

**BEFORE THE BOARD OF HEALTH
SPOKANE REGIONAL HEALTH DISTRICT**

RESOLUTION #18-07

RE: AUTHORIZING THE FORMATION OF AND APPROVING THE BYLAWS FOR THE SPOKANE HEALTH ADVISORY COUNCIL TO ASSIST THE HEALTH OFFICER FOR SPOKANE REGIONAL HEALTH DISTRICT IN UNDERSTANDING AND IDENTIFYING THE PUBLIC HEALTH NEEDS OF THE CITIZENS OF SPOKANE COUNTY.

WHEREAS, per RCW 70.05.070, the Health Officer is tasked with overseeing the health of Spokane County residents; and

WHEREAS, the Health Officer has identified a strategy to better understand the needs of the citizens of Spokane County; and

WHEREAS, the Health Officer requests the formation of a Health Advisory Council ["Council"] that consists of individuals representing various sectors serving the citizenry of Spokane County; and

WHEREAS, the Health Officer will work closely with the Council and will serve in an *ex-officio* capacity; and

WHEREAS, the Health Officer will provide information received from the Council to the affected programs within SRHD and/or the Board of Health for SRHD as deemed appropriate in the sole discretion of the Health Officer; and

WHEREAS, the Spokane Health Advisory Council's goals will be to improve the health of the citizens of Spokane County; promote public participation in and identification of public health needs; and to provide communication between the District, through its Health Officer, and the citizens of Spokane County; and

WHEREAS, the Council will endeavor to identify community health needs based on current data, knowledge and experience in the community; establish priorities based on these factors to assure present and future health; and evaluate the impact of proposed public health policies and programs to meet identified needs/concerns; and

WHEREAS, the Council will formulate and present recommendations to the Health Officer intended to enhance the health status of citizens in Spokane County using a health equity framework to assess the health status of Spokane County citizens; and

WHEREAS, the Board of Health has reviewed the Spokane Health Advisory Council's proposed Bylaws setting forth the role of the Council and its operating guidelines;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Health for Spokane Regional Health District authorizes the formation of the Spokane Health Advisory Council and approves the Council's proposed bylaws.

Signed this 25th day of October 2018 in Spokane, Washington.

SPOKANE REGIONAL HEALTH DISTRICT
BOARD OF HEALTH


CHAIR, CHUCK HAFNER

ABSENT

VICE CHAIR, BREEN BEGGS

ABSENT

KATE BURKE, COUNCILMEMBER


JOSH KERNS, ~~COUNCILMEMBER~~ Commissioner


DONALD CONDON, BOARD MEMBER



MARY KUNEY, COMMISSIONER



KEVIN FREEMAN, MAYOR

ABSENT

AL FRENCH, COMMISSIONER



ANDREA FROSTAD, BOARD MEMBER



KAREN STRATTON, COUNCILMEMBER



LINDA THOMPSON, COUNCILMEMBER

BEN WICK, COUNCILMEMBER

**BYLAWS OF
SPOKANE HEALTH ADVISORY COUNCIL**

ARTICLE I: TITLE

Spokane Health Advisory Council

ARTICLE II: STATEMENT OF PURPOSE

1. The Spokane Health Advisory Council, hereinafter referred to as the "Council", is created to advise the Health Officer for Spokane Regional Health District, hereinafter referred to as "Health Officer" on:
 - a. Improving the health of the people of Spokane County;
 - b. Promoting public participation in and identification of public health needs; and
 - c. Providing communication between the Health Officer and the people of Spokane County.
2. The Council shall provide a direct link between the Health Officer and the Spokane County community-at-large to provide a local focus on public health. It shall provide a forum to:
 - a. Identify community health needs based on current data, knowledge and experience in the community;
 - b. Recommend health priorities to assure present and future health of the citizens of Spokane County;
 - c. Evaluate the impact of proposed public health policies and programs to meet identified needs/concerns;
 - d. Formulate and present recommendations to the Health Officer to enhance the health status of citizens in Spokane County;
 - e. Use a health equity lens and framework to address the health of people in Spokane County; and
 - f. Develop and monitor [the Council's] performance measures and outcomes to ensure continuous quality improvement and accountability.

