



Signature Report

September 19, 2008

Resolution

Proposed No. 08-08.1

1 A RESOLUTION amending the King County Board of
2 Health Operating Rules and reappointing the current health
3 professional members for another term.
4

5 WHEREAS, Dr. George Counts, Dr. Bud Nicola, and Ms. Frankie Manning are
6 the current health professional members of the King County Board of Health and have
7 each served three two-year terms over the past six years, and

8 WHEREAS, the Board of Health Operating Rules state that the terms of all health
9 professional members may be renewed for a period not to exceed a total of six years, and

10 WHEREAS, the King County Board of Health desires to reappoint the current
11 health professional members to another two-year term;

12 NOW, THEREFORE, BE IT RESOLVED by the Board of Health of King
13 County:

14 A. King County Board of Health Operating Rules, Attachment A to this
15 resolution, section entitled "Health Professional Members" is hereby amended as follows:

16 On page 3, line 38, delete "Terms of all health professional members may be
17 renewed for a period not to exceed a total of six years."

Resolution

18 B. The King County Board of Health reappoints current health professional
19 members – Dr. George Counts, Dr. Bud Nicola and Ms. Frankie Manning –to another
20 two-year term.

21 C. This resolution takes effect January 1, 2009.

22


Resolution was introduced on and passed by the Board of Health on 9/18/2008, by the following vote:

Yes: 7 - Ms. Patterson, Ms. Clark, Mr. Hutchinson, Ms. Frisinger, Dr. Nicola, Dr. Counts and Mr. Licata

No: 0

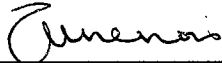
Excused: 8 - Mr. Ferguson, Ms. Lambert, Mr. von Reichbauer, Mr. Dunn, Mr. Rasmussen, Mr. Sherman, Ms. Manning and Mr. Gossett

BOARD OF HEALTH
KING COUNTY, WASHINGTON



Julia Patterson, Chair

ATTEST:



Anne Noris, Clerk of the Board

Attachments King County Board of Health Operating Rules 9-18-08

King County Board of Health
OPERATING RULES

MEETINGS

Regular Meeting. The time of regular meetings of the Board shall be at 1:30 p.m. on the third Thursday of each month or, if the third Thursday falls on or near a legal holiday, an alternative date will be determined by the Board Chair. Any regular meeting of the Board may be cancelled at the discretion of the Chair. Regular meetings shall be held in the Chambers of the Metropolitan King County Council in the King County Courthouse.

Special Meeting. The Chair or two-thirds of the members of the Board may call a special meeting of the Board consistent with the provisions of RCW 42.30.080.

Executive Session. The Board may hold executive sessions from which the public may be excluded for purposes set forth in, and in compliance with, RCW 42.30.110.

Quorum. A majority of all voting Board members shall constitute a quorum for Board meetings. Once established, a quorum is presumed to exist unless a member calls the quorum into question. Nothing in this provision shall be construed to waive or negate the requirements prescribed under the "VOTING" section of these Operating Rules.

Absence. Board members shall notify the Chair in advance if unable to attend any regular meeting of the Board. A Board member, who is an elected official appointed by an official or authority which also has appointed alternates, shall arrange for an alternate to attend meetings from which the regular member will be absent.

Tape Recordings. The proceedings of all Board meetings shall be recorded electronically. The Chair shall notify witnesses that their testimony is being recorded. Board committee meetings may, but are not required to be, recorded.

Copies of Tape Recordings. Any person may have an electronic recording of any meeting of the Board by furnishing an appropriate recording tape to the Director's Office of the Seattle-King County Department of Public Health and paying the costs of reproduction.

Minutes. Written minutes of each Board meeting shall be prepared and approved by the Board at the subsequent regular meeting. Minutes shall be signed by the Chair at the time of their approval by the Board.

Meetings Open to Public. All regular and special meetings of the Board and Board committee meetings shall be open to the public, in accordance with RCW 42.30. The Board may order the removal of individuals who are interrupting the meetings and may adjourn and reconvene in another location as provided in RCW 42.30.050.

