



# KITSAP COUNTY ADVISORY GROUP HANDBOOK

## Kitsap County's Mission

*Kitsap County government exists to protect and promote the safety, health and welfare of our citizens in an efficient, accessible and effective manner.*

## Kitsap County Vision

*A unique and growing community, widely known for:*

- **Safe and Healthy Communities**  
People are protected and secure, care about their neighborhoods and are proud of where they live, work and play.
- **Protected Natural Resources and Systems**  
Education, land use planning and coordinated efforts assure that the forests, clean air and water that Kitsap is known for are sustained for the benefit of current and future generations.
- **Thriving Local Economy**  
A well-educated workforce and strategic investment in county infrastructure prompt businesses to expand or locate in Kitsap County, creating well-paying jobs and enhancing our quality of life.
- **Inclusive Government**  
County government conducts all activities in a manner that encourages citizen involvement, enhances public trust and promotes understanding.
- **Effective and Efficient County Services**  
County government continuously assesses its purpose, promotes and rewards innovation and improvement, fosters employee development and uses effective methods and technologies to produce significant positive results and lasting benefits for citizens.

Updated 6/14/16



## **Welcome to Kitsap County**

This information has been prepared for you the advisory group member, to give you the foundation, philosophies and policies that make Kitsap County government a wonderful place to volunteer and work. Please remember that these are general guidelines and are not meant to take the place of by-laws and procedures developed by your group.

Volunteers are a vital part of government's existence and are deeply appreciated. Kitsap County will do everything possible to make your volunteer experience a positive one. We invite your ideas and suggestions. Your input enables the county to maintain and improve programs and services. We wish you success in your volunteer experience and hope this information helps you as a volunteer for Kitsap County.

### **Advisory Groups**

You join many people in Kitsap County who serve as volunteer members of advisory groups. Advisory bodies provide guidance to decision-makers and bring public participation into the process of government. This handbook contains a list of the boards and commissions on which the public may serve for Kitsap County, a description of the functions of boards and outlines some of the responsibilities of members. The Board of Commissioners appoints community members to serve terms which vary in length depending on the advisory group.

Each board, council, committee or commission serves a different mission, with the advisory group members functioning as a team. Each group is established by the Board of County Commissioners and directed by governing statute. Members are expected to establish an effective working relationship with each other and the Board of County Commissioners by showing respect for other viewpoints. Supportive relationships based upon mutual respect are essential to the group's success.

Requests for information or support should be directed to the designated staff liaison for that board or council.

The information in this handbook is intended to acquaint new advisory group members with the functions and processes of County Advisory Groups. We hope you will find it helpful.

## **Non-Discrimination\***

It is our goal to create, foster and maintain an atmosphere of non-discrimination in all personnel and volunteer-related matters. This commitment will be supported by the positive, practical efforts of all county employees and volunteers.

It is the intent of Kitsap County that all employees and volunteers will work in an environment free from discrimination and/or harassment by another employee, supervisor, volunteer or non-employee for any reason. Discriminatory conduct in any form undermines morale and the integrity of employment or volunteer relationships, and interferes with the productivity of the group.

If, as a volunteer for Kitsap County, you feel you may be the subject of discrimination or harassment, you may contact your advisory board staff person, the County Volunteer Services Coordinator, or the County Commissioners. Any reports of discrimination or harassment will be examined impartially and resolved promptly.

## **Sexual Harassment\***

Kitsap County is committed to eradicating sexual discrimination in the workplace and specifically condemns sexual harassment of county employees and volunteers by other county employees or volunteers. Watching and listening for indications from your peers that attention is unwelcome is the first step in preventing problems. Actively speaking up and supporting those who are victimized shows that you take the problem of sexual harassment seriously.

If you believe that you have been subjected to sexual harassment, report it as quickly as possible. Do not suffer in silence. Report it to your Advisory Board Staff or the County Volunteer Services Coordinator.

## **Drug Free Workplace\***

Kitsap County expects all employees and volunteers to report to their assignment free from drug and/or alcohol impairment and to remain at work in a condition that enables them to perform their duties in a safe, efficient, legal and professional manner. Kitsap County encourages employees and volunteers who may have an alcohol and/or drug use problem to voluntarily seek evaluation and treatment that will lead to successful rehabilitation. Volunteers must abide by the provisions of this policy as a condition of volunteer service.

