NORTHEAST TRI COUNTY HEALTH DISTRICT
CHARTER AND BYLAWS
Revision Adopted: 01/26/2017

ARTICLE I – NAME
The name of this organization shall be the Northeast Tri County Health District Board of Health.

ARTICLE II – PURPOSE
The primary purpose of the Northeast Tri County Health District Board of Health is to:
(1) Serve the cities and counties of Ferry, Pend Oreille, and Stevens as a local government public agency in a united, cooperative effort to assess, protect, preserve, and promote public health within its jurisdiction in accordance with Chapter 70.46, Revised Code of Washington
(2) Meet State of Washington mandated disease prevention and health promotion services
(3) Work with partners locally and statewide to improve health
(4) Create and promote prudent public health policy within its jurisdiction
(5) Facilitate coordination efforts aimed at community-wide population health improvement strategies

ARTICLE III – MEMBERSHIP

Section 1.
Membership shall be in accordance with Chapter 70.46, Revised Code of Washington. The members of the Board will consist of two members of the Ferry County Board of County Commissioners, appointed by the Ferry County Commissioners; two members of the Pend Oreille County Board of County Commissioners, appointed by the Pend Oreille County Commissioners; two members of the Stevens County Board of County Commissioners, appointed by the Stevens County Commissioners; and a city representative from an incorporated municipality in each respective county. These members shall be the voting members of the Northeast Tri County Health District Board of Health.

Section 2.
City representation on the Board of Health is for a term of three (3) years as set forth in a rotation schedule for incorporated cities (see appendix #1). City representation shall consist of an elected official. If a city representative misses more than three (3) consecutive meetings, the rotation automatically passes to the next city on the rotation.

Section 3.
Membership on the Board of Health is not dependent upon financial contributions or levels of allocations.

Section 4.
Vacancies on the District Board of Health shall be filled by appointment within fifteen (15) days and made as in the same manner as the original appointment.

Section 5.
Representatives of the District Board of Health shall serve at the pleasure of their appointing legislative bodies, but shall be reappointed annually. Any individual can serve an unlimited number of terms.
ARTICLE IV – LEGISLATIVE POWERS, DUTIES, AND FUNCTIONS

Section 1.
The authority of the District Board of Health shall be as prescribed by the Laws of the State of Washington in accordance with Chapter 70.05, Revised Code of Washington.

Section 2.
The Board of Health shall appoint and contract with a qualified District Health Officer, to be a physician licensed to practice in this State having a knowledge of preventive medicine. The Health Officer’s tenure of office shall be at the pleasure of the Board and as prescribed by the Laws of the State of Washington.

Section 3.
The Board of Health will review, provide, and arrange for the necessary finances and budget to carry on an adequate public health program.

Section 4.
The Board of Health will receive reports from the District Health Officer and the District Administrator on the activities of the District.

Section 5.
The Board of Health will promulgate rules and regulations for the control of communicable diseases and other conditions dangerous to the public health and in conformity with the provisions of the Laws of the State of Washington.

Section 6.
The Board of Health shall enact administrative processes to hear any person who is aggrieved by any action, decision or policy made by the Health District. Any such person shall have the opportunity to request a hearing before the Health Officer and/or Appeal Committee.

Section 7.
The Board of Health will hold hearings as prescribed by the Public Health Laws of the State of Washington and the ordinances of Ferry, Pend Oreille, and Stevens Counties.

Section 8.
The Board of Health will review and approve programs and services, both voluntary and official within the Health District.

Section 9.
The Board of Health will cooperate with and coordinate activities with the local medical, dental, nursing, and allied professions, including pharmaceutical, and solicit their cooperation and services in carrying out a sound program of public health administration within the jurisdiction of the District.

Section 10.
The Board of Health and the Health District will operate in accordance with the approved budget, policies and procedures.

