

**SNOHOMISH HEALTH DISTRICT BOARD OF HEALTH
EXECUTIVE COMMITTEE
PURPOSE AND SCOPE OF AUTHORITY**

AUTHORITY TO FORM

Charter of the Snohomish Health District- Article VI- Sessions

Section 4-Committees

- (a) There shall be established, as a minimum, an **Executive Committee**, a Public Health Program Policy Committee and an Administration Committee. **The Chair shall have discretion to determine appointments to such committees and specific directives thereto. The basic responsibilities of such committees shall be established periodically by the Board.** At the pleasure of the Chair, additional committees may be established for the sake of conduct of business.

SHD Board of Health Resolution 98-08 Executive Committee Authority

“NOW THEREFORE be it resolved that the Snohomish Health District does hereby authorize the Executive Committee **to meet and exercise the power and authority of the Board of Health relative to bids, contracts, agreements and grants**, subject to the following circumstances and provisions:

1. It does not appear reasonable to be able to assemble the full Board of Health pursuant to a special meeting;
2. If action is not taken before the next regular meeting, there may be significant impacts on either the cost, services and/or operation of the Snohomish Health District;
3. The meeting will be an open meeting and notices as required for such an open meeting will be provided as required by law;
4. The actions of the Executive Committee taken under this resolution will be reported at the next meeting of the full Board of Health; and
5. No executive sessions are authorized to be held by the Executive Committee by this Resolution

For such action by the Executive Committee, a simple majority of the members of the Executive Committee shall constitute a quorum, and a majority vote thereof is necessary for any action.”

COMMITTEE PURPOSE, SCOPE AND AUTHORITY

The Executive Committee is authorized by the full Board of Health to exercise limited powers of the full Board of Health, and to act on behalf of the Board on urgent matters when the Board is not in session or when convening the full Board is not possible or practical, consistent with Resolution 98-08.

The Executive Committee shall also exercise other powers and authorities previously delegated by the Board and make recommendations to the full Board of Health as applicable.

The Executive Committee shall also identify and explore organizational, governance and financial related issues identified in the Ruckelshaus Center’s SHD Situation Assessment including making recommendations to the full Board on:

- Board of Health purpose, duties and governance functions including membership, terms and representation, committee structures, and decision making processes
- Board policies including rules of procedure
- Agency leadership structure
- Strategic planning and annual Board work plans
- Other matters associated with governance and funding of the Health District

MEMBERS

Approximately 5 members. The Chair shall make appointments to the Executive Committee.

MEETINGS

The Committee will be chaired by the Board of Health Chair. The Chair shall ensure that there is issue and idea understanding.

Decisions will be made by achieving consensus (i.e., general agreement or a majority of opinion). In some cases, there may be votes required to resolve issues. A majority of Executive Committee members must be present at a meeting to constitute a quorum. A quorum is necessary to transact business. Members of the Committee may be excused if they contact the Chair or the Executive Assistant prior to the meeting and state the reason for their inability to attend the meeting.

Telephone, web and/or video conference participation by Committee members may be allowed. A committee member attending telephonically has full authority to participate in discussion and may vote on any matter that comes before the committee.

The Committee will meet at least monthly, unless determined otherwise and publicly posted. All meetings of the Executive Committee shall be open to the public and publicly posted as required by law. The Committee will provide monthly progress reports to the full Board at the Board's regular meeting.

STAFF RESOURCES

The Committee will rely upon District staff resources to conduct its business. The staff resources will be assigned by the Administrator and will primarily be the Health Officer, Administrator, Administrative Services Director, Government and Public Affairs Manager, Human Resources Manager, Executive Assistant, and contracted legal counsel. Other staff may be consulted as deemed necessary to complete the work.