



STATE OF WASHINGTON
OFFICE OF EQUITY TASK FORCE

Washington State Board of Health

BYLAWS

Adopted: August 19, 2019

[Article I: Membership](#)

[Article II: Officers and Committees](#)

[Article III: Meetings of the Council and Committees](#)

[Article IV: Meeting Procedures](#)

[Article V: Amendments](#)

[Article VI: Construction of Rules](#)

Article I: Membership [\(Back to Index\)](#)

Membership

1. As described in ESHB 1109 (section 221, subsection 7), the Office of Equity Task Force (Task Force) has representatives from each of the following 9 agencies, boards, and commissions: Governor's Interagency Coordinating Council on Health Disparities; Governor's Office of Indian Affairs; Commission on African American Affairs; Commission on Asian Pacific American Affairs; Commission on Hispanic Affairs; Office of Minority and Women's Business Enterprises; Washington State Women's Commission; Human Rights Commission, and Governor's Committee on Disability Issues and Employment.
2. In addition:
 - a. Four members are appointed from the Washington State Legislature, including two Representatives appointed by the Speaker of the House and two Senators appointed by the President of the Senate.
 - b. The Governor appoints three members to the Task Force: a representative from the Office of the Governor; a representative from the Office of Financial Management's Diversity, Equity, and Inclusion Council; and a representative of the Lesbian, Gay, Bisexual, Transgender, and Queer community.
3. Representatives from agencies, boards, and commissions are designated in writing by the director, who is also encouraged to appoint an alternate who may serve if the primary appointee is unable to serve.

Terms of Office

1. There are no terms of office defined for appointed Task Force members. These members serve on the Task Force until replaced.

Reimbursement for Expenses

1. The Task Force is a class one group, as defined by RCW 43.03.220, which functions in a primarily advisory capacity.
2. Non-legislative members must be reimbursed for expenses incurred in the performance of their duties in accordance with RCW 43.03.050 and 43.03.060.
3. Legislative members must be reimbursed for expenses incurred in accordance with RCW 44.04.120.
4. As resources allow, representatives serving in a voluntary capacity (e.g. commission representatives) may be reimbursed for travel expenses associated with Task Force meetings or activities, through the exception process granted under RCW 43.03.049.

Article II: Officers & Committees [\(Back to Index\)](#)

Officers

1. The officers of the Task Force are the Chair, Co-chair, and Chair Pro-Tem.

Elections/Terms of Office

1. The Chair of the Governor's Interagency Coordinating Council on Health Disparities serves as the Chair of this Task Force in accordance with ESHB 1109 (section 221, subsection 7).
2. The Chair serves for the duration of the Task Force or until the Governor appoints a successor.
3. The Chair may designate an individual to serve as Co-chair of the Task Force.
4. The Co-chair's term starts upon designation by the Chair and lasts through the duration of the Task Force or until the Co-chair resigns.
5. If both the Chair and Co-chair are absent from a Task Force meeting, the Task Force members will elect one of the members present to serve as Chair Pro-Tem.
6. The Chair Pro-Tem serves for the duration of the meeting or until the Chair or Co-chair joins the meeting.

Duties of Officers

1. The Chair and Co-chair provide overall leadership to the Task Force, preside at all meetings, and have all powers and duties conferred by law, the Task Force's own policies, and these bylaws. The Chair and Co-chair, or a designee, will represent the Task Force in official capacities. The Chair or Co-chair approves and signs all correspondence that reflects the position of the Task Force on matters that are not purely administrative in nature. This includes correspondence with the Legislature and other government agencies on matters of policy.

2. The Chair Pro-Tem presides during Task Force meetings when the Chair and Co-chair are absent.

Committees of the Task Force

1. The Task Force may establish workgroups and/or Advisory Committees.
2. Workgroups and/or Advisory Committees may include volunteer Task Force members in addition to members of other state agencies, organizations, or community members.
3. Workgroups and/or Advisory Committees will include at least one Task Force member.
4. Task Force staff will provide staff support to each workgroup and/or Advisory Committee.