Public Notice of Regular Meetings of the Board. The agenda for regular meetings of the Board will be mailed at least 7 days in advance of the meeting to persons who have requested that they receive Board notices. Notice of the agenda for each regular meeting

Rules first adopted 10/18/96
Revised 1/02/07

1 shall be communicated prior to the meeting via press release to the electronic and print
2 media throughout the County.
3

4 **Materials to Board Members.** Except in cases of emergency, the agenda and materials
5 related to action items shall be sent to Board members at least 7 days in advance of the
6 meeting at which the items will be considered.
7

8 **OFFICERS**
9

10 **Chair.** Consistent with RCW 70.05.040, at the first meeting, and thereafter, annually, the
11 Board shall elect a chair to serve for a period of one year. The Chair shall perform the usual
12 functions of a presiding officer.
13

14 **Powers and Duties of the Chair.** The Chair shall have the following powers and duties:
15

- 16 1. The Chair shall call the Board to order at the hour appointed for meeting and if a
17 quorum is present, shall cause the minutes of the previous meeting to be approved,
18 shall proceed with the order of business and adjourn the Board when business is
19 deemed finished, and if a quorum is not present, shall proceed with such business
20 which does not require a quorum;
21
- 22 2. The Chair shall preserve order and decorum at all regular and special meetings of the
23 Board and in the interest of efficiency may impose time limits for the testimony and
24 comments given by the public and members of the Board;
25
- 26 3. The Chair shall promote efficient operation of the Board, including setting the
27 agenda and expediting orderly debate and the passage of routine motions;
28
- 29 4. The Chair shall sign meeting minutes and rules and regulations at the time of their
30 adoption by the Board;
31
- 32 5. The Chair may speak to points of order, inquiry or information in preference to other
33 members and shall decide all questions of order, subject to appeal to the Board by
34 any member;
35
- 36 6. The Chair may call a special meeting of the Board consistent with the provisions of
37 RCW 42.30.080;
38
- 39 7. The Chair may alter the order of the agenda if necessary for the efficient disposition
40 of business;
41
- 42 8. The Chair may create and/or appoint the membership to standing and ad hoc
43 committees of Board members and outside committees of Board members and other
44 persons to facilitate the performance of the Board's functions.
45

46 **Vice Chair.** Annually, the Board will designate four Vice Chairs, each representing one of
47 the major categories of membership -- Metropolitan King County Council, Seattle City
48 Council, Suburban Cities, and Health Professionals -- who, in the absence of the Chair, will
49 exercise the duties, powers and prerogatives of the Chair on a rotating basis.

Rules first adopted 10/18/96

Revised 1/02/07

Revised 9/18/08

1
2 **Executive Secretary and Administrative Officer of the Board.** The Director of Health or
3 his or her designee shall act as Executive Secretary and Administrative Officer for the Board
4 and shall be responsible for administering the operations of the Board.
5

6
7 **MEMBERS**
8

9 **Total Membership.** Pursuant to Metropolitan King County Council Ordinance 13872, the
10 Board shall have a total of 14 members of whom 13 shall be voting members and 1 a
11 nonvoting member.
12

13 **Elected Official Members.** Pursuant to Metropolitan King County Council Ordinance
14 13872, there shall be eleven voting members of the Board who are elected officials
15 appointed to the Board as follows:

- 16 a. Six shall be members of the Metropolitan King County Council who are appointed
17 by the Chair of the Council;
18 b. Three shall be elected officials of the City of Seattle who shall be appointed by the
19 City;
20 c. Two shall be elected officials from cities of King County other than Seattle to be
21 appointed by the Executive from nominations submitted by those cities, individually
22 or jointly.
23

24 **Health Professional Members.** Pursuant to Metropolitan King County Council Ordinance
25 13872, there shall be two members of the Board who are health professionals who shall be
26 appointed by the other members of the Board. One of the health professionals should have
27 knowledge of environmental health, including knowledge of septic systems and
28 groundwater quality. A third nonvoting member, who shall be a health professional, may be
29 appointed by the other members of the Board. These members shall be from diverse
30 backgrounds such as, for example, community health clinics, traditional medical practice,
31 and alternative medicine or naturopathy. Health professional position vacancies shall be
32 advertised to members of the public and health professional members shall be selected in a
33 competitive process using criteria determined by the Board.
34

35 Pursuant to Metropolitan King County Council Ordinance 13872, the term of office of
36 health professional members of the Board shall be determined by the Board.
37

38 **Alternates.** Each official or authority which appoints elected officials to represent the
39 Board from the County Council, the City of Seattle and the Suburban Cities may also
40 appoint an alternate member to serve in the absence of a regular member. Appointment of
41 alternates shall be in accordance with the procedures established by such authority.
42 Pursuant to Metropolitan King County Council Ordinance 13872, if the Board appoints a
43 third nonvoting health professional member, that member shall serve as an alternate for the
44 two voting health professional members. Appointments of alternates shall be announced at
45 the beginning of each meeting by a person authorized by the appointing official or authority
46 and shall be duly noted in the minutes.
47

