

1 SNOHOMISH COUNTY BOARD OF HEALTH
2 Snohomish County, Washington

3
4 ORDINANCE NO. 23-____

5
6 CREATING BOARD OF HEALTH ADMINISTRATIVE RULES; ADDING CHAPTER 1.10
7 TO THE SNOHOMISH COUNTY BOARD OF HEALTH CODE

8
9 BE IT ORDAINED:

10
11 Section 1. A new chapter is added to Title 1 of Snohomish County Board of
12 Health Code to read:

13
14 **Chapter 1.10**

15
16 **BOARD OF HEALTH ADMINISTRATION**

17
18 Sections:

- 19 1.10.010 Membership
20 1.10.020 Chair
21 1.10.030 Vice-Chairs
22 1.10.040 Meetings
23 1.10.050 Agenda
24 1.10.060 Rules and regulations
25 1.10.070 Resolutions
26 1.10.080 Guidelines and recommendations
27 1.10.090 Quorum and voting
28 1.10.100 Staffing to the board of health
29 1.10.110 Codification
30 1.10.120 Ethics
31 1.10.130 Parliamentary rules

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33 **1.10.010 Membership.**

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35 (1) This section adopts SCC 2.300.100 through 2.300.120 by reference.

36 (2) Consistent with SCC 2.300.150, members shall serve without compensation, but
37 may receive reimbursement for mileage to and from meetings and for such other
38 expenses as approved by the health department director as limited by budgetary
39 constraints.

40 (3) If a member is absent and unexcused for three consecutive meetings, that member
41 will be recommended for removal by the board chair or by written request from a
42 majority of board members. An unexcused absence is defined as an absence without
43 notifying the chairperson, department board administrator, or board clerk prior to the
44 beginning of a regular or special meeting.

45 (4) Consistent with SCC 2.03.080, board members may be removed by the county
46 council for misfeasance.

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2 **1.10.020 Chair.**
3

4 (1) Consistent with SCC 2.300.090, the board shall annually elect a chair in January
5 selected from among board members representing the Snohomish County council.

6 (2) The chair shall preside at the meetings of the Board of Health and perform such
7 other duties as custom and parliamentary procedure require.

8 (3) The chair shall preserve order and decorum and in the interest of efficiency may
9 impose time and subject matter limits for the testimony and comment given by the
10 public and members of the board.

11 (4) The chair may promote efficient operation of the board, including alteration of the
12 order of the agenda if necessary, and expedite orderly debate and passage of routine
13 motions.

14 (5) The chair may speak to points of order, inquiry, or information in preference to other
15 members and shall decide all questions of order, subject to appeal from two members
16 of the board.

17 (6) Consistent with SCC 2.300.130, the chair may establish standing and ad hoc
18 committees of the board and may appoint board members and other persons to any
19 committee to facilitate the performance of the board's function.

20 (7) The chair shall attend regular and special meetings of the board in-person at the
21 designated physical location in SC BOH 1.10.040(3).

22 (8) The chair shall sign rules and regulations, guidelines and recommendations,
23 proclamations, and resolutions adopted by the board.
24

25 **1.10.030 Vice-chairs.**
26

27 (1) Annually, in January, the board shall designate two vice-chairs. One vice-chair shall
28 be from elected city officials of the board and one vice-chair shall be elected from the
29 nonelected members of the board as defined in SCC 2.300.100(d).

30 (2) In the absence of the chair, a vice-chair will exercise the duties, powers, and
31 prerogatives of the chair.

32 (3) Each year the board shall designate the order in which the vice-chairs may act in
33 absence of the chair. The order of the vice-chair shall rotate annually.
34

35 **1.10.040 Meetings.**
36

37 (1) The time of the regular meeting of the board shall be 3:00 p.m. on the second
38 Tuesday of each month.

39 (2) Any regular meeting may be cancelled by the board chair.

40 (3) All regular meetings of the board shall be held in the health department auditorium
41 located at 3020 Rucker Ave, Everett, Washington and via video conferencing.

42 (4) The chair or a majority of board members may call a special meeting consistent with
43 the provisions of RCW 42.30.080.

44 (5) The board may hold executive sessions from which the public may be excluded
45 consistent with the provisions of RCW 42.30.110.

46 (6) When in an emergency as defined in chapter 2.36 SCC or by the health officer, it

1 may be impossible or unsafe to conduct business of the board in a physical location.
2 During such a time, affairs of the board may be conducted solely through video
3 conferencing. Required open public meeting act physical posting requirements shall be
4 suspended during the period of the emergency.

5
6 **1.10.050 Agenda.**
7

8 (1) Subject to the discretion of the chair, the board shall dispose of business in the
9 following order:

- 10 (a) Call to order;
- 11 (b) Roll call;
- 12 (c) Approval of agenda contents and order;
- 13 (d) Approval of minutes;
- 14 (e) Special business;
- 15 (f) Public comment;
- 16 (g) Written reports;
- 17 (h) Consent agenda;
- 18 (i) Action;
- 19 (j) Briefings;
- 20 (k) Report of the health department director;
- 21 (l) Report of the health officer;
- 22 (m) Executive session;
- 23 (n) Information items; and
- 24 (o) Adjourn.

25 (2) The agenda for regular and special meetings shall include information about how to
26 access meetings remotely.
27

28 **1.10.060 Rules and regulations.**
29

30 (1) Before adoption, amendment, or repeal of any rule and regulation, the board shall
31 conduct a public hearing on the subject of the proposed rule and regulation at a regular
32 or special meeting of the board.

