

1 SNOHOMISH COUNTY BOARD OF HEALTH
2 Snohomish County, Washington

3
4 ORDINANCE NO. BOH24-____

5
6 CREATING BOARD OF HEALTH ADMINISTRATIVE PROCEDURES; ADDING
7 CHAPTER 1.10 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 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 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.

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34 The purpose of this chapter 1.10 is to supplement chapter 2.300 SCC.

35
36 1.10.020 Chair.

- 37
38 A. The board shall annually elect a chair from the Snohomish County council board
39 members.
40 B. The chair shall preside at the meetings of the Board of Health and perform such
41 other duties as custom and parliamentary procedure require, except as otherwise
42 provided by SCBOH 1.10.040.
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
46 debate and passage of routine matters.

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SNOHOMISH COUNTY BOARD OF HEALTH CODE

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

9
10 1.10.030 Vice-chair.

- 11 A. The board shall annually elect a vice-chair from its membership excluding the
12 Snohomish County council members.
- 13 B. In the absence of the chair, the vice-chair will exercise the duties, powers, and
14 authority of the chair.

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16
17 1.10.040 Meetings.

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

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40
41 1.10.050 Agenda.

- 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;
 - 45 2. Roll call;

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

16
17 1.10.060 Regulations.

- 18
- 19 A. The board of health shall adopt, amend, and repeal its regulations by ordinance.
- 20 B. Before adoption, amendment, or repeal of any regulation, the board shall conduct a
- 21 public hearing on the subject of the proposed regulation at a regular or special
- 22 meeting of the board.
- 23 C. The board of health clerk shall provide notice of a public hearing, except emergency
- 24 ordinances, to include the time and place initially set for hearing prior to the adoption
- 25 by the board of health. Notice shall be published in the official county newspaper
- 26 and Snohomish county department of health website.
- 27 D. Any proposed ordinance may be amended by motion at the public hearing without
- 28 publication, provided that such amendments shall not change the scope and object
- 29 of the proposed ordinance.
- 30 E. On final passage the vote must be taken by roll call vote of yeas and nays.
- 31 F. Following passage, the ordinance shall be signed by the chair, or the vice-chair in
- 32 the absence of the chair.
- 33 G. Ordinances shall take effect 10 days after they are signed by the board of health
- 34 chair or otherwise enacted, or at a later date as stated in the ordinance.
- 35 H. Ordinances shall be drafted in a form established by the clerk of the board.

36
37 1.10.070 Resolutions.

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

44
45 1.010.080 Quorum and voting.

- 1 A. Board action shall require an affirmative vote of a majority of all members entitled to
- 2 vote on the specific action.
- 3 B. The chair may request an advisory vote from appointed members prior to action
- 4 being taken related to the setting or modification of permit, licensing, and application
- 5 fees.
- 6 C. There will be no voting by proxy for any board of health action.

7
8 1.010.90 Staffing to the board of health.

- 9
- 10 A. The executive secretary and administrative officer of the board shall be the director
- 11 of the Snohomish county department of health who shall be responsible for
- 12 administering the operations of the board including such other administrative duties
- 13 required by the board and as directed by the chair.
- 14 B. The administrative officer may designate a board of health administrator and board
- 15 of health clerk.
- 16 C. The board administrator shall coordinate work and provide information among board
- 17 members and between the department administrative officer and the board, work
- 18 with the chairperson and clerk of the board on the calendar and agendas and
- 19 perform such other duties as are delegated by the board through the chairperson.
- 20 D. The clerk shall attend meetings and hearings of the board, cause minutes of
- 21 meetings and hearings to be kept as required by law, coordinate meetings and
- 22 hearings of the board, maintain the board's records, publish all adopted rules and
- 23 regulations adopted by the board, provide attestation, and perform such other duties
- 24 as requested by the administrative officer.

25
26 1.010.100 Codification.

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

32
33 1.010.110 Code of conduct.

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35 The board will establish a code of conduct that provides ethical standards and
36 expectations for board of health members, including grounds for removal.

37
38 1.010.120 Parliamentary rules.

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

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46 PASSED this _____ day of _____, 2024.

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SNOHOMISH COUNTY BOARD OF HEALTH
Snohomish County, Washington

Chairperson

ATTEST:

Clerk of the Board

- APPROVED
- EMERGENCY
- VETOED

Approved as to form only:

George B Marsh 6/6/2024
Deputy Prosecuting Attorney