washington.
- 4.2 The Board of Health shall appoint an Administrative Officer who shall serve at the pleasure of the Board. The Chair of the Board of Health shall be the official designated to appoint the Administrative Officer as described in RCW 70.05.045 based on a majority vote from the Spokane Regional Health District Board. The Administrative Officer shall be the Director of the Health District and shall report directly to the Board. The Administrative Officer's compensation package shall be set by the Board on an annual basis and be based on the Administrative Officer's performance and the financial condition of the Health District.
- 4.3 The Board of Health shall appoint a Health Officer. The Chair of the Board of Health shall be the official designated to appoint the Health Officer based on a majority vote from the Spokane Regional Health District Board. Termination of the Health Officer shall be in accordance with RCW § 70.05.050. The Health Officer shall be a qualified physician who meets the requirements of RCW § 70.05.051. The Health Officer reports to the Administrative Officer in all matters other than his or her appointment and termination. The Board shall approve the compensation package for the Health Officer.
- 4.4 The Administrative Officer is authorized to hire, supervise, and terminate such technical and other personnel as approved in the budget to carry out the functions of the Health District.
- 4.5 The Board of Health will review and decide the necessary finances and budget to carry on public health services.
- 4.6 At least annually, the members of the Board of Health who are elected officials 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 members of the Board of Health who are elected officials.

- 4.7 The Board of Health will receive reports from and through the Administrative Officer on the activities of the District.
- 4.8 The Board of Health will promulgate resolutions for the control of communicable diseases and other public health concerns in conformity with the provisions of the laws of United States, the State of Washington, and the State Board of Health.
- 4.9 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.
- 4.10 In accordance with Article VIII of these by-laws, the Board of Health will receive public comment from members of the public.
- 4.11 The Board of Health will review plans and requests for public health services from individuals, organizations, and agencies.
- 4.12 The Board of Health will cooperate with and coordinate activities with its community partners and solicit their cooperation and services in carrying out sound public health programs within the jurisdiction of the Health District.
- 4.13 The Board shall contract with an attorney licensed to practice in the State of Washington 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 Health District.

#### ARTICLE V OFFICERS AND THEIR DUTIES

- 5.1 The presiding officer of the Board shall be the Chair, who shall serve for a term of one (1) year. The Board shall elect the Chair from the members of the Board 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.
- 5.2 The Board shall elect a Vice Chair, who shall serve for a term of one year, from the members of the Board 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. The Vice Chair shall perform the duties of the Chair in the event of the Chair's absence or inability to perform the duties of Chair.
- 5.3 In accordance with RCW § 70.05.050, the District Administrative Officer shall serve as Executive Secretary to the Board.

- 5.3.1 It shall be the duty of the Executive Secretary, or his or her designee, to (1) record minutes of all meetings of the Board, including the basis for any executive session but not the substance; (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.
- 5.3.2 The Executive Secretary, or his or her designee, shall prepare a list of vouchers for monthly presentation to the Board. All accounts shall be reviewed by the Board or its representative members.

## 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 Administrative Officer. He/she shall be responsible to the Administrative Officer for his/her official actions.

## ARTICLE VII MEETINGS AND QUORUM

- 7.1 The Board of Health shall meet monthly on the last Thursday of each month at 12:30 p.m. except during the months of August and November. The dates and times of meetings for the year will customarily be established at the January meeting of the Board. Meetings will be held at Spokane Regional Health District, 1101 W. College Ave., Spokane, WA 99201. 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) calendar days in advance will be provided.
- 7.2 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 to each board member and the media is given at least twenty-four (24) hours prior to the proposed meeting concerning the time, place and subject, except in an emergency, in accordance with RCW 42.30.080.
- 7.3 Four (4) members of the Board shall constitute a quorum for the dispatch of business.
- 7.4 Approval of all actions taken by the Board, other than setting or modifying a permit, licensing, or application fees, shall be by a majority of the votes cast. Approval of actions pertaining to the setting or modifying of a permit, licensing or application fees shall be limited to a majority of the votes cast by those members of the Board who are elected officials in accordance with RCW 70.46.031(1)(I).
- 7.5 In accordance with RCW 42.30.110, the Board shall call executive sessions as necessary.

- 7.6 Any or all Board members may attend the meeting in person, via telephone, by video link or other electronic means that allows for real time verbal communication. In the event all Board members are appearing remotely, there will also be a physical location where the meeting may be viewed by the public.
- 7.7 If, after the declaration of an emergency by a local or state government or agency, or by the federal government, SRHD determines that it cannot hold a Board meeting with members or public attendance in person with reasonable safety because of the emergency, the Board will either cancel the meeting or hold the meeting remotely and notify the public through a posting on its website that the meeting will be held using a video platform and provide information on how to access the meeting.

## ARTICLE VIII BUSINESS OF REGULAR MEETINGS

- 8.1 The business at all regular meetings, unless changed by a majority vote of members present, shall include: Call to Order; Roll Call; Board Reports (Chair and Committees); Consent Agenda (Approval of Minutes; Approval of Vouchers, other items as needed); Public Comment; Executive Session if needed; Action Items; Agency Reports;; Board Member Check-In; Additional Public Comment (if needed); Announce the Date and Time of the Next Board of Health Meeting; Adjourn.
- 8.2 Members of the public may submit written or verbal comments for the Board's consideration as set forth below. Written comments may be submitted no later than twenty-four (24) hours prior to the start of the regular meeting. All written comments timely received will be provided to the Board members in advance of the regular meeting. Written communication may also be submitted in-person at a meeting by providing adequate copies of the communication to the Clerk of the Board who will then distribute copies to the Board members.
- Members of the public may provide verbal comments during the Public Comment portion of the regularly scheduled board meeting and address issues for which there is not a public hearing included on the Board of Health agenda. Each person seeking to address the Board of Health will be afforded up to three (3) minutes per person. In the event the number of individuals seeking to provide verbal comments would result in public comment exceeding a total of fifteen (15) minutes, the Board of Health may reduce the number of minutes each person is allowed to speak in order to ensure the Board has sufficient time to complete the business of the Board. Citizens not providing input during the 15 minutes allotted for Public Comment may be allowed to address the Board at the end of the meeting if time allows and unless otherwise ordered by the Chair.
- 8.3 For purposes of these bylaws, adjournment of a meeting shall mean that the business of the Board for that meeting is concluded. If a board meeting is "continued," that means the business of the Board is not concluded and will be carried forward to another date and time.

## ARTICLE IX COMMITTEES

- 9.1 The Executive Committee of the Board shall consist of the Board Chair, Vice Chair, and one other member 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.
- 9.2 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.
- 9.3 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.
- 9.4 The Executive Committee shall serve as an advisory committee to the Health Officer and the Administrative Officer when necessary.
- 9.5 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) calendar 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 25 day of July, 2024.

  
Josh Kerns (Jul 26, 2024 16:12 PDT)

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Commissioner Josh Kerns, Chair  
Spokane Regional Health District Board of Health