***\*If you have questions, please ask your Board Staff or the County Volunteer Coordinator for a copy of these County policies.***

## Being an Effective Advisory Group Member

Citizens are appointed to Kitsap County advisory groups to represent the public interest. The appointments may reflect a geographic interest, an area of expertise, or a special interest group or professional association. As you become acquainted with your fellow advisory group members, remember that each individual brings an important point of view. Listening to diverse points of view produces fair solutions to problems. If you are unsure of the group's mission or the item under discussion, you should ask questions and seek information until you reach a clear answer and good understanding of the expectations.

Advisory bodies provide an important link between the community and the Commissioners. The information each group provides about specific community needs and opinions can have a profound effect on public policies. Advisory group members play a very special role in creating recommendations on governmental issues.

As a member of an advisory group, you will be expected to:

- Interpret community opinions, attitudes, and needs to department staff and the Commissioners.
- Study programs and services, and analyze problems and needs.
- Offer new proposals and recommend changes in programs and policies.
- Provide fellow community members with information about County policies, programs and budgets.

While advisory groups counsel department staff and the Commissioners with important recommendations about policy, they do not create or administer policy, programs, or services unless their governing statute grants this power to them.

When presenting recommendations to the Commissioners, it is essential that advisory groups:

- Provide all recommendations in written form
- Express all ideas in clear and concise language
- Propose solutions that are viable and cost-effective
- Identify the reasons for suggested changes
- Reflect a consensus of a majority of the group members.

It is vital that all members regularly attend meetings and come to meetings prepared. The best preparation is to read all reports, proposals and other documents distributed by staff prior to meetings.

## **Laws Affecting Advisory Group Activities**

As an advisory group member appointed by the Kitsap County Board of Commissioners, you should be aware of certain restrictions and requirements that may affect you during your tenure as an advisory group member. Advisory group members must be familiar with and operate within their group's governing statutes and bylaws, and county, state and federal laws at all times.\*

These laws assure that government operates properly. Fortunately, it is not difficult to comply with these laws. The first step is to know what is required. You will receive more detailed information from the staff supporting your advisory group. If you have questions, feel free to contact the County Volunteer Services Coordinator or your advisory group staff person. They will assist you while you focus on the important service you are providing to the county.

### **Open Public Meetings Act**

Washington's open meeting laws essentially require three things: notice must be provided for all meetings, meetings must be open to the public, and minutes must be created for each meeting. A "meeting" is defined to include not only formal gatherings of the advisory group but also any occasion, even subcommittee meetings, where a "quorum" (usually majority) of the advisory group members come together and discuss group issues. Electronic communications may constitute a meeting which is subject to the OPM if a majority of members discuss information, give input or take action via e-mail.

Most claims that the open meeting laws have been violated will be made against the public body itself. However, claims may be brought against the individuals (in this case volunteer board members); public officials may be sued personally for public meeting violations. In most of these circumstances, the county will represent or act in defense of an advisory group member who has acted in good faith. However, if it appears that a member has intentionally acted outside the law, the county will not assist with defense.

### **Public Disclosure**

The minutes of all regular meetings must be recorded and made available for public inspection. The law also requires that you maintain records of business conducted through electronic communications among members. The Public Records law applies to most county boards and advisory groups. Regardless of whether the Act applies; all advisory groups should be in compliance with the law.

### **Ethics and Appearance of Fairness**

Washington's ethics laws prohibit public officials from gaining financially as a result of his or her position. Also, public officials must declare any conflicts of interest at a public meeting. A conflict exists if a recommendation potentially could affect the finances of the group member or the finances of a family member. If a conflict exists, the member must declare this fact at a meeting where the issue is discussed and may need to refrain from discussing or voting on the recommendation. If you are unsure whether a conflict exists, you should discuss this with the staff person assisting your committee.

## **Influencing Ballot Measures**

RCW 42.17.130 strictly forbids the use of public facilities for the purpose of assisting a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition unless they are activities which are a part of the normal and regular conduct of the office or agency. Members of advisory groups must take care when supporting or opposing a candidate or ballot measure that they are doing so in their individual capacities only and to ensure that they are not using any public facilities or resources in such activities. For example, Jane Doe, an appointed Planning Commissioner, cannot support a candidate by signing her name as “Jane Doe, Kitsap County Planning Commissioner”, but she can sign “Jane Doe.” John Doe, who is a member of an advisory group, cannot use the facilities or the forum of an advisory group meeting to publicly support a candidate or ballot measure but as an individual he can speak to individual members of the group to express his political opinions.

