

**CITY OF WALLA WALLA  
LEOFF 1 DISABILITY BOARD BY-LAWS**

1. **Membership** – The board shall consist of five (5) members as follows:
  - 1.1. Two members from the Walla Walla City Council, appointed by the Mayor, subject to approval by the City Council.
  - 1.2. One active or retired firefighter employed by or retired from the city to be elected by the firefighters employed by or retired from the city who are subject to the jurisdiction of the board.
  - 1.3. One active or retired law enforcement officer employed by or retired from the city to be elected by the law enforcement officers employed by or retired from the city who are subject to the jurisdiction of the board.
  - 1.4. One member from the public at large who resides within the city to be appointed by the other four members.
2. **Term and vacancy** – Board members shall serve a two-year term or until a successor is appointed or elected as set forth in subsection 2.4 below:
  - 2.1. The terms of the law enforcement officer representative and the member at large shall commence at the Board's regular June meeting in each odd number year.
  - 2.2. The term of the firefighter representative shall commence at the Board's regular June meeting in each even number year.
  - 2.3. The term of the City Council representatives shall commence at the Board's regular February meeting in each even number year.
  - 2.4. In the event of a vacancy, a successor shall be appointed or elected in the same manner as with an original appointment or election to serve the remainder of the unexpired term or to begin a new term.
3. **Quorum** – At all meetings of the Board, a quorum shall be three members. At least one of these three members shall be a representative of the City Council, and at least one of these three members shall be a firefighter or law enforcement representative, to maintain balance on the Board. It shall be the duty of all Board members to immediately notify the Chair if a quorum is not present. As soon as lack of a quorum is noted, the Chair shall immediately adjourn the meeting to another date and time or the next regular meeting.

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4. **Voting** – All actions of the Board shall require a majority vote of the fixed membership to pass. (Three votes for or against a motion to be considered a valid voting result.) Each Board member shall have one vote that must be cast by that member in person.
5. **Selection of Chair and Vice Chair** – The Board shall elect a Chair and a Vice Chair every September of odd-numbered years. If the Board is unable to agree on the election of a Chair or Vice Chair, the member currently serving as Chair or Vice Chair will continue to serve until a successor is elected. The Vice Chair shall assume the duties and powers of the Chair in the Chair's absence. When the Chair and the Vice Chair are not present, the Secretary will call the meeting to order, ascertain whether a quorum exists, and ask for selection of a Chair Pro Tem.
6. **Duties of Chair** - The Chair shall preside at all meetings and hearings of the Board and may call special meetings after notice and affirmative agreement by all Board members. A minimum of twenty-four hours notice shall be given to all Board members of special meetings. The Chair shall have the privilege of discussing matters before the Board and voting thereon except where doing so constitutes a conflict of interest. The Chair shall have all the duties normally conferred by parliamentary procedures and shall perform such other duties as may be requested by the Board.
7. **Parliamentary Procedure** – The latest edition of “Robert’s Rules of Order, Newly Revised” shall guide the Board where these by-laws or State law does not otherwise govern conditions.
8. **Suspension or Amendment of By-Laws** – These by-laws may be amended at a regular meeting of the Board, provided that such amendment or amendments are submitted in writing to each member of the Board at least twenty days prior to the date of the meeting at which they are to be considered by the Board. However, these by-laws may be amended without prior notice upon the unanimous consent of the full Board at a meeting where the amendment comes before the Board for consideration.
9. **Powers of the Board** – The Board shall have the powers granted by the State legislature in RCW Chapter 41.26 and WAC Chapters 415-104 and 415-105.
10. **Confidentiality Statement** – Board members shall be required to sign a Confidentiality Statement to protect the privileged healthcare information of its LEOFF 1 Members.

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11. **Agenda** – All items and subjects to be acted upon in a regular meeting shall appear on the agenda. No other item or subject may be acted upon unless it is added to the agenda by the unanimous consent of the members present at the meeting. The Secretary shall prepare and distribute copies of the agenda and relevant material prior to each meeting. Board members shall be responsible for informing the Secretary of agenda items and providing relevant material a minimum of one week prior to the regular Board meeting.