

ORCAS ISLAND HEALTH CARE DISTRICT

RULES FOR CONDUCT OF COMMISSIONERS' MEETING

- A. Meetings shall be conducted according to the Roberts Rules of Order.
- B. The President shall preside at all meetings; in the President's absence the Secretary shall preside. If neither officer is available the Commissioners present shall elect one of their members to preside.
- C. The dates, times and locations for all regular Board meetings shall be posted on the District's website, if the District maintains a website. If any regular meeting falls on a holiday, the regular meeting shall be held on the next business day following the holiday. "Regular meetings" means recurring meetings held in accordance with a periodic schedule established by resolution or rule of the Board from time to time.
- D. A special Board meeting may be called at any time by the President or by a majority of the Board members. At least twenty-four (24) hours before the time of a special meeting, written notice of the special meeting setting forth the time and place of the special meeting and the business to be transacted shall be: (i) posted on the District's website unless the District does not have a website, (ii) prominently displayed at the District's principal place of business, if any, and at the meeting site if the special meeting is not held at the District's place of business, (iii) delivered personally, by mail, or by e-mail to each local newspaper of general circulation and to each local radio or television station that has filed with the Board a written request to be notified of special meetings, and (iv) given personally, by mail, or by e-mail to each Commissioner.
- E. Written notice of a special meeting shall be deemed waived by any Commissioner who, before the meeting begins, files a written waiver of notice with the Secretary by letter, telegram or e-mail or who is actually present at the special meeting at the time it begins.
- F. On or before November 1st of each year the Board shall set the District's proposed budget for the following year. All documents in support of budget proposals, including the proposed budget document, shall be provided to Commissioners at least ten (10) days prior to any Board meeting to set the District's proposed annual budget.
- G. No later than November 15th of each year, the Board shall hold a public hearing on the District's proposed budget for the following year and any possible increase in tax revenues. Any citizen may appear at the public hearing and be heard regarding the whole or any part of the proposed budget. Upon conclusion of the

public hearing, the Board shall, by resolution at a special meeting called for that purpose, adopt the budget and set the levy for the next year.

- H. If, due to fire, flood, earthquake, or other natural or man-made emergency, the Board needs to take expedited action to meet the emergency, the President may provide for a meeting site other than the regular meeting site and the notice requirements of these Bylaws shall be suspended during the emergency. The meeting notices required by these Bylaws may also be dispensed with if a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when the notice time requirements would make notice impractical and increase the likelihood of the injury or damage occurring.
- I. All materials to be reviewed or acted upon during a Board meeting shall be provided to each Commissioner at least 24 hours prior to the scheduled meeting unless impractical.
- J. Meeting materials, such as agendas, resolutions and exhibits, shall be posted on the District's website at least 24 hours prior to the scheduled meeting unless the District does not have a website or (ii) time constraints or technical aspects (e.g. file size limitations) make this goal impracticable. Failure to post any materials on the District's website shall not invalidate any otherwise legal action taken at a Board meeting.
- K. Agendas for regular Board meetings may be amended by the President or Secretary after posting either by posting the revised agenda on the District's website or announcing the changes to the agenda at the beginning of the regular meeting.
- L. One or more Commissioners may attend a meeting by telephone or video-conferencing, using technologies such as Skype or WebEx, when a speaker phone or video screen is available at the official location of the meeting so the Board and the public can hear the Commissioner's input and the Commissioner can hear what is said at the meeting.
- M. If any Board meeting is cancelled, notice of the cancellation shall be promptly posted on the District's website unless the District does not have a website. Written notice of the cancelled meeting shall also be prominently displayed at the District's principal place of business, if any, and at the meeting site if the meeting is not held at the District's principal place of business. The written notice must be posted or displayed as soon as practicable after the decision is made to cancel the meeting.
- N. Any special or regular Board meeting may be adjourned to a time and place specified in the order of adjournment. The decision to adjourn a meeting shall be taken by action of the Board or, if a quorum of the Board is not present to take

action, the decision to adjourn may be taken by a majority of those Commissioners who are present. Immediately after the decision to adjourn a meeting is taken, a written order or notice of adjournment, specifying the time and place of the meeting to be continued, shall be posted on the door of the location where the meeting was held.

- O. All actions of the Board shall be taken at a regular or special meeting. "Action" means the transaction of the District's official business by the Board including, but not limited to, the receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations and final actions.
- P. All final actions taken by the Board shall be by consensus, motion or resolution and shall be recorded in a book or books kept for that purpose. A "final action" means the transaction of the District's official business by the Board by a collective positive or negative decision or an actual vote by a majority of the Board sitting as a body, upon a motion, proposal or resolution.
- Q. Minutes of all regular and special meetings, except executive sessions, shall be promptly recorded and submitted to the Board for approval at its next regular meeting. Following their approval, minutes shall be open to public.
- R. The Board shall only take action in open public meetings and only at meetings for which proper notice has been given or meetings, the date of which has been fixed by law or rule. Any action taken at meetings that do not comply with the provisions of this section shall be null and void.
- S. The Board may hold an executive session during a regular or special meeting for the purposes permitted by RCW 42.30 and RCW 70.44. Before convening in executive session, the President shall publicly announce the purpose for excluding the public from the meeting place, and the approximate time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the President. An executive session may be held for one or more of the purposes permitted by RCW 42.30.110(1), RCW 70.44, or other applicable law:
- T. A majority of the persons holding the office of Commissioner shall constitute a quorum of the Board for the transaction of business, but no final action shall be taken without a majority vote or the collective decision of the whole Board. Participation by conference telephone or other similar communication or electronic equipment shall constitute presence at a Board meeting for the purpose of determining whether a quorum is present.
- U. The Board may appoint committees as it may deem necessary or advisable in the conduct of its affairs. Committees established by the Board are advisory in nature and the Board may choose to adopt, modify or reject their

recommendations. No more than two (2) Commissioners shall serve on any Board committee. At the pleasure of the Board, members of the community may be included on Board committees. The activities of Board committees shall be conducted lawfully and summaries, written or oral, of the committees' activities shall be provided to the Board at regular intervals.

V. The order of business at regular meetings shall be as follows:

1. Call to order
2. Announcement of any changes to the published agenda
3. Public comment period for a maximum of 10 minutes, with a maximum of 3 minutes per speaker
4. Approval of minutes from last regular meeting and any special meetings that have occurred since the last regular meeting.
5. Consent agenda for routine matters
6. Committee Reports
7. New Business
8. Public comment period for remainder of time; each speaker limited to 3 minutes at a time
9. Adjournment

W. The order of business at special meetings shall be as follows:

1. Call to order
2. Reading of Notice Calling the Meeting
3. Public comment period for a maximum of 15 minutes, with a maximum of 3 minutes per speaker
4. Consideration of items on the notice of special meeting
5. Public comment period for remainder of time; each speaker limited to 3 minutes at a time
6. Adjournment

X. In Consideration of all those presence, cellphones shall be turned off or placed on Do Not Disturb, except for emergency responders' communication devices.

Y. Each attendee desiring to give a comment shall start by stating their name for the record. Each person making a comment shall be succinct and take no more than 3 minutes for their comment. All public comments should be polite and civil and not include any personal attacks.

Z. No one shall interrupt a member of the audience while they are making their comments, except that the President or other person chairing the meeting may interrupt to tell them that their 3 minutes is up or to remind them that all comments must be polite, civil and not include any personal attacks.