## **Public Communications Guidelines**

To fulfill its mission on behalf of citizens, Kitsap County welcomes and encourages public participation and input at all levels. Kitsap County’s community councils, boards, commissions and task forces provide a vital and useful avenue for people to communicate and share their comments, concerns, ideas and advice with their county government.

Kitsap County hosts a rich pool of able citizen volunteers. We appreciate and respect the willingness of citizens to offer valuable experiences by volunteering time and energy to serve on the county’s advisory bodies.

We encourage citizen advisory groups to reach out and seek participation and input from members, clubs and organizations of their respective communities.

One of the most effective methods to inform the public of meetings, events and activities is through the media. Kitsap County government supports positive and cooperative relationships with the media and cherishes the right of both individual free speech and the press.

We ask that members of Kitsap County advisory groups follow these basic guidelines:

- For an effective meeting announcement to the media, please check publication deadlines and remember to provide complete information on the time, location, place, any special topics, etc.
- For clear and unambiguous communication to the media, it’s both prudent and efficient to have one spokesperson for the advisory committee.
- As citizens with constitutional rights of free speech, everyone has a right to an opinion on any issue. However, if the committee has not made a decision or taken a position on a specific issue, please make sure to indicate that the thoughts you share either orally or written are your own and do not necessarily reflect the views of the committee.

## **Staff Support for Advisory Groups**

County staff support most Kitsap County advisory groups. The primary role of staff is to represent the interests and needs of the county and facilitate two-way communication between the group and the Board of Commissioners or other county departments. Staff coordinates the administrative activities for the group including maintaining minutes, forwarding recommendations or implementing actions, and ensuring compliance with applicable laws, such as the Open Meetings Act. Staff responsibilities include meeting arrangements, processing complaints, communication with members, facilitating a yearly work plan and other administrative duties. Staff assigned to advisory groups are available to provide information for and assistance to the group.

### **The Meetings**

Each advisory group member is responsible for the content and productivity of meetings they attend and should come prepared to take ownership for their contribution to the meeting. Meetings do matter. The following guidelines will assure that participants contribute productively.

- ALL PARTICIPANTS ARRIVE PREPARED**
- THERE ARE CLEAR GROUND RULES THAT ALL AGREE TO HONOR**
- AGENDA IS WRITTEN AND SHARED**
- PHYSICAL ENVIRONMENT IS COMFORTABLE**
- START AND END ON THE TIMES AGREED ON BY THE GROUP**
- ALL PARTICIPANTS CONTRIBUTE**
- PROCESS IS FOCUSED**
- OUTCOME IS CLEAR TO ALL**
- WORK TO BE ACCOMPLISHED IS DEFINED AND ASSIGNED**
- LAUGHTER AND FUN ARE ENCOURAGED**

### **Group Decision Making**

Just as the functions of Kitsap County's advisory groups are different, so are the ways in which each group reaches agreement. After a discussion, some groups may vote; others may prioritize and select the recommendation that emerged as a priority; and still others may use consensus as a way to reach a decision. It is important for volunteer advisory group members to be aware of and familiar with the type of decision-making process their group uses.

## Ground Rules

Every group should establish ground rules on how meetings will run, how members will interact and what kind of behavior is acceptable. Because each group member is an individual, each has a different way of accomplishing tasks. At times these different ways can cause friction between members and slow down the process of the group as a whole.

Each member is expected to respect these rules, which usually prevents misunderstandings and disagreements. Three to five ground rules are sufficient for most groups. Some of the more important ground rules might include:

- **Attendance:** Groups should place a high priority on attendance at meetings. Talk about what would be legitimate reasons for missing a meeting, and establish a procedure for informing the group leader of a member's absence from a scheduled meeting.
- **Promptness:** Meetings should start and end on time.
- **Meeting place and time:** Specify a regular meeting time and place, and establish a procedure for notifying members of meetings.
- **Participation:** Everyone's viewpoint is valuable. Every team member can make a unique contribution; therefore, emphasize the importance of both speaking freely and listening attentively.
- **Basic conversational courtesies:** Listen attentively and respectfully to others, do not interrupt, one conversation at a time, and so forth.
- **Breaks:** Decide whether there will be breaks, when and for how long.
- **Interruptions:** Decide when interruptions will be tolerated and when they will not.
- **Rotation of routine chores:** Decide who will be responsible for routine chores required of regular meetings and decide how to rotate these duties among the group of members.
- **Agendas, minutes, and records:** Decide how the group will handle these issues.
- **Other norms or ground rules** that can be decided ahead of time by the group such as acceptable language, humor, jargon, etc.

