

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
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 **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.

31
32 1.10.010 Purpose.
33

34 ~~To supplement SCC 2.300 requirements relating to the board of health, and other~~
35 ~~applicable laws. The purpose of the chapter 1.10 is to supplement chapter 2.300 SCC.~~

36
37 1.10.020 Chair.
38

- 39 A. The board shall annually elect a chair ~~in January selected~~ from ~~among the board~~
40 ~~members representing the~~ Snohomish County council ~~board members~~.
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, except as otherwise
43 provided by SCBOH 1.10.040.
44 C. The chair may impose time and subject matter limits for the testimony and comment
45 given by the public and members of the board.
46 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.

10
11 1.10.030 Vice-chair.

- 12
13 A. ~~Annually the~~The board shall ~~designate annually elect~~ a vice-chair. ~~The vice-chair~~
14 ~~shall be from elected city officials of the board and the nonelected members of the~~
15 ~~board as defined in SCC 2.300.100(d).~~ from its membership excluding the
16 Snohomish County council members.
- 17 B. In the absence of the chair, ~~a the~~ vice-chair will exercise the duties, powers, and
18 ~~prerogatives authority~~ of the chair.

19
20 1.10.040 Meetings.

- 21
22 A. The time of the regular meeting of the board shall be 3:00 p.m. on the second
23 Tuesday of each month. If at any time any regular meeting falls on a holiday, such
24 regular meeting shall be held on the next business day.
- 25 B. Any regular meeting may be cancelled by the board of health chair.
- 26 C. All regular meetings of the board shall be held in the health department auditorium
27 located at 3020 Rucker Ave, Everett, Washington, and via video conferencing.
- 28 D. ~~A member who is physically present, as designated by the chair, must preside over~~
29 ~~the meeting~~In the event neither the chair nor the vice-chair are physically present for
30 a meeting, the chair shall designate a member who is physically present to preside
31 over the meeting.
- 32 E. The chair or a majority of board members may call a special meeting consistent with
33 the provisions of ~~RCW chapter~~ 42.30 RCW.
- 34 F. If, by reason of fire, flood, earthquake, or other emergency, there is a need for
35 expedited action by the board of health to meet the emergency, the chair may
36 provide for a meeting site other than the regular meeting site, for a remote meeting
37 without a physical location, or for a meeting at which the physical attendance by
38 some or all members of the public is limited due to a declared emergency, and the
39 notice requirements of chapter 42.30 RCW shall be suspended during such
40 emergency.
- 41 G. Video conferencing best practices for safe and secure meetings will be established
42 by the board and implemented by the clerk.

43
44 1.10.050 Agenda.

- 45
46 A. Subject to the discretion of the chair, the board shall dispose of business in the

1 following order:

- 2 1. Call to order;
- 3 2. Roll call;
- 4 3. Approval of agenda contents and order;
- 5 4. Approval of minutes;
- 6 5. Special business;
- 7 6. Public comment;
- 8 7. Written reports;
- 9 8. Consent agenda;
- 10 9. Action;
- 11 10. Briefings;
- 12 11. Report of the health department director;
- 13 12. Report of the health officer;
- 14 13. Executive session (as needed);
- 15 14. Information items; and
- 16 15. Adjourn.

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

19
20 1.10.060 Rules and regulations.

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

40
41 1.10.070 Resolutions.

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

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

2
3 1.010.080 Quorum and voting.

4
5 A. Board action shall require an affirmative vote of a majority of all members entitled to
6 vote on the specific action.

7 B. The chair may request an advisory vote from appointed members prior to action
8 being taken related to the setting or modification of permit, licensing, and application
9 fees.

10 C. There will be no voting by proxy for any board of health action.

11
12 1.010.90 Staffing to the board of health.

13
14 A. The executive secretary and administrative officer of the board shall be the director
15 of the Snohomish county department of health who shall be responsible for
16 administering the operations of the board including such other administrative duties
17 required by the board and as directed by the chair.

18 B. The administrative officer may designate a board of health administrator and board
19 of health clerk.

20 C. The board administrator shall coordinate work and provide information among board
21 members and between the department administrative officer and the board, work
22 with the chairperson and clerk of the council board on the calendar and agendas and
23 perform such other duties as are delegated by the board through the chairperson.

24 D. The clerk shall attend meetings and hearings of the board, cause minutes of
25 meetings and hearings to be kept as required by law, coordinate meetings and
26 hearings of the board ~~or its members with other county officials~~, maintain the board's
27 records ~~and provide access to those records on the internet~~, codify publish all
28 adopted rules and regulations adopted by the board, provide attestation, and
29 perform such other duties as requested by the administrative officer.

30
31 1.010.100 Codification.

32
33 The board, through the clerk of the board, shall provide for the codification of all rules
34 and regulations that have the force of law and are permanent and general nature and
35 for the compilation of all resolutions. The code and compilation shall be posted to the
36 internet with an index and appropriate notices, citations, and annotations.

37
38 1.010.110 Code of conduct.

39
40 ~~A.~~ The board will establish a code of conduct that provides ethical standards and
41 expectations for board of health members. ~~The code of conduct will include~~
42 ~~components addressing values, ethics, and attendance, including grounds for~~
43 ~~removal.~~

44 ~~B. Board members will provide written receipt of and agreement to adhere to the code~~
45 ~~of conduct.~~

1 1.010.120 Parliamentary rules.

2
3 The rules contained in the most current version of Robert’s Rules of Order shall govern
4 all rules of this body, in all cases to which they are applicable, and in which they are not
5 inconsistent with the rules in this chapter.
6

7
8
9 PASSED this _____ day of _____, 2024.
10

11 SNOHOMISH COUNTY BOARD OF HEALTH
12 Snohomish County, Washington
13

14
15
16 _____
17 Chairperson
18

19 ATTEST:
20

21
22 _____
23 Clerk of the Board
24

- 25 () APPROVED
- 26 () EMERGENCY
- 27 () VETOED

28
29
30
31 Approved as to form only:
32

33
34 _____
35 Deputy Prosecuting Attorney
36