Article III: Meetings ([Back to Index](#))

Task Force Meetings

1. The Task Force will meet as often as necessary to complete its responsibilities.
2. Meeting agendas will be posted to the Task Force’s website (healthequity.wa.gov) at least 24 hours in advance.
3. As resources allow, the Task Force will meet at various locations across the state.

Meetings to be Open and Public

1. All meetings of the Task Force, other than executive sessions, are open and public. The Task Force encourages members of the public, particularly communities experiencing inequities, to attend and participate in Task Force meetings.
2. The Task Force will hold all meetings in accessible facilities and set up its meeting space in a welcoming manner that encourages safety and meaningful engagement.
3. The Task Force 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 or Co-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 or Co-chair must publicly announce the extension and a new ending time.
4. The Task Force will not require members of the public to register their names or other information, to complete a questionnaire, or to perform any other action as a precondition for attending a meeting.

Meeting Minutes and Agendas

1. Task Force staff will take written minutes of all Task Force meetings. Staff will accurately capture the action of the Task Force on each question and prepare minutes for Task Force approval at the next meeting.

2. Staff will make minutes available to the public in accordance with RCW 43.20.035.
3. Staff will retain meeting minutes, agendas, and materials consistent with record retention schedules and then transfer records to the State archives for permanent retention.
4. Staff will post the proposed final agenda for the next meeting on the Task Force’s website and send it out through the Task Force’s interested parties’ distribution list at least seven days prior to the meeting.
5. Public notices and agendas regarding Task Force meetings will include a statement that accommodations, including language assistance services, can be provided with advance notice. Public notices will include contact information for making such requests.

Article IV: Procedures [\(Back to Index\)](#)

Quorum

1. A majority of the Task Force members appointed and currently serving constitutes a quorum for meetings.
2. The Task Force may discuss issues and deal with administrative matters in the absence of a quorum, but it may not adopt any resolution, order, or directive unless a quorum is present.
3. Anyone participating in the meeting, including a member of the public, may call for a roll call. If a quorum is not present at the time of the roll call, no further actions can be taken by the Task Force unless additional members join the meeting and re-establish a quorum.

Order of Business

1. The final agenda will determine the order of business. The Chair and Co-chair have discretion to modify the agenda during a meeting to manage time.

Public Comment

1. The Task Force Chair and Co-chair may solicit public comment on all agenda items during Task Force meetings.
2. The Chair and Co-chair may determine the amount of time for comment by each speaker based on the number of speakers and time available.
3. All meeting agendas will include an item allowing for public comment on any topic.

Motions and Resolutions

1. All Task Force actions will be expressed by motion.
2. A motion is accepted (passed) when it receives the vote of a majority of members present.

3. Staff will record all motions in the minutes.
4. No Task Force member or staff member will use the name of the Task Force to endorse or oppose an issue unless a majority vote of the Task Force approves the position.

Manner of Voting

1. All votes, including those for elections, motions, and resolutions will be by voice vote.
2. A Task Force member may request a roll call or show-of-hands vote.

Rules of Procedure

1. The procedures used to conduct Task Force business will be determined by these bylaws, approved Task Force policies, the Administrative Procedures Act, the Open Public Meetings Act, and the Task Force’s authorizing statute, ESHB 1109 (section 221, subsection 7).
2. If a procedural issue arises that is not covered by these bylaws, Task Force policies, or applicable state statutes, and the Task Force cannot reach majority on how to proceed, the Task Force will follow the procedures contained in the most current version of Robert’s Rules of Order.
3. Task Force staff will provide a copy of Robert’s Rules of Order at all Task Force meetings.

Article V: Amendments [\(Back to Index\)](#)

Amendment to the Bylaws

1. Task Force Bylaws may be amended with a majority vote of the Task Force.

Article VI: Construction [\(Back to Index\)](#)

Liberal Construction of Rules

1. The Task Force 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.