## Group Roles

By participating as a member of a group, each person makes a unique contribution with his or her presence alone, but some members may assume additional roles within the group. Each role that people may select within a group has guidelines that help ensure success. The following are general guidelines that may vary with the requirements or needs of each group.

### Chair

- As group leader, the chair suggests group direction and options for setting goals.
- The chair provides a supportive environment for process, content, and group members.
- The chair coordinates activities of sub-committees.
- The chair sees that agendas are set.
- The chair sets a positive tone and pace for the group.
- The chair may share the role of meeting preparation with the advisory group staff person.
- The chair represents the group in the community.
- If there is no appointed facilitator, the chair serves as facilitator and while in that role, remains neutral on content and focuses on process.

### Group Member

- Arranges adequate time to carry out responsibility as a group member.
- Comes to meetings prepared.
- Listens to other group members and follows the rules of the group.
- Participates in group discussion and decision-making.
- Keeps facilitator neutral and on track with the process.
- Serves on appropriate sub-committees.

### Facilitator

- Guides the group through the agenda
- Remains neutral in regard to content of the meeting.
- Encourages each member to participate fully.
- Keeps group energy positive and focused.
- Suggests methods to enable the group to clearly solve the problem so that everyone agrees with the outcome.

### Recorder

- Records the group's ideas.
- Asks for clarification to ensure accuracy.
- Helps keep the facilitator and group focused.

## Bylaws

Every advisory group should have a set of bylaws to direct and clarify its actions, procedures, and organization. Bylaws are the guidelines by which a group functions. Bylaws and bylaws amendments must be approved by the Board of Kitsap County Commissioners.

According to **Robert's Rules of Order**, bylaws define the primary characteristics of an organization, prescribe how it should function, and include rules that are so important that they may not be changed without prior notice to members and formal vote and agreement by a majority of members.

An organization's bylaws generally include the following:

1. Name of group
2. Mission statement
3. Membership
4. Officers
5. Meetings
6. Executive board (if needed)
7. Committees; Subcommittees
8. Amendment procedures for making changes in the bylaws.

Bylaws should include expectations as well as guidelines for members. Issues such as attendance, responsibilities, and discipline should be addressed in the bylaws. Advisory Group members are expected to become familiar with and adhere to bylaws and all relevant statutes.

**See sample bylaws under Resources at [www.kitsapgov.com/boards](http://www.kitsapgov.com/boards)**

## County Advisory Group Policies

### **POL – 300.1 ESTABLISHING AND MAINTAINING CITIZEN ADVISORY GROUPS**

This policy applies to the Board of County Commissioners and all departments under its jurisdiction that provide staff support to citizen advisory groups.

#### **1. Board Establishes Citizen Advisory Groups**

For each advisory board or task force and ad hoc committee

- Identifies needs, purposes and legal mandates
- Determines duration and renewal options
- Determines composition and minimum qualifications
- Appoints members
- Allocates resources
- Establishes standards for member participation

#### **2. The Board Provides for Open Recruitment**

Recruitment options include

- Referrals from advisory group members; professional, community and neighborhood interest groups; department heads; elected officials; and individuals
- Review of applications maintained on file by the Volunteer Services Coordinator
- Public notice of advisory group vacancies
- Commissioners may directly appoint individuals who are uniquely qualified

#### **3. Board Evaluates, Renews and Dissolves Advisory Groups**

Board annually evaluates advisory groups' purpose, goals and accomplishments, and supports and maintains or dissolves groups accordingly.

#### **4. Staff provide Support for Advisory Group Members**

Staff will orient and train board members about their roles and responsibilities.

