



## **BYLAWS**

### **Community Equity Advisory Board**

*Adopted March 8, 2021*

#### **Article I: NAME**

##### **Section 1. Organization's Name**

The name of this board shall be the Community Equity Advisory Board (CEAB).

#### **Article II: PURPOSE**

##### **Section 1. Establishment**

As established by the Snohomish County Board of Health (Board) in Resolution 20-17: Supporting Equity and Inclusion in Public Health Within Snohomish County, the CEAB shall work to ensure equity, diversity, and inclusion in public health.

##### **Section 2. Strategies**

To fulfill this purpose, the CEAB will strive to serve the Board by being an independent voice representing Snohomish County sectors in the following ways:

- a. Leading and promoting a culture of inclusion for all Snohomish County residents
- b. Advising the Board on recommended action to ensure equitable access to its public health resources
- c. Implementing or advocating for Board approved actions to address racial equity and health disparities in all forms and at all levels.

##### **Section 3. Actions**

To fulfill the purpose and values, the CEAB will do the following:

- a. Adopt guidance and practices for inclusive, authentic, and frequent community participation
- b. Support and, when appropriate, lead the development of policies that foster, support and strengthen equity and inclusion, including the adoption of a diversity, equity, and inclusion policy and cultural sensitivity and language translation policy
- c. Report no less than twice yearly to the Board of Health relevant actions to improving the health of the residents of Snohomish County.

#### **Article III: MEMBERSHIP**

##### **Section 1. Representation**

1. The CEAB shall be comprised of between 17 and 21 county residents and community partners representing different racial and/or ethnic backgrounds, identities, abilities, and perspectives who:

- a. Have lived experience of racial and or ethnic inequity
  - b. Have a professional background, community leadership, or other relevant experience in equity issues
  - c. Interest in impacting individual, institutional, and systemic change in the areas of equity, diversity, and inclusion
  - d. Have experience across multiple dimensions of diversity
  - e. Represent a broad geographic scope of Snohomish County.
2. Additional members may be added as approved by a majority vote of the CEAB.
  3. When necessary, input should be gathered from other sectors or persons not on the CEAB.

## **Section 2. Duties**

Regularly attend meetings. If a member is absent and unexcused for three consecutive meetings, that member will be recommended for removal by the Steering Committee and District. An unexcused absence is defined as an absence without notifying the Steering Committee or District staff lead prior to the beginning of the CEAB regular monthly meeting. Other duties:

- a. Sign an intent statement acknowledging the bylaws and commitment to equity
- b. Active participation in alignment with community agreements
- c. Become knowledgeable and advocate for public health within your spheres of influence
- d. Bring a connection to, relationship with, and advocacy for specific communities.

## **Section 3. Nomination and Selection**

Interested applicants seeking nomination to the CEAB may be nominated by the Board, CEAB, Public Health Advisory Council, or the community at large. Applicants seeking nomination shall complete an application for file. The application will be reviewed by the CEAB Steering Committee and the District staff lead and forwarded to the general CEAB for approval.

## **Section 4. Terms**

Members are appointed by the CEAB for an initial one-year term. Members may be reappointed for no more than two two-year terms. Total years served should not exceed five years.

- a. When a member vacates their appointment prior to term completion, a new sector representative will be appointed.

## **Section 5. Compensation**

Members shall serve without compensation, with the exception of approved reimbursements as determined by the Snohomish Health District.

## **Section 6. Voting**

CEAB membership and the attendant vote are personal and not transferable. A quorum of the CEAB shall be present to conduct business, and the act of a majority of the members present shall constitute the action of the entire CEAB. All members may vote.

# **Article IV: STEERING COMMITTEE**

## **Section 1. Leadership**

A subset of no less than three and no more than five CEAB members who provide strategic oversight and guidance to the general Equity Board.

## **Section 2. Duties**

- a. Attend and facilitate all CEAB general meetings
- b. Ensure compliance with Article 3, Section 2
- c. Report to the Board of Health and Board of Health committee meetings on CEAB actions and recommendations
- d. Be the primary point of contact for Board of Health and District staff
- e. Guide the CEAB in proposing activities and setting meeting agendas
- f. Become familiar with the Board of Health and the District's governance.

## **Section 3. Nominations, Elections, Terms**

Nominations and elections for Steering Committee shall be made to the first full CEAB meeting of the calendar year. Terms shall be for a staggered two years ensuring that at least one member with previous Steering Committee knowledge remains.

## **Section 4. Staffing**

District staff, as directed by the Administrative Officer, shall serve as a liaison and provide a number of tasks including:

- a. Provide orientation for each new CEAB and steering committee member about their responsibilities
- b. Develop and maintain a CEAB communication platform, procedural information, and minutes
- c. Work with the steering and working groups to ensure that CEAB responsibilities are fulfilled and meeting agendas are set
- d. Support setting up and conducting meetings
- e. Facilitate communication between CEAB, the District, and Board of Health

## Article V: MEETINGS

### Section 1. Regular meetings

Regular meetings will be held every month beginning in January, at a time and place as mutually determined by CEAB members and District staff.

### Section 2. Quorum

The threshold for a quorum shall be greater than half of the CEAB.

### Section 3. Special Meetings

Special meetings may be called as necessary by the Board of Health, District, or the CEAB Steering Committee.

## Article VI: WORKING GROUPS

All members are encouraged to be active in working groups when needed. Members will self-identify to any working group. Working groups shall report back to the full CEAB and shall not take action independent of the full CEAB.

## Article VII: PARLIAMENTARY AUTHORITY

The rules contained in the most current version of *Martha's Rules of Order* shall govern all rules of this body, in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or special rules of this body.

## Article VIII: BYLAW AMENDMENTS

The bylaws may be amended at any regular meeting by a vote of the majority of the entire membership of the CEAB with a minimum notice of 21 days.

## Article IX: LIABILITY AND INDEMNIFICATION

Indemnification for acts or omissions within the scope of their duties and authorities is provided to CEAB members through the District's liability insurance coverage.

Approvals:

CEAB

2021