



STATE OF WASHINGTON
GOVERNOR'S INTERAGENCY COUNCIL ON HEALTH DISPARITIES

Washington State Board of Health

BYLAWS

Adopted February 8, 2007

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Membership

1. As described in RCW 43.20.275, the Governor's Interagency Council on Health Disparities (the Council) shall have a representative from each of the following 14 agencies, boards, and commissions: Commission on African American Affairs, Commission on Asian Pacific American Affairs, Commission on Hispanic Affairs, Department of Agriculture, Department of Community, Trade & Economic Development, Department of Early Learning, Department of Ecology, Department of Health, Department of Social and Health Services, Governor's Office of Indian Affairs, Health Care Authority, Office of Superintendent of Public Instruction, State Board of Health, and the Workforce Training and Education Coordinating Board.
2. In addition, the Governor appoints three members to the Council: a designee to serve as the Chair of the Council and two public members who represent the interests of health care consumers.
3. Representatives from agencies and boards/commissions shall be designated in writing by the agency or board/commission director, along with an alternate who may serve if the primary appointee is unable to serve. Only these authorized representatives and alternates shall have voting privileges.

Terms of Office

1. The terms of office for appointed Council members is three years unless the Governor determines otherwise at the time of appointment.
2. A member whose term has expired but whose successor has not been appointed by the Governor may continue to serve until replaced.
3. There are no terms of office defined for representatives from the commissions, boards, and agencies. These members shall serve on the Council until replaced.

Reimbursement for Expenses

1. Consumer members appointed by the Governor may receive fifty dollars (\$50) pay for each day they attend an official meeting of the Council or participate in other approved activities. This will be done in accordance with RCW 43.03.220.
2. No Council members who work full-time for any federal, state, or local government agency will be paid for a day of service to the Council if they are also paid by their employer for working that day.
3. Council members appointed by the Governor may be reimbursed for expenses related to approved Council activities. Reimbursements will be made in accordance with RCW 43.03.050 and 43.03.060.
4. Pre-approved Council activities for which members appointed by the Governor may be reimbursed and consumer members may be compensated include attendance at Council meetings and other activities specified in the Council's approved work plan.
5. Members may also be compensated or reimbursed as appropriate if the Chair approves the activity in advance. Such activities may include, but are not limited to: meetings with other government agencies, meetings with stakeholders and community groups, testifying at legislative hearings, presenting at professional conferences, attending trainings, and other activities consistent with the Council's statutory duties.

Officers

1. The officers of the Council shall consist of the Chair, Vice Chair, and the Chair Pro-Tem.

Elections/Terms of Office

1. The Governor or the Governor's appointee will serve as the Chair the Council in accordance with RCW 43.20.275.
2. The Chair shall serve for the duration of his or her appointment to the Council or until the Governor appoints a successor.
3. The Vice Chair shall be elected from among the remaining sixteen members by a vote of the Council.
4. The Vice Chair's term shall start commencing immediately after the election and will continue until the end of his or her term (for public members) or until the Council elects a new Vice Chair. The Chair may call for a new Vice Chair election unless a majority of the Council objects.
5. If both the Chair and Vice Chair are absent from a Council meeting, the Council members shall elect one of the members present to serve as Chair Pro-Tem.
6. The Chair Pro-Tem shall serve for the duration of the meeting or until the Chair or Vice Chair join the meeting.

Duties of Officers

1. The Chair presides at all meetings of the Council and has all powers and duties conferred by law and the Council's Bylaws. The Chair or a designee shall represent the Council at

official functions. The Chair shall approve and sign all correspondence that reflects the position of the Council on matters that aren't purely administrative in nature. This includes correspondence with the Legislature and other government agencies on matters of policy.

2. The Vice Chair acts in the capacity of the Chair when the Chair is absent, unavailable, has a conflict of interest, or is otherwise unable to serve.
3. The Chair Pro-Tem presides during Council meetings when the Chair and Vice Chair are absent.

Committees of the Council

1. The Council may establish Advisory Committees to help execute its work plan in accordance with RCW 43.20.275.
2. Advisory Committees shall include volunteer Council members in addition to members of other state agencies and local communities.
3. Each Advisory Committee will include at least one Council member. Each Advisory Committee will select a Committee Chair from among the volunteer Council members unless one is appointed by the Council Chair when the committee is established.
4. The State Board of Health Policy Analyst assigned as lead staff to the Council shall also provide staff support to each Advisory Committee.

Meetings of the Council

1. The Council shall meet as often as necessary, but not less than two times per year in accordance with RCW 43.20.280.
2. The Chair may call a meeting of the Council at any time.
3. Council members may call a meeting at any time provided a majority of the members agree.
4. Meetings must be properly noticed as required by the Open Public Meetings Act, Chapter 42.30 RCW. Written notice must be delivered personally or by fax, post, or electronic mail 72 hours before the meeting to each member of the Council. If not delivered personally, it must be postmarked or time-stamped 72 hours in advance.
5. Seventy-two hour notice must also be given to the general public. The public notice must specify the time and place of the meeting.
6. The notice of a meeting must also specify the nature of the business to be conducted at the meeting. The Council may not take final action on any item that was not listed in the public notice.

Adjournment

1. The Council may postpone a portion of any meeting already in progress and reconvene at another time and/or place by adopting a motion to adjourn. The motion must specify where and when the meeting will resume.