Advisory group members will:

- Understand the county's long-term goals;
- Understand the group's organizational mission;
- Agree to BCC approved by-laws or rules the group follows to conduct meetings;
- Implement a plan for setting yearly goals;
- Determine how they will evaluate the group's work each year;
- Know who the assigned staff person/s are, what functions they perform and how much of their time is allocated to supporting the advisory group.

#### **5. Board Recognizes Retiring Board and Commission Members**

Advisory group members retiring after completing at least one term will receive a certificate of appreciation. Members retiring after two terms totaling six years or more will receive a plaque recognizing their extraordinary contribution.

## **POL – 300.3 QUALIFYING FOR APPOINTMENT TO ADVISORY GROUPS**

This policy applies to applicants and members of all formal advisory groups.

### **1. Applicants Must Meet Resident Qualifications**

To be considered for appointment, an applicant must

- Reside in Kitsap County, except when the individual has unique expertise or other qualifications required by a particular group
- When an Advisory Group member appointed as representative of a Commissioner District relocates their residence to another district; they may complete their appointment at the pleasure of the appointing commissioner.

### **2. Applicants and Group Members Must Meet Minimum Expectations**

Applicants and group members seeking reappointment must be willing to

- Complete a Volunteer Application for Appointment to A Board, Commission, Committee or Council
- Support the County's long-term goals
- Support the mission and goals of the group
- Actively participate in group activities, including attendance at a minimum of two-thirds of all regularly scheduled meetings
- Maintain the highest ethical standards
- Disclose any actual or potential conflict of interest
- Agree not to use group membership as a means to publicly disseminate personal opinions or philosophies

### **3. Citizens May Serve on Multiple Advisory Groups**

### **4. Members Serve at the Pleasure of the County Commissioners**

Unless otherwise restricted by law, the Board of County Commissioners may, by a majority vote, remove any member of a County Advisory Board, Commission, Council, or Committee without cause. Members removed by the Board shall be so notified. If the member represents another organization or government jurisdiction, that agency shall also be notified of the member's removal.

# Kitsap County Citizen Boards & Advisory Groups

For more information, visit the County Web Site [www.kitsapgov.com/boards](http://www.kitsapgov.com/boards) To apply please contact the Kitsap County Volunteer Coordinator, Kitsap County Administration Building, 614 Division St. MS-4, Port Orchard, WA 98366, 360-337-4650 or e-mail: [rpirtle @co.kitsap.wa.us](mailto:rpirtle@co.kitsap.wa.us).

## **AREA AGENCY ON AGING ADVISORY COUNCIL**

This twelve member council advises the Area Agency on Aging in the development and implementation of the Area Plan for Aging Services; conducts public hearings; represents the interests of older persons; and reviews and comments on all community policies, programs and actions which affect older persons. Members are appointed to three-year terms and a majority of members must be at least 60 years old.

## **ARTS BOARD**

The Arts Board was established in August 2001 to promote and encourage private and public programs to further the development and public awareness of and interest in the arts and cultural properties. The board advises the Commissioners on the integration of arts into the architecture of county structures.

## **BOARD OF EQUALIZATION**

The Board considers appeals received on the value of properties in Kitsap County. Members review cases based on citizen assessment appeals and determine equalization of values of personal and real property taxes. Three to seven members serve three-year terms.

## **BOUNDARY REVIEW BOARD**

The purpose of the Boundary Review Board is to allow cities and towns to adequately plan and finance urban services and boundary extensions in a manner consistent with comprehensive land-use plans. The board reviews proposals for changes in boundaries of cities, ports and other authorities.

## **CENTRAL KITSAP COMMUNITY COUNCIL**

Seventeen members appointed from the Central Kitsap area review and make recommendations to the Board of Commissioners on growth management issues and other items of community concern. Members are appointed to three-year terms.

## **CITIZENS BUDGET COMMITTEE**

This group is tasked with reviewing county programs and services and making recommendations on what types of and how services should be provided in the future. The committee examines the county's revenues, expenditures and mandated costs and makes recommendations for a sustainable budget to support those services.

## **COMMISSION ON CHILDREN AND YOUTH**

Up to twenty-four members are appointed to represent health, social services, law and justice, the military, education, parks and recreation, business, youth and the community at large. The commission provides advice on the needs of children, youth and families; facilitates coordination of information and services; and advocates for a community environment that fosters healthy families and children.

