

1 SNOHOMISH COUNTY BOARD OF HEALTH  
2 Snohomish County, Washington

3  
4 ORDINANCE NO. BOH24-\_\_\_\_

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

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9 BE IT ORDAINED:

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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 **ADMINISTRATIVE RULES AND PROCEDURES**

17  
18 Sections:

- 19 1.10.010 Purpose.  
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 Quorum and voting.  
27 1.10.090 Staffing to the board of health.  
28 1.10.100 Codification.  
29 1.10.110 Code of Conduct.  
30 1.10.120 Parliamentary rules.

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32 1.10.010 Purpose.

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

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37 1.10.020 Chair.

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39 A. The board shall annually elect a chair in January selected from among board  
40 members representing the Snohomish County council.  
41 B. The chair shall preside at the meetings of the Board of Health and perform such  
42 other duties as custom and parliamentary procedure require.  
43 C. The chair may impose time and subject matter limits for the testimony and comment  
44 given by the public and members of the board.  
45 D. The chair may alter the order of the agenda if necessary, in order to expedite orderly

- 1 debate and passage of routine matters.
- 2 E. The chair may speak to points of order, inquiry, and shall decide all questions of  
3 order, subject to appeal from two members of the board.
- 4 F. The chair may establish standing and ad hoc committees of the board and may  
5 appoint board members and other persons to any committee to facilitate the  
6 performance of the board's function.
- 7 G. The chair shall sign all documents requiring the signature of the board, and the  
8 chair's signature shall be as legal and binding as if all members had affixed their  
9 names.

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11 1.10.030 Vice-chair.

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13 A. Annually the board shall designate a vice-chair. The vice-chair shall be from elected  
14 city officials of the board and the nonelected members of the board as defined in  
15 SCC 2.300.100(d).
- 16 B. In the absence of the chair, a vice-chair will exercise the duties, powers, and  
17 prerogatives of the chair.

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19 1.10.040 Meetings.

- 20  
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, as designated by the chair, must preside over  
28 the meeting.
- 29 E. The chair or a majority of board members may call a special meeting consistent with  
30 the provisions of RCW 42.30.
- 31 F. If, by reason of fire, flood, earthquake, or other emergency, there is a need for  
32 expedited action by the board of health to meet the emergency, the chair may  
33 provide for a meeting site other than the regular meeting site, for a remote meeting  
34 without a physical location, or for a meeting at which the physical attendance by  
35 some or all members of the public is limited due to a declared emergency, and the  
36 notice requirements of chapter 42.30 RCW shall be suspended during such  
37 emergency.
- 38 G. Video conferencing best practices for safe and secure meetings will be established.

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40 1.10.050 Agenda.

- 41  
42 A. Subject to the discretion of the chair, the board shall dispose of business in the  
43 following order:
- 44 1. Call to order;

- 1           2. Roll call;
- 2           3. Approval of agenda contents and order;
- 3           4. Approval of minutes;
- 4           5. Special business;
- 5           6. Public comment;
- 6           7. Written reports;
- 7           8. Consent agenda;
- 8           9. Action;
- 9           10. Briefings;
- 10          11. Report of the health department director;
- 11          12. Report of the health officer;
- 12          13. Executive session (as needed);
- 13          14. Information items; and
- 14          15. Adjourn.
- 15         B. The agenda for regular and special meetings shall include information about how to
- 16           access meetings remotely.

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18         1.10.60         Rules and regulations.

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- 20         A. The board of health shall adopt, amend, and repeal its rules and regulations by
- 21           ordinance.
- 22         B. Before adoption, amendment, or repeal of any rule and regulation, the board shall
- 23           conduct a public hearing on the subject of the proposed rule and regulation at a
- 24           regular or special meeting of the board.
- 25         C. The board of health clerk shall provide notice of a public hearing, except emergency
- 26           ordinances, to include the time and place initially set for hearing prior to the adoption
- 27           by the board of health. Notice shall be published in the official county newspaper
- 28           and Snohomish county department of health website.
- 29         D. Any proposed ordinance may be amended by motion at the public hearing without
- 30           publication, provided that such amendments shall not change the scope and object
- 31           of the proposed ordinance.
- 32         E. On final passage the vote must be taken by roll call vote of yeas and nays.
- 33         F. Following passage, the ordinance shall be signed by the chair, or the vice-chair in
- 34           the absence of the chair.
- 35         G. Ordinances shall take effect 10 days after they are signed by the board of health
- 36           chair or otherwise enacted, or at a later date as stated in the ordinance.
- 37         H. Ordinances shall be drafted in a form established by the clerk of the board.

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39         1.10.070         Resolutions.

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- 41         A. The board may pass resolutions that express its opinion concerning any item of
- 42           business or matter of administration coming within its powers.
- 43         B. Resolutions do not have the force of law.
- 44         C. Adoption of resolutions shall be considered as action items on meeting agendas.
- 45         D. Resolutions shall be drafted in a form established by the clerk of the board.

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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 being taken related to the setting or modification of permit, licensing, and application fees.
- C. There will be no voting by proxy for any board of health action.

1.010.90 Staffing to the board of health.

- A. The executive secretary and administrative officer of the board shall be the director of the Snohomish county department of health who shall be responsible for administering the operations of the board including such other administrative duties required by the board and as directed by the chair.
- B. The administrative officer may designate a board of health administrator and board of health clerk.
- C. The board administrator shall coordinate work and provide information among board members and between the department administrative officer and the board, work with the chairperson and clerk of the council on the calendar and agendas and perform such other duties as are delegated by the board through the chairperson.
- D. The clerk shall attend meetings and hearings of the board, cause minutes of meetings and hearings to be kept as required by law, coordinate meetings and hearings of the board or its members with other county officials, maintain the board's records and provide access to those records on the internet, codify all adopted rules and regulations adopted by the board, provide attestation, and perform such other duties as requested by the administrative officer.

1.010.100 Codification.

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

1.010.110 Code of conduct.

- A. The board will establish a code of conduct that provides ethical standards and expectations for board of health members. The code of conduct will include components addressing values, ethics, and attendance.
- B. Board members will provide written receipt of and agreement to adhere to the code of conduct.

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1.010.120 Parliamentary rules.

The rules contained in the most current version of Robert’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 rules in this chapter.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

SNOHOMISH COUNTY BOARD OF HEALTH  
Snohomish County, Washington

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Clerk of the Board

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

Approved as to form only:

\_\_\_\_\_  
Deputy Prosecuting Attorney