2. A majority of the Council members at a meeting can approve a motion to adjourn even if there is not a quorum present. If all members are absent from a meeting, the Chair or Council staff may adjourn the meeting to a stated time and place.
3. Whenever the Council adjourns a meeting, a notice of adjournment shall be conspicuously posted immediately on or near the door of the room where the meeting was held. The notice should include when and where the meeting will resume.
4. The Council must provide notice of when an adjourned meeting is resuming just as if the new meeting time and place were a special meeting.

Meetings to be Open and Public

1. All meetings of the Council other than executive sessions shall be open and public and all persons shall be permitted to attend any meetings of the Council.
2. The Council may meet in executive session and exclude the public only under special circumstances listed in RCW 42.30.110. Before convening in executive session, the Chair will publicly announce the reason for excluding the public and the time when the executive session will end. If the meeting continues beyond the stated time, the Chair must announce the extension and a new ending time.
3. All meetings of the Council shall be held in accessible facilities.
4. A member of the public shall not be required to register his or her name and other information, to complete a questionnaire, or to perform any other involuntary action as a precondition for attending a Council meeting.

Meetings Interrupted by Group or Groups of Persons

1. If the disorderly conduct of a person or group of people makes it impractical to continue a Council meeting, the Council should first order that the individuals interrupting the meeting leave the room. If that fails to restore order, the Council can clear the room. It can also adjourn the meeting and reconvene at another place selected by a majority of the Council members.
2. If the Council clears the room or adjourns to another location, it may only take action on matters that appeared on the meeting agenda.
3. Representatives of the press or other news media, except those participating in the disturbance, must be allowed to attend even if the room has been cleared or the Council has reconvened elsewhere.
4. The Council can determine how it might readmit any individuals who were not disrupting the meeting.

Meeting Minutes and Agendas

1. The written minutes of all Council meetings will be taken by a member of the Council staff.
2. The Council staff shall accurately capture the action of the Council on each question. Such minutes shall immediately be filed and shall be public record.

3. Council meetings will be recorded. The recorded minutes will be retained for a period of one year. After one year, the written record will become the permanent and official record.
4. All minutes will be produced for Council review and approval.
5. A preliminary draft of the agenda for the next scheduled Council meeting shall be made available to Council members and interested public at least 14 days prior to meeting.
6. The proposed final agenda for the next scheduled Council meeting shall be made available to Council members and interested public at least seven days prior to the meeting.
7. Minutes for the previous Council meeting shall be made available to the Council members and interested public at least five days prior to the next regular Council meeting date for their consideration.
8. Public notices and agendas regarding Council meetings shall include a statement that sign language, interpreters, materials in Braille, large print or type, and other necessary auxiliary aids will be provided with advance notice. Materials should include the name and phone number of the individual responsible for coordinating such requests.

Meeting Procedures Quorum

1. The presence of nine (9) members of the Council will establish a quorum for the transaction of business at a Council meeting. In the event that there are vacancies on the Council, however, a majority of existing members shall constitute a quorum.
2. The Council may discuss issues and deal with administrative matters in the absence of a quorum, but it may not adopt any resolution or document, or otherwise take formal action during a meeting unless a quorum has been established first. It may entertain a motion to adjourn without a quorum, however.
3. Anyone participating in the meeting, including a member of the public in the audience, may call for a roll call at any time after a quorum has been established. If a quorum is not present at the time of the roll call, no further actions can be taken by the Council unless additional members enter the room and re-establish a quorum.

Order of Business

1. The order of business shall be determined by the posted agenda unless the agenda is altered by the Chair in an open meeting with the concurrence of the Council.

Public Comment

1. The Council Chair may solicit public comment on all agenda items during regular Council meetings.
2. All agendas shall include an item allowing for public comment on any issue related to the Council's authority.

Motions, Resolutions, and Regulations

1. All actions of the Council should be expressed by motion and/or resolution.
2. A motion or resolutions will be considered valid when it receives the vote of a majority of authorized members present.
3. All motions and resolutions shall be recorded in the minutes and transmitted to any person or organization likely to be affected by the action.
4. No Council member or employee shall use the name of the Council to endorse or oppose an issue unless a majority of the members of the Council approve of such position. The Council, however, may adopt a policy that authorizes the Chair or a designee to represent the Council on issues before the Legislature.

Manner of Voting

1. The voting on elections, motions, and resolutions shall be by voice vote.
2. In lieu of voice vote, a Council member may request a roll call or show of hands vote, and the Chair will honor any such request.

Rules of Procedure

1. The procedures used to conduct Council business will be determined by these bylaws, the Administrative Procedures Act, the Open Public Meetings Act, and the Council's authorizing statute, Chapter 43.20 RCW.
2. If a procedural issue arises that is not covered by these bylaws and applicable state statutes, and the Council cannot reach majority on how to proceed, the Council will follow the procedures contained in the most current version of Robert's Rules of Order.
3. Council staff shall provide a copy of Robert's Rules of Order at all Council meetings.

Amendment to the Bylaws

1. Council Bylaws may be amended upon a two-thirds majority vote of the Council.

Liberal Construction of Rules

1. The Council will interpret the rules and procedures in these bylaws in a manner that best protects the public's health and furthers the intents of Chapter 43.20 RCW.