

PUBLIC HOSPITAL DISTRICT NO. 4  
KING COUNTY

RULES OF PROCEDURE

December 13, 2018

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## **ARTICLE I RULES OF PROCEDURE**

These rules constitute the official Rules of Procedure for the King County Public Hospital District No. 4, doing business as Snoqualmie Valley Hospital. These Rules of Procedure are adopted for the sole benefit of the members of the Board of Commissioners to assist in the orderly conduct of commission business.

These Rules of Procedure do not grant rights or privileges to members of the public or third parties. The failure of the Board of Commissioners to adhere to these rules shall not result in any liability to the District, its officers, agents and employees, nor shall failure to adhere to these rules result in invalidation of any commission action. These Rules of Procedure may be reviewed by the Board of Commissioners and the District's Executive Leadership Team at any time and modified by a majority vote of the Commission.

## **ARTICLE II MEETINGS OF THE BOARD OF COMMISSIONERS**

### **Section 1. Meetings of the Board of Commissioners**

**1.1 All Meetings.** The District strives for transparency in all aspects of District operations and governance. Accordingly, all meetings of the Board shall be open and public in compliance with the Open Meetings Act, Chapter 42.30 RCW, and all persons shall be permitted to attend any meeting of the Board of Commissioners, except as otherwise provided by law and as noted in Section 5. See RCW 42.30.030.

In an effort to promote decorum and the efficient conduct of business, all meetings of the Board shall be guided in accordance with Robert's Rules of Order. Strict compliance with Robert's Rules will not be required unless a procedural dispute occurs in the meeting as defined by the President. The President of the Board shall have the discretion to determine whether or not there will need to be strict compliance with Robert's Rules during the meeting. Should the President determine that there be strict compliance with Robert's Rules of Order, the President may enlist the assistance of a parliamentarian trained in Robert's Rules of Order or the District's General Legal Counsel to assist the President and the Commission regarding parliamentary procedure. The President shall maintain decorum during all meetings of the Board. All materials to be reviewed or acted upon by the Commission during a meeting shall be provided to each Commissioner at least one week prior to the scheduled meeting unless time constraints or other contingencies make this goal impractical. Meeting materials, such as agendas, resolutions and exhibits, shall be posted on the District's website at least one week prior to the scheduled meeting, unless time constraints or technical aspects (e.g. file size limitations) make this goal impracticable. The District shall provide copies of the entire agenda packet to the public upon request one week prior to the scheduled meeting, unless time constraints or unforeseen circumstances make this goal impracticable.

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored, the President may

order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the Board. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. See RCW 42.30.050.

As provided for herein, the Board President may choose to exercise Robert's Rules as the parliamentary authority for the conduct of its meetings. The Board adopts the requirement that limits each commissioner to addressing and speaking to any one motion only once in the meeting and no more than three (3) minutes on each motion unless otherwise approved and extended by the President or by permission of the President for a total amount of time not to exceed five (5) minutes. This limitation on the amount of time each commissioner is afforded for motions does not apply to committee reports. According to Robert's Rules of Order Newly Revised, 11th edition, minutes should contain a record of what was done at the meeting, not what was said. Minutes will contain a record of actions taken, and may include a summary of comments made by individuals. Such summary shall be subject to approval of the minutes by the Board. The names of people who offer public comment will be included. Any commissioner who votes against a decision made by the board may, within one (1) business day after the meeting during which the dissenting vote was taken, have their dissent and a brief statement of the reasons therefore included in the minutes upon request. Minutes of committee meetings may include relevant administrative details.

**1.2 Regular Meetings.** In December of each year, the Board shall provide the dates for holding all regular meetings for the upcoming year by resolution. The dates, times and locations for all regular meetings of the Commission shall be posted on the District's website following the adoption of this resolution. Regular meetings of the Board are normally held on the second Thursday of each month at 6:30 p.m. at the Snoqualmie Valley Hospital and at such other locations as the Board may prescribe. Unless otherwise provided for by law, meetings of the Board need not be held within the boundaries of the District. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. See RCW 42.30.070.

For the purposes of this section "regular" meetings shall mean recurring meetings held in accordance with a periodic schedule declared by resolution of the Board from time to time.

**1.3 Special Meetings.** A special meeting may be called at any time by the President of the Board, or by a majority of the members of the Board. Written notice of special meetings of the Board shall be delivered to each member of the governing body and to each local newspaper of general circulation and to each local radio or television station that has on file with the governing body a written request to be notified of such special meeting or of all special meetings. Written notice of all special meetings shall also be posted on the District's website. Such notice must be delivered personally, by mail, or by e-mail at least forty-eight (48) hours before the time of such

meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. The Board shall not take final disposition on any other matter at such meetings. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Secretary a written waiver of notice. Such waiver may be given by letter, telegram, fax or electronic mail. Such written notice may also be dispensed with (i) as to any member who is actually present at the meeting at the time it convenes or (ii) as to any member who, prior to the time the meeting convenes, receives notice of the meeting by email and who has previously filed a written consent to receive meeting notices by email. RCW 42.30.080.

**1.4 Work Study Sessions.** The Board shall normally hold monthly work study sessions on the fourth Wednesday of each month at 6:30 p.m. at the Snoqualmie Valley Hospital. Board work study sessions are public meetings and will be conducted in accordance with the Open Public Meetings Act.

**1.5 The Order of Business.** As an illustration, meetings of the Commission may follow the general format set forth below:

a. **Regular Meetings**

Call to Order

Roll Call

Flag Salute

Approval of Agenda

Approval of minutes of the last regular meeting and any intervening special meetings

Commissioner and/or Board Committee Reports

Approval of warrants and transmittals from the previous month

Old Business

New Business

Reports (Clinics, Legal, Quality, Foundation, Compliance, Human Relations, etc.)

Public Comment (Comments should be limited to three minutes and the public shall comply with the rules of decorum outlined and provided with the agenda for the public meeting.)

Action Items (motions, resolutions, etc.)

Good of the Order/Commissioner Comment (Each commissioner shall have one comment period limited to three minutes.)

Next meeting dates and times

Adjournment

b. **Special Meetings**

Call to Order

Reading of the Notice of Special Meeting

Public Comment  
Consideration of matters stated in the Notice and Action thereon  
Adjournment

**1.6 Seating of Commissioners**

The Officers and Board of Commissioners will be seated in the following order: the Board President, the Vice-President, the Secretary, the Commissioner with the most seniority, and then the Commissioner with the least seniority. The Commissioner with the most seniority may elect to yield and choose to have the member with less seniority be seated after the Secretary. This shall be the preference and prerogative of the senior Commissioner who is not a Board Officer.

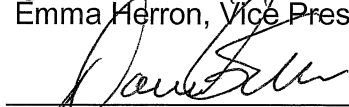
**1.7 Roll Call**

Once the meeting is called to order, the Chair shall request that the Clerk of the Board call the roll of officers and members. Roll call will be in the order of which the Commissioners are seated based on the officer positions held by the members and their seniority.

ADOPTED this 13 day of December, 2018.

  
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Daniel Norris, President

  
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Emma Herron, Vice President

  
\_\_\_\_\_  
David Speikers, Secretary

  
\_\_\_\_\_  
Joan Young, Commissioner

  
\_\_\_\_\_  
Gene Pollard, Commissioner