

SNOHOMISH COUNTY BOARD OF HEALTH
Snohomish County, Washington

ORDINANCE NO. BOH23-03

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

BE IT ORDAINED:

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

Chapter 1.10

ADMINISTRATIVE RULES AND PROCEDURES

Sections:

- 1.10.010 Purpose
- 1.10.020 Chair
- 1.10.030 Vice-Chairs
- 1.10.040 Meetings
- 1.10.050 Agenda
- 1.10.060 Rules and regulations
- 1.10.070 Resolutions
- 1.10.080 Quorum and voting
- 1.10.090 Staffing to the board of health
- 1.10.100 Codification
- 1.10.110 Parliamentary rules

1.10.010 Purpose

To supplement SCC 2.300 requirements relating to the board of health, and other applicable laws.

1.10.020 Chair.

- (A) The board shall annually elect a chair in January selected from among board members representing the Snohomish County council.
- (B) The chair shall preside at the meetings of the Board of Health and perform such other duties as custom and parliamentary procedure require.
- (C) The chair may impose time and subject matter limits for the testimony and comment given by the public and members of the board.
- (D) The chair may alter the order of the agenda if necessary, in order to expedite orderly debate and passage of routine matters.
- (E) The chair may speak to points of order, inquiry, and shall decide all questions of

1 order, subject to appeal from two members of the board.

2 (F) The chair may establish standing and ad hoc committees of the board and may
3 appoint board members and other persons to any committee to facilitate the
4 performance of the board's function.

5 (G) The chair shall sign all documents requiring the signature of the council, and the
6 chair's signature shall be as legal and binding as if all members had affixed their names.

8 **1.10.030 Vice-chairs.**

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

13 (B) In the absence of the chair, a vice-chair will exercise the duties, powers, and
14 prerogatives of the chair.

15 (C) The order in which the vice-chairs may act in absence of the chair is as follows:

16 (1.) Even calendar years will be the nonelected member

17 (2.) Odd calendar years will be the elected city official member

19 **1.10.040 Meetings.**

21 (A) The time of the regular meeting of the board shall be 3:00 p.m. on the second
22 Tuesday of each month. If at any time any regular meeting falls on a holiday, such
23 regular meeting shall be held on the next business day.

24 (B) Any regular meeting may be cancelled by the board of health chair.

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

27 (D) A member who is physically present must preside over the meeting.

28 (E) The chair or a majority of board members may call a special meeting consistent with
29 the provisions of RCW 42.30.

30 (F) If, by reason of fire, flood, earthquake, or other emergency, there is a need for
31 expedited action by the board of health to meet the emergency, the chair may provide
32 for a meeting site other than the regular meeting site, for a remote meeting without a
33 physical location, or for a meeting at which the physical attendance by some or all
34 members of the public is limited due to a declared emergency, and the notice
35 requirements of chapter 42.30 RCW shall be suspended during such emergency.

37 **1.10.050 Agenda.**

39 (A) Subject to the discretion of the chair, the board shall dispose of business in the
40 following order:

41 (1.) Call to order;

42 (2.) Roll call;

43 (3.) Approval of agenda contents and order;

44 (4.) Approval of minutes;

45 (5.) Special business;

46 (6.) Public comment;

- (7.) Written reports;
- (8.) Consent agenda;
- (9.) Action;
- (10.) Briefings;
- (11.) Report of the health department director;
- (12.) Report of the health officer;
- (13.) Executive session (as needed);
- (14.) Information items; and
- (15.) Adjourn.

(B) The agenda for regular and special meetings shall include information about how to access meetings remotely.

1.10.060 Rules and regulations.

(A) The board of health shall adopt, amend, and repeal its rules and regulations by ordinance.

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

(C) The board of health clerk shall provide notice of a public hearing, except emergency ordinances, to include the time and place initially set for hearing prior to the adoption by the board of health. Notice shall be published in the official county newspaper and Snohomish county department of health website.

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

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

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

(G) Ordinances shall take effect 10 days after they are signed by the board of health chair or otherwise enacted, or at a later date as stated in the ordinance.

(H) Ordinances shall be drafted in a form established by the clerk of the board.

1.10.070 Resolutions.

(A) The board may pass resolutions that express its opinion concerning any item of business or matter of administration coming within its powers.

(B) Resolutions do not have the force of law.

(C) Adoption of resolutions shall be considered as action items on meeting agendas.

(D) Resolutions shall be drafted in a form established by the clerk of the board.

1.010.080 Quorum and voting.

(A) Board action shall require an affirmative vote of a majority of all members entitled to vote on the specific action.

(B) The chair may request an advisory vote from appointed members prior to action

1 being taken related to the setting or modification of permit, licensing, and application
2 fees.

3 (C) There will be no voting by proxy for any board of health action.
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5 **1.010.90 Staffing to the board of health.**
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7 (A) The executive secretary and administrative officer of the board shall be the director
8 of the Snohomish county department of health who shall be responsible for
9 administering the operations of the board including such other administrative duties
10 required by the board and as directed by the chair.

11 (B) The administrative officer may designate a board of health administrator and board
12 of health clerk.

13 (C) The board administrator shall coordinate work and provide information among board
14 members and between the department administrative officer and the board, work with
15 the chairperson and clerk of the council on the calendar and agendas, and perform such
16 other duties as are delegated by the board through the chairperson.

17 (D) The clerk shall attend meetings and hearings of the board, cause minutes of
18 meetings and hearings to be kept as required by law, coordinate meetings and hearings
19 of the board or its members with other county officials, maintain the board's records and
20 provide access to those records on the internet, codify all adopted rules and regulations
21 adopted by the board, provide attestation, and perform such other duties as requested
22 by the administrative officer.
23

24 **1.010.100 Codification.**
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26 The board, through the clerk of the board, shall provide for the codification of all rules
27 and regulations that have the force of law and are permanent and general nature and
28 for the compilation of all resolutions. The code and compilation shall be posted to the
29 internet with an index and appropriate notices, citations, and annotations.
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31 **1.010.110 Parliamentary rules.**
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33 The rules contained in the most current version of Robert's Rules of Order shall govern
34 all rules of this body, in all cases to which they are applicable, and in which they are not
35 inconsistent with the rules in this chapter.
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1 PASSED this _____ day of _____, 2023.

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4 SNOHOMISH COUNTY BOARD OF HEALTH
5 Snohomish County, Washington
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8 _____
9 Chairperson

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11 ATTEST:

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14 _____
15 Clerk of the Board

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19 Approved as to form only:

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21 _____
22 Deputy Prosecuting Attorney
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