

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 and by RCW 70.46.140, 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:

- Provide input to the Board in the recruitment of local administrator/director and local health officer
- Use a health equity framework to conduct local health needs assessment and health improvement planning efforts.
 - Promote public participation in these efforts.
 - 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.
- Evaluate proposed public health policies and programs and assure local needs and concerns are being met
- Provide community forums and hearings as assigned by the Board
- Establish community task forces as assigned by the Board
- Review and make recommendations on District annual budgets and fees
- Review and advise on District progress in achieving performance measures and outcomes

- Identify and communicate community and sector public health needs

Article III: MEMBERSHIP

Section 1. Representation The PHAC shall be representative of the diverse population and broad geographic scope of Snohomish County. Per RCW 70.46.140 (3), membership preference shall be given to tribal, racial, ethnic, and other historically excluded communities.

- A. The PHAC shall consist of eighteen representatives balancing expertise, career experience, and consumer experience in areas impacting public health and with populations served by the District. One representative must be from each of the following sectors, unless otherwise stated:
- Expertise and Experience in:
 - Health care access and quality (2 representatives)
 - Physical Environment, including built and natural environments
 - Social and economic sectors, including
 - Housing and basic needs
 - Education
 - Employment
 - Business and philanthropy
 - Communities that experience health inequities
 - Government (3 representatives)
 - Tribal Government & Tribal Communities
 - Behavioral Health
 - Consumers of Public Health Services
 - Members with lived experiences in any of the “expertise & experience” sectors
 - Community stakeholders, including
 - Nonprofit organizations
 - The business community
 - Those regulated by public health
- B. The Health Officer and a member of the Board of Health are non-voting ex officio members of the PHAC.
- C. Additional sectors may be added by resolution of the Board up to a maximum of twenty-one.
- D. When necessary, input should be gathered from other sectors or persons not on the PHAC.

Section 2. Member Responsibilities Regularly attend meetings. If a member is absent and unexcused for three consecutive meetings, that member will be recommended for removal by the Chair and District. An unexcused absence is defined as an absence

without notifying the Chair or District staff lead prior to the beginning of the regular monthly meeting. Other duties:

- Sign an intent statement acknowledging the bylaws and commitment to equity
- Active participation in alignment with community agreements
- Become knowledgeable and advocate for public health within your sector and spheres of influence
- Bring a connection to, relationship with, and advocacy for specific communities

Section 3. 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 4. Terms Members are appointed by the Board to staggered three-year terms and may be reappointed at the pleasure of the Board.

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

Section 6. 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
- Vice-Chair

Section 2. The primary duties

- Chair. Duties of the Chair shall be to attend and run all PHAC general meetings, works with the Administrative Officer (or their designee) to establish meeting agendas, report to the Board of Health and Board of Health committee meetings on PHAC actions and recommendations, guide the PHAC in proposing activities, serve where possible as mentor for one year following term as chair to succeeding chair, and be the primary point of contact for Board of Health and District staff.

- Vice-Chair (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, performs the duties of the Chair in the absence or disability of the Chair, and to develop and facilitate officer transition. When the term of the Chair expires, the Vice-Chair (Chair-Elect) shall succeed to the office of the Chair for a one-year term.

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 Administrative Officer, 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 Chair and Vice-Chair (Chair-Elect) 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 monthly at a regular time agreed upon by the PHAC 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.

Section 3. Meetings are subject to the open public meetings act, Chapter 42.30 RCW, including public notice.

Section 4. Meeting minutes will be submitted to the Board of Health.

Article VI: WORKING GROUPS

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 12th day of March 2019 by Res. 19-04.

Amendments

Adopted this 14th day of December 2021 by Res 21-23