

**BYLAWS**  
**Public Health Advisory Council**  
**Snohomish Health District**

**Article I: NAME**

The name of this Council shall be the Public Health Advisory Council (PHAC).

**Article II: PURPOSE**

**Section 1: Establishment** As established by the Snohomish County Board of Health (Board) in Resolution 09-20, October 13, 2009; as amended in Resolution 12-16, June 12, 2012; and approved motions as listed in Staff Report 16-033, June 14, 2016, the purpose of the PHAC is to:

- Convene community partners to provide periodic advice to the Snohomish Health District and the Board of Health
- Consider public health issues
- Make recommendations regularly to the Board of Health relevant to improving the health of the residents of Snohomish County.

**Section 2: Strategies** To fulfill this purpose, the PHAC will strive to serve the Board by being an independent voice representing Snohomish County sectors in three ways:

- Providing objective views on existing and emerging public health issues
- Advise the Board on recommended action to improve public health
- Implement or advocate for a Board-approved action.

**Section 3: Actions** To fulfill the purpose and values, the PHAC will do the following:

- Identify and communicate community and sector public health needs
- Participate in the Community Health Assessment steering committee or similar working group
- Serve as an assurance council to the Community Health Improvement Plan (CHIP) implementation phase.

**Article III: MEMBERSHIP**

**Section 1. Representation** The PHAC shall be representative of the diverse population and broad geographic scope of Snohomish County. The PHAC shall consist of twenty-six representatives, one from each of the following community sectors, unless otherwise stated:

- Business
- CHIP representatives  
(1-3 members, 1/plan)
- Community Health Centers
- Early Childhood  
Development
- Education
- Emergency Management  
Services
- Emergency Medical Services
- Environmental Advocacy
- Food Industry
- Higher Education
- Hospitals
- Human Services  
Organizations
- Labor
- Law Enforcement
- Medical Professionals
- Parks and Recreation
- Philanthropy
- Planning
- Senior Services
- Septic Systems Specialist
- Transportation
- Tribes
- Underrepresented  
Community Sectors
- United Way
- Water Utilities
- Youth

A. Additional sectors may be added by resolution of the Board.

B. When necessary, input should be gathered from other sectors or persons not on the PHAC.

**Section 2. Nomination and Selection** Interested applicants seeking nomination to the PHAC may be nominated by the Board, PHAC, or the community at large. Applicants seeking nomination shall complete a PHAC Application for Nomination. The application will be reviewed by the Chair, Chair-Elect, Past Chair, and the Health Policy Analyst for the District, and forwarded to the Board for approval.

**Section 3. Terms** Members are appointed by the Board to staggered three-year terms and may be reappointed at the pleasure of the Board. Youth sector representatives are appointed for one-year terms. CHIP representatives are appointed for one three-year term in alignment with the Community Health Assessment and Community Health Improvement Plan cycle.

When a member vacates their appointment prior to term completion, a new sector representative will be appointed for the remainder of that three-year term.

**Section 4. Compensation** Members shall serve without compensation, with the exception of approved reimbursements as determined by the Board.

**Section 5. Voting** PHAC membership and the attendant vote are personal and not transferable. A quorum of the PHAC shall be present to conduct business and the act of a majority of the members present shall constitute the action of the entire PHAC. All members appointed by the Board may vote.

## **Article IV: OFFICERS**

### **Section 1. Officers**

- Chair
- Chair-Elect
- Past Chair

### **Section 2. The primary duties**

- Chair. Duties of the Chair shall be to attend and run all PHAC general meetings, report to the Board of Health and Board of Health committee meetings on PHAC actions and recommendations, guide the PHAC in proposing activities, and be the primary point of contact for Board of Health and District staff.
- Chair-Elect. The Chair-Elect collaborates with the Chair to learn the role of Chair, to become familiar with the Board of Health and the District's governance, and to develop and facilitate officer transition. When the term of the Chair expires, the Chair-Elect shall succeed to the office of the Chair for a one-year term.
- Past Chair. The Past Chair provides advice and leadership to the PHAC and Officers regarding past practices and other matters to assist in governing. The Past Chair supports the Chair and the Chair-Elect on an as-needed basis. The Past Chair performs the duties of the Chair in the absence or disability of the Chair.

**Section 3. Nominations, Elections, Terms** Nominations and elections for Chair-Elect shall be made to the first full PHAC meeting of the calendar year. Terms shall be for three years (one year as Chair-Elect, Chair, and Past Chair, respectively).

**Section 4. Staffing** District staff, as directed by the Administrator, shall serve as a liaison and provide a number of tasks including:

- Provide orientation for each new council member and officers about their responsibilities
- Develop and maintain PHAC website, procedural information, and minutes
- Work with PHAC chairs and Board committee chairs to ensure that PHAC responsibilities are fulfilled
- Work with PHAC chairs to set meeting agendas
- Support setting up and conducting meetings
- Facilitate communication between PHAC, the District, and Board of Health.

#### **Article V: MEETINGS**

**Section 1.** Regular PHAC meetings will be held on the fourth Wednesday of every other month beginning in January, at a time and place as determined by District staff.

**Section 2.** Special meetings may be called as necessary by the Board of Health or the Chair of the PHAC.

#### **Article VI: WORKING GROUPS**

**Section 1.** All members are encouraged to be active in working groups when needed. Members will self-identify to any working group. Working groups shall report back to the full PHAC and shall not take action independent of the full PHAC.

#### **Article VII: PARLIAMENTARY AUTHORITY**

The rules contained in the most current version of *Robert's Rules of Order, Newly Revised*, shall govern all rules of this body, in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or special rules of this body.

#### **Article VIII: BYLAW AMENDMENTS**

The bylaws may be amended at any regular meeting by a vote of the majority of the entire membership of the PHAC with a minimum notice of 21 days.

#### **Article IX: LIABILITY AND INDEMNIFICATION**

Indemnification for acts or omissions within the scope of their duties and authorities is provided to PHAC members through the District's liability insurance coverage.

Approvals:

PHAC	January 23, 2019
PH Program Policy Committee	February 8, 2019

Adopted this 12<sup>th</sup> day of March 2019 by Res. 19-04.

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Amendments