ARTICLE III: MEMBERSHIP

1. Initially, the Council shall consist of community members identified by the Health Officer and Administrator for the District. The term of membership for the initial members of the Council is two years. During the initial term, the members shall identify positions from each of the relevant segments of Spokane County, develop criteria for each position and develop staggered membership terms. After the initial appointment, each identified position will be advertised and interested persons meeting the criteria may submit a statement of interest and resume. The Health Officer and Administrator shall review the applications and choose one person from the applications received to serve in the position. The membership shall strive for diversity across sectors and be selected to be representative of the county's geography. Members shall live or work in Spokane County and represent the following organizations, professions and/or viewpoints:

- Behavioral health
- Business
- Education (Pre-K-12 and higher education)
- ~~Elected official~~ ^{government}
- Environment
- Faith communities
- Healthcare
- Law enforcement
- Legal
- Media
- Minoritized groups
- Philanthropy

- Social/human services agencies
 - The County Health Officer shall be an *ex-officio* member
 - Veterans' groups
2. Members of the Council shall serve at the pleasure of the Administrator. All members shall serve without compensation.
 3. Unexcused absences from three consecutive regular meetings, or assigned Council meetings, shall constitute cause to recommend removal from the Council by the Administrator.

ARTICLE IV: OFFICERS

1. Officers shall consist of a Chairperson and Vice-Chairperson.
2. Officers shall serve for a term of one (1) year or until successors are elected. No more than two complete consecutive terms may be served in the same position. (see **Article VI**, Section 3, for election of officers)
3. The officers shall perform the duties prescribed by these bylaws and by parliamentary authority adopted by the Council.
4. The duties of the Chairperson and Vice-Chairperson shall include:
 - Chairperson -*
 - Leads the Council meetings
 - Serves as the main liaison between the Council and the Health Officer. The Health Officer, at his or her discretion, may request the Chair to attend and present to the Board of Health.
 - Ensures the Council acts in accordance with its policies
 - Vice-Chairperson –*
 - Assumes duties of Chairperson in his/her absence
5. The officers shall be selected by a vote of the council at the first regular meeting of the calendar year.

ARTICLE V: MEETINGS

1. Council meetings shall be open to the public.
2. The Council shall hold regularly scheduled meetings that are publicly announced in advance. All regularly scheduled meetings will include a reasonable allotment of time for community input. Meetings will generally be held every other month (January, March, May, July, September, November).
3. Special meetings can be called by the Chairperson, Vice-Chairperson or three or more members of the Council. The purpose of the meeting shall be stated in the call. Except for cases of emergency, at least five (5) days' notice shall be given.

ARTICLE VI: EXECUTIVE COMMITTEE

1. The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson and one at-large member chosen by the Council membership. The immediate past Chairperson, if a regular member of the Council, may serve as a member of the Executive Committee.
2. The Executive Committee shall have general supervision of the affairs of the Council between its regular meetings. It may fix the hour and place of meetings, prepare the agenda for meetings, make

recommendations to the Council, and shall perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to the orders of the Council and none of its acts shall conflict with action taken by the Council.

3. A Nominations Committee will be formed by November 1 of each year that shall include the Health Officer. Its purpose is to recommend to the full Council a slate of individuals to serve or to fill any vacant/vacating positions on the Executive Committee. The Executive Committee will be selected by a majority vote of the Council members present at the first regular meeting of the calendar year. If an Executive Committee member is unable to complete their term, the Nominations Committee will make a replacement recommendation at the following regular Council meeting for a vote of the membership.

ARTICLE VII: COMMITTEES

1. Committees may be appointed as needed.
2. The Chairperson shall appoint the leads and members of committees, subject to approval of the full Council.
3. Committee leads may appoint committee members, if desired, from the community at large, who shall serve the committees without vote in an advisory capacity.

ARTICLE VIII: OPERATING AUTHORITY

1. Robert's Rules of Order Newly Revised shall serve as the operating authority in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.
2. The Council will strive to reach consensus on all Council decisions. If the Council is unable to reach consensus, a "unanimity minus two" decision rule will be used. Whenever a decision is to be made, it will be an affirmative decision if two or fewer of the attending members oppose the proposed decision and vote accordingly. If three or more of the attending members oppose the proposed decision and vote accordingly, the decision will not be affirmed.
3. The ethical requirements applicable to municipal officers provided in Chapter 42.23 RCW (Code of Ethics for Municipal Officers) shall be applicable to members of the Council. Failure to comply with those requirements shall be grounds for removal by Health Officer or Administrator.
4. The Council chair and Health Officer will be responsible for conflict resolution among Council members.

ARTICLE IX: AMENDMENTS

1. These provisions may be amended by a two-thirds (2/3) vote of Council members present provided that the Council members receive twenty-one (21) days prior notice in writing of the proposed amendments.