48 **Legal Counsel.** The King County Prosecuting Attorney shall serve as legal counsel to the
49 Board. The Board Chair shall request that the Prosecuting Attorney or his or her designee

1
2 **Legal Counsel.** The King County Prosecuting Attorney shall serve as legal counsel to the
3 Board. The Board Chair shall request that the Prosecuting Attorney or his or her designee
4 attend all regular Board meetings and such other meetings as requested by the Chair. Any
5 member of the Board may, at any time, during a meeting at which the Prosecuting Attorney
6 or his or her designee is present, request an oral or written opinion to decide any question of
7 law pertinent to the business of the Board.

8
9 **Vacancies.** Consistent with RCW 70.05.040, vacancies on the Board shall be filled by
10 appointment within thirty days and made in the same manner as was the original
11 appointment.

12
13
14 **BOARD BUSINESS**

15
16 **Order of Business.** Subject to the discretion of the Chair, the Board shall dispose of
17 business in the following order:

- 18
19 1. Call to Order
20 2. Approval of Minutes
21 3. General Public Comments
22 4. Chair's Report
23 5. Director of Health's Report
24 6. Rulemaking
25 a. Public Hearing
26 b. Discussion and Vote
27 7. Discussion and Vote on Other Action Items
28 8. Other Business
29

30 **Agenda.** The agenda of regular meetings shall be established by the Chair.

31
32 **Business Not on the Agenda.** The Board shall not vote on any item of business that does
33 not appear on the agenda. This requirement may be suspended by an affirmative vote of a
34 majority of the number of Board members necessary to constitute a quorum.

35
36 **VOTING**

37
38 **Action on Rules and Regulations.** An affirmative vote of a majority of the members of
39 the Board shall be required to adopt, amend or repeal rules and regulations, except that
40 pursuant to Metropolitan King County Council Ordinance 12098, in addition:

- 41
42 a. Any repeal or amendment of an existing rule or regulation which was effective prior
43 to January 1, 1996, which applies outside of the limits of the City of Seattle shall be
44 adopted only by an affirmative vote of a majority of the Board as well as an
45 affirmative vote collectively of a majority of the King County Councilmembers and
46 the Suburban City members.
47
48 b. Any amendment or repeal of an existing rule or regulation adopted by the Board of
49 Health of the City of Seattle and effective prior to January 1, 1996 shall be adopted

1 only by an affirmative vote of the majority of the Board as well as an affirmative
2 vote of the majority of the members appointed by the City of Seattle.
3

4 **All Other Board Actions Requiring a Vote.** An affirmative vote of a majority of the
5 number of Board members necessary to constitute a quorum shall be required for all actions
6 of the Board that require a vote other than actions adopting, amending or repealing rules and
7 regulations.
8

9 **Roll Call.** The yeas and nays will be taken on final passage of all Board rules and
10 regulations, resolutions, and other motions when called for by any Board member present or
11 upon a request of the Chair.
12

13 **Voting By Proxy.** There will be no voting by proxy on any question before the Board.
14

15 **Tie Vote.** In the event of a tie vote, the action does not pass.
16

17
18 **PROCEDURES FOR ADOPTING, AMENDING OR REPEALING RULES AND**
19 **REGULATIONS OF THE KING COUNTY BOARD OF HEALTH**
20

21 **Official Rulemaking Procedures in Code.** The Board shall conduct rulemaking in
22 compliance with RCW Chapter 42.30 (Open Public Meetings Act), Metropolitan King
23 County Council Ordinance 13872 and Title 2 of the Code of the King County Board of
24 Health.
25

26 **Notice and Hearing.** Prior to the adoption, amendment or repeal of any rule or regulation,
27 the Board shall conduct a public hearing on the subject of the proposed rule or regulation at
28 a regular or special meeting of the Board. The Board shall provide at least 14 days notice of
29 its intended action and of the public hearing by: A) publication in the official newspaper of
30 King County and B) mailing notice to all persons or agencies who have made timely request
31 of the Board for advance notice of its rulemaking proceedings. If the subject of the
32 proposed rule relates to a specific community or communities within the county, notice shall
33 also be published in the local community newspaper if any. The notice shall include: (1)
34 reference to the authority under which the rule or regulation is proposed; (2) a description of
35 the terms or substance of the proposed rule or regulation or of the subjects and issues
36 involved; and (3) a statement of the time and place of the public hearing and the manner in
37 which interested persons may present their views thereon.
38