ARTICLE V – OFFICERS AND THEIR DUTIES

Section 1. Chair
a) The Board shall elect a Chair from its membership in January of each year, and he/she shall serve for a period of one year. In the event of a vacancy occurring, the Vice Chair shall assume the office of Chair for the unexpired term. No Chair shall succeed himself/herself for more than two terms.
b) The Chair shall preside at the meetings of the District Board of Health and shall perform such other duties as custom and parliamentary procedure require.

Section 2. Vice Chair
a) There shall be elected from the members of the Board in January of each year a Vice Chair, who shall serve for a period of one year. In the event of a vacancy occurring, a new Vice Chair shall be elected from the same group to fill the unexpired term of office.

b) He/she shall perform the duties of the Chair in the event of the Chair’s absence or inability to perform.

Section 3. Executive Secretary/Health Officer
a) In accordance with Chapter 70.05.050, Revised Code of Washington, the Board shall appoint and contract with a District Health Officer who is a qualified physician, and who shall delegate to the District Administrator his/her duties as the Executive Secretary to, and administrative officer of the Board. The Health Officer’s compensation shall be fixed annually by the Board.

b) The Health Officer shall perform such duties as prescribed by law and as directed by the Board. He/she shall be responsible to the Board for official actions and the official actions of all other personnel appointed by him/her and approved by the Board to carry out the technical and other functions performed in the Health District.

c) It shall be the duty of the Executive Secretary to: (1) record minutes of all meetings of the Board; (2) be custodian of all records, books, and papers belonging to the Board; (3) carry on the usual correspondence of the Board, including such matters as notifying members of public meetings dealing with health problems of the individual governmental agencies, and make written recommendations thereon.

d) Payment of Accounts: Vouchers and payroll shall be prepared by the Executive Secretary, and shall be presented in a timely manner to a Board of Health member. All accounts shall be reviewed by the Board or its representative and paid upon the signature of a Board of Health member and the Executive Secretary or designee.

Section 4. Treasurer and Auditor
The County Auditor of Stevens County shall keep a record of the receipts and disbursements. Upon approval of claims as provided by law, the Auditor shall draw and the Stevens County Treasurer shall honor and pay all warrants. Warrants shall be paid out of the Northeast Tri County Health District general fund.

Section 5. Attorney
The Board may appoint an attorney whose duties shall be to advise and to assist in all legal matters.

Section 6. Committees
The Board Chair may serve on, and shall establish and appoint members to the following committees:
- APPEAL: a commissioner from each representative county and a representative from one city
- BUDGET: a commissioner from each representative county and a representative from one city
- PERSONNEL: a commissioner from each representative county and a representative from one city

The Board Chair may appoint an alternate representative to a committee as needed.

At the discretion of the Board Chair, special purpose committees may be established for specific purposes.
Prior to the annual meeting, the Board Chair shall appoint a representative from each respective county to serve as the Nominating Committee. The Nominating Committee will bring their recommendation for Board Chair and Vice Chair to the annual meeting for Board consideration and approval.

ARTICLE VI – SESSIONS

Section 1. Meetings
a) The Board shall meet at least quarterly at such times and places as may be determined. It may meet more frequently if necessary, but will ordinarily not meet more frequently than monthly. The Board shall comply with the Open Public Meetings Act, Chapter 42.30, Revised Code of Washington.
b) The first meeting of the year shall be designated as the annual meeting, at which time the Board shall elect officers for the ensuing year.
c) The last meeting of the year, the Board shall by resolution adopt a final budget prepared by the Budget Committee.
d) Special Meeting: A special meeting may be called by the Chair at his/her discretion, at the request of the Health Officer and District Administrator, or on the written request of three-fourths (3/4ths) of the members, provided that notice is given to each member at least ten (10) days prior to the proposed meeting concerning the time, place, and object, except in emergency determined by the Chair or Health Officer and District Administrator. At a special meeting, no business may be transacted except that specified in the call, except by three-fourths (3/4ths) of a quorum. If a meeting applies particularly only to one county or one city, no hearing shall be had on the matter unless a representative of that county or city is present, EXCEPT when he/she has been given adequate notification of ten (10) calendar days and fails to respond, in which case the matter may be considered.

