



STATE OF WASHINGTON
GOVERNOR'S INTERAGENCY COUNCIL ON HEALTH DISPARITIES

Washington State Board of Health

BYLAWS

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

Membership

1. As described in RCW 43.20.275, the Governor's Interagency Council on Health Disparities (the Council) has representatives 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 Commerce; Department of Children, Youth, and Families; Department of Ecology; Department of Health; Department of Social and Health Services; Governor's Office of Indian Affairs (delegated seat to the American Indian Health Commission); 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 and two public members who represent the interests of health care consumers.
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. 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 agencies, boards, and commissions. These members serve on the Council until replaced.

Reimbursement for Expenses

1. The Council is a class one group, as defined by RCW 43.03.220, which functions in a primarily advisory capacity. As resources allow, consumer representatives and others serving in a volunteer capacity (e.g., commission representatives) may be reimbursed for travel expenses associated with Council 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 Council are 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 of the Council in accordance with RCW 43.20.275.
2. The Chair serves for the duration of the appointment to the Council or until the Governor appoints a successor.
3. The Council elects the Vice Chair from among the remaining sixteen members. The election will take place at a Council meeting, by a vote of the Council.
4. The Vice Chair's term starts upon election and will continue until the end of the term, until the Vice Chair resigns, or upon the request for a replacement by the Chair that receives the concurrence of a majority of the Council.
5. If both the Chair and Vice Chair are absent from a Council meeting, the Council 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 Vice Chair joins the meeting.

Duties of Officers

1. The Chair provides overall leadership to the Council, presides at all meetings, and has all powers and duties conferred by law, the Council's own policies, and these bylaws. The Chair or a designee will represent the Council in official capacities. The Chair approves and signs 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. The Chair may seek the Vice Chair's guidance in providing leadership to the Council.
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 in accordance with RCW 43.20.275.

2. Advisory Committees will include volunteer Council members in addition to members of other state agencies 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. Council staff will provide staff support to each Advisory Committee.

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Regular Council Meetings

1. The Council will meet as often as necessary, but not less than two times per year in accordance with RCW 43.20.280.
2. The Council will adopt an annual schedule of dates and locations for regular meetings for each calendar year and file it for publication with the Code Reviser.
3. Any changes to the annual schedule, including meeting cancellation, will be made at the discretion of the Chair, with approval of the Council when feasible.
4. Agendas for regular meetings will be posted to the Council's website 24 hours in advance, as required by RCW 42.30.077.
5. As resources allow, at least one meeting a year will occur at various locations across the state.

Special Council Meetings

1. The Chair may call a special meeting of the Council at any time.
2. Notice of a special meeting will be provided in accordance with the Open Public Meetings Act, chapter 42.30 RCW. Council staff will post the meeting announcement on the Council's website and will send notice to the Council's interested parties' distribution list at least 24 hours in advance of the meeting. The public notice will include a brief description of the meeting topics and specify the time and place.
3. The Council may not take final action on any item that is 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 will 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 are open and public. The Council encourages members of the public, particularly communities experiencing health inequities, to attend and participate in Council meetings.
2. The Council will set up its meeting space in an accessible and welcoming manner that encourages safety and meaningful engagement.
3. 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 publicly announce the extension and a new ending time.
4. Council will hold all meetings in accessible facilities.
5. The Council 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.

Meetings Interrupted by a Person or Group of People

1. If the disorderly conduct of a person or group of people makes it impractical to continue a Council meeting, the Council Chair will first ask the individuals interrupting the meeting to leave the room. If that action fails to restore order, the Council Chair can clear the room. The Council may also choose to adjourn the meeting and reconvene at another place selected by a majority vote of the Council members present.
2. If the Council clears the room or adjourns to another location, it may only take action (vote) on matters that appeared on the approved meeting agenda.
3. The Council can determine how it will readmit any individuals who were not disrupting the meeting.

Meeting Minutes and Agendas

1. Council staff will take written minutes of all regular and special Council meetings. Staff will accurately capture the action of the Council on each question and prepare minutes for Council approval at the next regularly scheduled meeting.
2. Staff will retain meeting minutes, agendas, and materials consistent with record retention schedules and then transfer records to the State archives for permanent retention.
3. Staff will post a preliminary draft of the agenda for the next scheduled meeting on the Council's website and send out through the Council's interested parties' distribution list at least 14 days prior to meeting.
4. Staff will post the proposed final agenda for the next scheduled meeting on the Council's website and send out through the Council interested parties' distribution list at least seven days prior to the meeting.
5. Staff will post minutes for the previous Council meeting and materials for the next regular meeting to the website at least five days prior to the next regular Council meeting date.
6. Minutes approved by the Council will be posted to the Council's website within three business days of adoption.

7. Public notices and agendas regarding Council 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.

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Quorum

1. A quorum is nine (9) members of the Council. In the event that there are vacancies on the Council, however, a majority of existing members constitutes 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, 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 Council 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 has discretion to modify the agenda during a meeting to manage time.

Public Comment

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

Motions and Resolutions

1. All Council 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 Council member or staff member will use the name of the Council to endorse or oppose an issue unless a majority vote of the Council approves the position. The Council may adopt policy that authorizes the Chair or a designee to represent the Council on issues before the Legislature or other public officials.

Manner of Voting

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

Rules of Procedure

1. The procedures used to conduct Council business will be determined by these bylaws, approved Council policies, 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, Council policies, or 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 will provide a copy of Robert's Rules of Order at all Council meetings.

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

Amendment to the Bylaws

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

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

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.