



STATE OF WASHINGTON  
**WASHINGTON STATE BOARD OF HEALTH**

*PO Box 47990 • Olympia, Washington 98504-7990*

November 14, 2007

**TO:** Washington State Board of Health Members

**FROM:** Treuman Katz, Board Chair

**SUBJECT: ELECTION OF A VICE CHAIR**

**Summary**

The Board's bylaws establish the position of a vice chair, a person elected by the Board who assumes the powers and duties of the chair when the chair is not available. The Board's previous vice chair was Mike Shelton who resigned from the Board and from his position as an Island County Commissioner at the end of August.

At today's meeting, we will elect a new vice chair. Last week, I sent out an e-mail asking if any Board members are interested in serving as vice chair or would like to nominate one of their peers. I will repeat that question today. If there is more than one candidate, the staff will pass out ballots. The ballots will be collected and counted and the new vice chair will be announced following the morning break.

**Recommended Board Action**

Election of a vice chair.

**Discussion**

The relevant section of the Board by-laws states:

**ARTICLE II**

**Board Officers**

**Officers**

1. The officers of the Board shall consist of the Chair, Vice Chair, and the Chair Pro-Tem.

### **Elections/Terms of Office**

1. The Governor will appoint the Chair from among the nine appointed members in accordance with RCW 43.20.030.
2. The Chair shall serve for the duration of his or her appointment to the Board or until the Governor appoints a successor.
3. The Vice Chair shall be elected from among the remaining eight appointed members by a vote of the Board.
4. The Vice Chair's term shall start commencing immediately after the election and will continue until the end of his or her term or until the Board elects a new Vice Chair. The Chair may call for a new Vice Chair election unless a majority of the Board objects.
5. If both the Chair and Vice Chair are absent from a Board meeting, the Board members shall elect one of the members present to serve as Chair Pro-Tem.
6. The Chair Pro-Tem shall serve for the duration of the meeting or until the Chair or Vice Chair join the meeting.

### **Duties of Officers**

1. The Chair presides at all meetings of the Board and has all powers and duties conferred by law and the Board's Bylaws. The Chair or a designee shall represent the Board at official functions. The Chair shall approve and sign all correspondence that reflects the position of the Board 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, unavailable, has a conflict of interest, or is otherwise unable to serve.
3. The Chair Pro-Tem presides during Board meetings when the Chair and Vice Chair are absent.