Section 2. Quorum
A majority of the Board shall constitute a quorum for the dispatch of business. As necessary, quorums may be attained via electronic participation.

Section 3. Voting
a) An affirmative vote from one county commissioner of each respective county is required for decisions relating to regulations, fee schedules, budget or budget amendments.
b) The Chair has equal vote of any other Board Member.

Section 4. Rules of Order
In the absence of any provisions to the contrary, all meetings of the Board shall be governed by the parliamentary rules and usages contained in the current edition of Robert’s Rules of Order. The Chair may act as parliamentarian, or may designate a parliamentarian if he/she so desires.

Section 5. Order of Business
The following shall be the order of business at all annual and regular meetings, unless changed by the majority vote of members present (hearings will be scheduled as needed):

ANNUAL MEETING: Order of Business
1. CALL MEETING TO ORDER
2. INTRODUCTIONS
3. DESIGNATION OF BOARD OF HEALTH
4. REPORT FROM NOMINATING COMMITTEE AND ELECTION OF OFFICERS
5. CONSIDERATION OF MINUTES
6. CORRESPONDENCE & INFORMATION
7. PUBLIC APPEARANCES
8. ADDITIONS OR CHANGES TO AGENDA
9. PUBLIC COMMENT
10. PRESENTATION (IF APPLICABLE)
11. OLD BUSINESS
12. NEW BUSINESS
   o COMMITTEE APPOINTMENTS (BY CHAIR): APPEAL – BUDGET – PERSONNEL
   o REVIEW/APPROVE MEETING SCHEDULE
13. REPORTS:
   o CHAIR
   o BOARD OF HEALTH MEMBERS
   o HEALTH OFFICER
   o COMMUNITY HEALTH
   o ADMINISTRATION
   o ENVIRONMENTAL HEALTH
14. ANNOUNCEMENTS
15. ACCOUNTS – FOR THE RECORD
16. ADJOURNMENT

REGULAR MEETING: Order of Business
1. CALL MEETING TO ORDER
2. INTRODUCTIONS
3. CONSIDERATION OF MINUTES
4. CORRESPONDENCE & INFORMATION
5. PUBLIC APPEARANCES
6. ADDITIONS OR CHANGES TO AGENDA
7. PUBLIC COMMENT
8. PRESENTATION (IF APPLICABLE)
9. OLD BUSINESS
10. NEW BUSINESS
11. REPORTS:
   o CHAIR
   o BOARD OF HEALTH MEMBERS
   o HEALTH OFFICER
   o COMMUNITY HEALTH
   o ADMINISTRATION
   o ENVIRONMENTAL HEALTH
12. ANNOUNCEMENTS
13. ACCOUNTS – FOR THE RECORD
14. ADJOURNMENT
ARTICLE VII – EXPENSES

Ordinary expenses, such as meals, lodging and travel expenses incurred by the members of the Board in their duty to represent the Health District may be allowed as authorized.

ARTICLE VIII – AMENDMENTS

This Charter and Bylaws may be amended at any time in regular meeting when a quorum is present. Amendments shall be presented at least fourteen (14) days prior to the meeting to each member, and may be adopted by majority vote.

ADOPTED this 26th day of January, 2017 in Colville, Washington and effective immediately upon signatures as of this date.

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Board Member, Ferry County

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Board Member, Ferry County

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Board Member, Pend Oreille County

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Board Member, Pend Oreille County

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Board Member, Stevens County

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Board Member, Stevens County

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Health Officer

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Board Member, City of Newport

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Board Member, City of Republic

Original Charter Adopted: 01/18/1977
Revision Adopted: 01/26/2017
Appendix #1

NORTHEAST TRI COUNTY HEALTH DISTRICT
CHARTER AND BYLAWS

CITY ROTATION FOR BOARD OF HEALTH REPRESENTATIVES

STEVENS COUNTY
MARCUS
KETTLE FALLS
NORTHPORT
CHEWELAH
SPRINGDALE
COLVILLE

PEND OREILLE COUNTY
NEWPORT
METALINE FALLS
CUSICK
IONE
METALINE