39 Copies of proposed rules and regulations shall be available from the Director's Office,
40 Seattle-King County Department of Public Health. See Addendum for contact
41 information.
42

43 **Emergency Rules and Regulations.** If the Board finds that the immediate adoption,
44 amendment or repeal of a rule or regulation is necessary for the preservation of the public
45 health, safety or general welfare, and that the observance of requirements of Title 2 of the
46 Code of the King County Board of Health for notice and hearing would be contrary to the
47 public interest, the Board may dispense with these requirements and adopt, amend or repeal
48 the rule as an emergency rule or regulation at a regular or special meeting of the Board.

Rules first adopted 10/18/96
Revised 1/02/07

1 Emergency rules are effective immediately upon adoption by the Board and shall not remain
2 in effect for longer than 90 days.

3
4 **Effective Date.** With the exception of emergency rules, the effective date of a rule or
5 regulation shall be thirty days from the date of its adoption by the Board unless a later date
6 is specified therein.

7
8 **Initiation of Rulemaking.** Board members, public health officials or interested persons
9 may initiate rulemaking by submitting proposals or recommendations for establishing,
10 amending or repealing rules or regulations to the Director of Health who shall be responsible
11 for preparing them for Board consideration.

12
13 **Codification.** All rules and regulations of the Board shall be signed by the Chair at the time
14 of their adoption and codified in the Code of the King County Board of Health.

15
16 **Availability of Final Rules and Regulations** A copy of such rules shall be available to the
17 public from the Director's Office, Seattle-King County Department of Public Health. See
18 Addendum for contact information. Copies of all previously adopted rules and regulations,
19 singularly or as codified, shall be supplied at cost to any citizen upon request.

20
21
22 **PROCEDURES FOR ADOPTING, AMENDING OR REPEALING RESOLUTIONS**
23 **OF THE KING COUNTY BOARD OF HEALTH**

24
25 **Adoption of Resolutions.** The Board may adopt resolutions to indicate its intent with regard
26 to a particular subject. The Board may also amend or repeal previously adopted resolutions.

27
28 **Notice of Resolutions to Board Members.** Resolutions shall be noted as Action Items on
29 the meeting agenda. Except in the case of emergency, a copy of a proposed resolution shall
30 be mailed to members of the Board at least 7 days in advance of the meeting at which the
31 resolution will be considered. Copies of proposed resolutions shall be available to the public
32 from the Director's Office, Seattle-King County Department of Public Health. See
33 Addendum for contact information.

34
35 **Numbering of Resolutions.** All resolutions shall be numbered and signed by the Chair at
36 the time of their adoption.

37
38 **Availability of Adopted Resolutions.** All resolutions adopted by the Board shall be filed
39 with and made available to the public by the Director's Office, Seattle-King County
40 Department of Public Health. See Addendum for contact information. Copies of all
41 previously adopted resolutions shall be supplied at cost to any citizen upon request.

42
43 **PUBLIC TESTIMONY**

44
45 **General Public Comments.** At each meeting, according to the usual order of business, the
46 Chair shall call for general comments and invite persons wishing to testify to the Board to
47 come forward. Persons testifying before the Board shall give their name. The Chair may
48 establish time limits for individuals who wish to speak. The Board may allow additional
49 time for the submission of written testimony.

1
2 **Public Testimony on Proposed Rules and Regulations.** At public hearings convened
3 pursuant to the Board's rulemaking procedures (Title 2 of the Code of the King County
4 Board of Health), the Board shall take oral or written testimony at the time and place of the
5 hearing. Persons testifying before the Board shall give their name. When necessary due to
6 the number of persons wishing to testify, the Chair may establish time limits for speaking.
7 Written testimony will be accepted if received at the Director's Office, Seattle-King County
8 Department of Public Health on the business day prior to the day of the public hearing, or
9 later, if the public comment period is extended by the Board. See Addendum for mailing
10 address information.

11
12 **Persons Out of Order.** No person who is not a member of the Board shall be allowed to
13 address the Board in session without the permission of the Chair or a specific request of a
14 Board member.

15 16 **COMMITTEES**

17
18 **Standing Committees.** The Chair may create and appoint the membership to standing
19 committees of Board members to facilitate the performance of the Board's functions.

20
21 **Ad Hoc Committees.** The Chair may create and appoint the membership to ad hoc
22 committees of Board members from time to time as the need arises to facilitate the
23 performance of the Board's functions.