33 (2) The board shall provide at least fourteen calendar days' notice of a public hearing,
34 except emergency ordinances, by publication in the official newspaper of Snohomish
35 County and on the department webpage.

36 (3) Any proposed ordinance may be amended by motion at the public hearing without
37 publication, provided that such amendments shall not change the scope and object of
38 the proposed ordinance.

39 (4) On final passage the vote must be taken by roll call vote of yeas and nays.

40 (5) Following passage, the ordinance shall be signed by the chair, or the vice-chair in
41 the absence of the chair.

42 (6) Ordinances for the adoption of rules and regulations shall be drafted in a form
43 consistent with the Snohomish County Drafting Manual for Local Legislation established
44 by the Clerk of the Snohomish County Council and the office of the Snohomish County
45 Prosecuting Attorney.
46

1 **1.10.070 Resolutions.**

- 2
3 (1) The board may adopt resolutions that formally indicates its opinion or intent
4 regarding a particular subject.
5 (2) Resolutions do not have the force and effect of law.
6 (3) Adoption of resolutions shall be considered as action items on meeting agendas.
7 (4) Resolutions shall be drafted in a form established by the clerk of the board.
8

9 **1.10.080 Guidelines and recommendations.**

- 10
11 (1) The board may adopt guidelines and recommendations to express its current
12 thinking on health-related topics and to provide policy guidance for other entities.
13 (2) Guidelines and recommendations are advisory only and do not have the force and
14 effect of law.
15 (3) Before adoption, amendment, or repeal of a guideline and recommendation, the
16 board shall conduct a public hearing about the proposed guidelines and
17 recommendations at a regular or special meeting of the board.
18 (4) The board shall provide at least fourteen calendar days' notice of a public hearing by
19 publication in the official newspaper of Snohomish County and on the department
20 webpage.
21 (5) Any proposed guideline and recommendation may be amended by motion at the
22 public hearing without publication, provided that such amendments shall not change the
23 scope and object of the proposed ordinance.
24 (6) On final passage the vote must be taken by roll call vote of yeas and nays.
25 (7) Following passage, the ordinance shall be signed by the chair, or the vice-chair in
26 the absence of the chair.
27 (8) Guidelines and recommendations shall be drafted in a form established by the clerk
28 of the board.
29

30 **1.010.090 Quorum and voting.**

- 31
32 (1) Five members of the board of health shall constitute a quorum.
33 (2) When taking action, a quorum must be established and include at least two elected
34 members.
35 (3) Where there exists one or more vacancies on the board of health, a majority of
36 members in office at the time shall be sufficient to constitute a quorum for purposes of
37 making nominations to the board of health for council action.
38 (4) In accordance with RCW 70.05.035 and SCC 2.300.100(3), any decision related to
39 the setting or modification of permit, licensing, and application fees may only be
40 determined by the county council and city board members. As such a quorum for
41 meetings solely taking action on setting or modification of permit, licensing, and
42 application fees will be three of the county council and city board members.
43 (a) The chair may request an advisory vote on setting or modification of permit,
44 licensing, and application fees from nonelected members of the board as defined in
45 SCC 2.300.100(d) prior to taking action by the county council and city voting board
46 members.

- 1 (5) There will be no voting by proxy on any question before the board.
2 (6) An affirmative simple majority of voting members is required to take action.

3
4 **1.010.100 Staffing to the board of health.**

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6 (1) Consistent with SCC 2.300.040 the director of the Snohomish County department of
7 health or their designee shall act as administrator to the board and shall be responsible
8 for administrating the operations of the board.

9 (2) The board administrator shall coordinate work and the providing of information
10 among board members, coordinate action and the providing of information between the
11 department director and the board, work with the chairperson and clerk of the council on
12 the calendar and agendas, and perform such other duties as are delegated by the board
13 through the chairperson.

14 (3) The director of the Snohomish County department of health shall designate a board
15 of health clerk.

16 (4) The clerk shall attend meetings and hearings of the board, cause minutes of
17 meetings and hearings to be kept as required by law, coordinate meetings and hearings
18 of the board or its members with other county officials, maintain the board's records and
19 provide access to those records on the internet, codify all adopted rules and regulations
20 adopted by the board, provide attestation, and perform such other duties as requested
21 by the health department director.

22 (5) The Snohomish County prosecuting attorney, or their designee, shall serve as legal
23 counsel to the board.

24
25 **1.010.110 Codification.**

26
27 The board, through the clerk of the board, shall provide for the codification of all rules
28 and regulations that have the force of law and are permanent and general nature and
29 for the compilation of all guidelines and recommendations. The code and compilation
30 shall be posted to the internet with an index and appropriate notices, citations, and
31 annotations.

32
33 **1.010.120 Ethics.**

34
35 (1) Board members shall comply with the Snohomish County code of ethics, chapter
36 2.50.

37 (2) Board members with a conflict of interest shall declare the conflict before the board
38 and refrain from discussing or voting on matters in which the member has a conflict.

39
40 **1.010.130 Parliamentary rules.**

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42 The rules contained in the most current version of Robert's Rules of Order shall govern
43 all rules of this body, in all cases to which they are applicable, and in which they are not
44 inconsistent with the rules in this chapter.

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PASSED this _____ day of _____, 2023.

SNOHOMISH COUNTY BOARD OF HEALTH
Snohomish County, Washington

Chairperson

ATTEST:

Asst. Clerk of the Board

- () APPROVED
- () EMERGENCY
- () VETOED

DATE: _____

County Executive

ATTEST:

Approved as to form only:

Deputy Prosecuting Attorney