



STATE OF WASHINGTON  
ENVIRONMENTAL JUSTICE TASK FORCE

Washington State Board of Health

**BYLAWS**

Adopted: September 30, 2019

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

**Membership**

1. As described in ESHB 1109 (section 221, subsection 48), the Environmental Justice Task Force (Task Force) is co-chaired by a representative of statewide environmental justice interests and the chair of the Governor's Interagency Council on Health Disparities (or the Chair's designee). The Task Force has representatives from each of the following agencies, boards, and commissions: Department of Commerce, Department of Ecology, Puget Sound Partnership, Department of Transportation, Department of Health, Energy Facility Site Evaluation Council, Department of Natural Resources, and Department of Agriculture.
2. In addition:
  - a. A tribal leader, invited by the governor.
  - b. Three members from community-based organizations appointed by the Task Force Co-Chairs from census tracts that are ranked at an eight or higher on the cumulative impact analysis and can represent the ethnic, geographic, gender, sexual orientation, age, socioeconomic status, and occupational diversity, where practicable, in Washington.
  - c. The Governor appoints three members to the Task Force: a member representing business interests, a member representing unions and organized labor associations, and a member representing statewide agricultural interests.
3. Representatives from agencies, boards, and commissions are designated in writing by their 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 Task Force members. All members serve on the Task Force until replaced or until the Task Force disbands on October 31, 2020.

### **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. 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. 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 two Co-Chairs.

#### **Appointments**

1. The Chair of the Governor’s Interagency Coordinating Council on Health Disparities and the Task Force member representing statewide environmental justice issues serves as the Co-Chairs of this Task Force in accordance with ESHB 1109 (section 221, subsection 48).
2. The Co-Chairs serve for the duration of the Task Force or until the Governor appoints a successor.
3. If both Co-Chairs are absent from a Task Force meeting, the Task Force members will elect one of the members present to serve as Chair Pro-Tem.
4. The Chair Pro-Tem serves for the duration of the meeting or until at least one Co-Chair joins the meeting.

#### **Duties of Officers**

1. The Co-chairs provide overall leadership to the Task Force, preside at all meetings, and have all powers and duties conferred by law and these bylaws. The Co-Chairs, or a designee, will represent the Task Force in official capacities. The Co-Chairs approve and sign all correspondence that reflects the position of the Task Force on matters that are not purely administrative in nature. This includes Letters of Support and correspondence with the Legislature and other government agencies on matters of policy.

#### **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. Workgroups and/or Advisory Committees will be Co-Chaired by at least one Task Force member.
5. Workgroups and/or Advisory Committees' Co-Chairs will staff their respective committees.
6. Task Force staff will provide staff support, as needed, to each Workgroup and/or Advisory Committee.

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

#### **Task Force Meetings**

1. The Task Force will hold at least four regional meetings prior to the Task Force disbanding on October 31, 2020. In accordance with ESHB 1109 (section 221, subsection 48), the Task Force will meet at various locations across the state. The Task Force will consider the following regions for Task Force meetings: Northwest Washington, central Puget Sound region, south Puget Sound region, southwest Washington, central Washington, and eastern Washington.
2. Meeting agendas will be posted to the Task Force's website at least 24 hours in advance.

#### **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 environmental injustices, 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 Co-Chairs 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 Co-Chairs 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 twenty-four hours 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 Co-Chairs have discretion to modify the agenda during a meeting to manage time.

### **Public Comment**

1. The Task Force Co-Chairs may solicit public comment on all agenda items during Task Force meetings.
2. The Co-Chairs may determine the structure of how public comment is provided (timed testimony, small group conversations with taskforce members, etc.), time for comment by each speaker, or total time allocated for testimony 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. If requested by a member of the taskforce for an individual vote, staff will record minority or dissenting opinions for inclusion in the final report.
5. 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, the Administrative Procedures Act, the Open Public Meetings Act, and the Task Force’s authorizing statute, ESHB 1109 (section 221, subsection 48).
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 ESHB 1109 (section 221, subsection 48).