24
25 **Outside Committees.** The Chair may create and appoint the membership to outside
26 committees of Board members and other persons to facilitate the performance of the Board's
27 functions.

28
29 **Committee Meetings Public.** All committee meetings, with the exception of those
30 meetings that meet the requirements of RCW 42.30.110 for executive sessions, shall be
31 open to members of the public.

32 33 34 **ETHICS**

35
36 **King County Ethics Code.** All Board members shall comply with the provisions of the
37 King County Code of Ethics. Board members shall familiarize themselves with the content
38 of the Ethics Code, and in the event they identify any issue of possible concern, they shall
39 promptly seek advice from the Administrative Officer for the Board, or from legal counsel
40 or shall seek an advisory opinion from the Board of Ethics. Within 10 days of appointment
41 to the Board and by April 15 of each year, Board members subject to the King County
42 Board of Ethics filing requirements shall file a Financial Disclosure Statement with the King
43 County Board of Ethics. Board members shall also return an Acknowledgement of Receipt
44 of the summary of the Code of Ethics to the Director of Health, Seattle-King County
45 Department of Public Health. Board members who are elected officials and have already
46 satisfied the requirements of the King County Ethics Code or the applicable code for their
47 jurisdictions are not required to submit the Financial Disclosure Statement or to return an
48 Acknowledgement of Receipt.

1 **Conflict of Interest.** Any Board member for whom a conflict of interest arises shall declare
2 the conflict before the Board and refrain from discussing or voting on matters in which the
3 member has a conflict.

4
5 **EQUAL ACCESS AND PARTICIPATION -- REQUESTS FOR REASONABLE**
6 **ACCOMMODATION.**

7
8 The Board meetings and all of its public activities will be accessible to and useable by
9 persons with disabilities, including persons with impaired hearing and vision. Board
10 information made available to the public will be made available in alternate formats upon
11 request by people with disabilities.

12
13 Upon request, the Board will make reasonable accommodations to enable members of the
14 public with disabilities to participate in all public Board business.

15
16 Any individual wishing to request auxiliary aids or services, including sign language or
17 communication materials in alternate formats, or other accommodations should direct his or
18 her request to the Director's Office, Seattle-King County Department of Public Health
19 (206/205-5690. TDD 206/296-4600). Such requests should be made at the earliest possible
20 opportunity. The Department of Public Health will evaluate all requests and make
21 accommodations that are reasonable under all the circumstances.

22
23 **MISCELLANEOUS**

24
25 **Reimbursement of Expenses.** Pursuant to RCW 70.05.035 and Metropolitan King County
26 Council Ordinance 13872, reimbursement of the official travel and parking expenses of
27 Board members who would not otherwise have these expenses covered through their
28 workplace shall be at the rates established for County employees and officials.

29
30 **Amendment of Operating Rules.** Amendments to these rules and procedures shall be by
31 majority vote of Board members and, if applicable, by amendment of the Code of the King
32 County Board of Health or of the King County Code.

Rules first adopted 10/18/96
Revised 1/02/07

ADDENDUM

For Copies of PROPOSED rules, regulations and/or resolutions, contact:

Kathy Uhlorn, Board Administrator - Director's Office, Seattle-King County Department of Public Health, Chinook Building, 401 Fifth Avenue, Suite 1300, Seattle, WA 98104.
Phone: (206) 205- 5011 or **E-Mail:** kathleen.uhlorn@kingcounty.gov.

For Copies of FINAL rules, regulations and/or resolutions, contact:

Kathy Uhlorn, Board Administrator - Director's Office, Seattle-King County Department of Public Health, Chinook Building, 401 Fifth Avenue, Suite 1300, Seattle, WA 98104.
Phone: (206) 205- 5011 or **E-Mail:** kathleen.uhlorn@kingcounty.gov..

Copies of all previously adopted rules and regulations, singularly or as codified, shall be supplied at cost to any citizen upon request.

Public Testimony on Proposed Rules and Regulations.

Written testimony will be accepted if received at the Director's Office, Seattle-King County Department of Public Health, Chinook Building, 401 Fifth Avenue, Suite 1300, Seattle, WA 98104 on the business day prior to the day of the public hearing, or later, if the public comment period is extended by the Board. Written testimony may also be forwarded to the Board of Health Administrator via e-mail at kathleen.uhlorn@kingcounty.gov. Testimony e-mailed must also be received by 5:00 p.m. on the business day prior to the day of the scheduled public hearing.