## **COUNCIL FOR HUMAN RIGHTS**

The council's twelve members advise the County Commissioners on issues related to prejudice and discrimination, racially motivated violence and malicious harassment. The council promotes equitable treatment of all citizens and works to reduce prejudice and its effects through prevention policies, education, resource referrals, and advocacy. Citizens are appointed for three-year terms.

## **DEVELOPMENTAL DISABILITIES ADVISORY BOARD**

The board consists of nine to twelve members representing parents, business, schools, medical professionals and other concerned citizens. Members review service plans, funding applications and budgets and make recommendations regarding developmental disabilities services to be funded through the county. They also provide community education on developmental disabilities.

## **FAIR BOARD**

Members advise and act as community liaisons with respect to planning and operations of the annual Kitsap County Fair. Its nine members are unpaid volunteers from throughout Kitsap County and are appointed to three year terms for each of the following areas of responsibility: Concessions, Commercial Exhibits, Entertainment, Livestock, Open Class Exhibits, Rodeo, Security, Parking & Traffic and Admissions.

## **FERRY ADVISORY COMMITTEES**

Bainbridge, Bremerton, Kingston and Southworth Ferry Advisory Committees collect input from ferry riders from their terminal and keep riders informed on issues affecting terminal service. FAC's convey user suggestions, complaints and needs and promote improvements to Washington State Ferry management and the Kitsap Regional Coordinating Council.

## **FOOD POLICY COUNCIL**

The mission of the Food Policy Council is to build a sustainable food system that increases and preserves access to local healthy food for all residents in Kitsap County. The Council serves the public interest by advising the Board of Commissioners on improving and maintaining an integrated and sustainable local food system.

## **KINGSTON CITIZEN ADVISORY COUNCIL**

This council was formed to foster communication within the Kingston Community and to help develop and promote a sense of community vision and pride. Members bring issues and county projects to the attention of the Kingston community and provide a means for receiving and conveying the community response to the county.

## **KITSAP REGIONAL LIBRARY BOARD**

The board is responsible for adoption of rules and regulations in the governance of the Kitsap County library system. They establish and administer the annual budget, review and set annual property tax levy and evaluate organizational needs for the orderly and efficient management and control of area libraries. Five trustees are appointed to serve five-year terms.

### **MANCHESTER CITIZENS ADVISORY COMMITTEE**

The Manchester Citizen Advisory Committee was established April 13, 2009 to represent the citizens of Manchester in furthering the goals and policies of the Manchester Community Plan.

### **MENTAL HEALTH, CHEMICAL DEPENDENCY & THERAPEUTIC COURT CITIZENS ADVISORY COMMITTEE**

The Mental Health, Chemical Dependency and Therapeutic Court Citizens Advisory Committee was established in 2013 to review Behavioral Health Strategic Planning Team strategies aimed at meeting behavioral health needs of the community; to review applications and make recommendations for funding from the 1/10<sup>th</sup>% sales and use tax enacted to fund mental health and chemical dependency treatment programs and services in Kitsap County; and submit an annual evaluation of funded programs to Commissioners.

### **NON-MOTORIZED FACILITIES CITIZENS ADVISORY COMMITTEE**

The Non-Motorized Facilities Citizens Advisory Committee was established to advise the Board of County Commissioners and staff on matters related to non-motorized transportation and contributes to the County's planning processes related to non-motorized transportation.

### **NOXIOUS WEED CONTROL BOARD**

The board was established in 1999 to develop policy and guidelines to assure compliance with state, federal and other weed control regulations. The board monitors and implements rules and regulations for an effective weed control program. Five members are appointed to serve four-year terms. Whenever possible, four members shall be engaged in agricultural practices.

### **OLYMPIC WORKFORCE DEVELOPMENT COUNCIL**

The Council works with the county commissioners of the Olympic Consortium to provide strategic planning and policy guidance for workforce development activities in the Kitsap/Clallam/Jefferson County service area. Members represent business, organized labor, education, economic development, public welfare and employment agencies.

### **PARK AND RECREATION ADVISORY BOARD**

The purpose of the Park and Recreation Advisory Board is to provide timely advice to the Parks Director and the County Commissioners regarding the acquisition, development and administration of park properties. The group may also be asked to address specific issues related to property acquisition, park improvements and recreation programs. The 12 members are appointed to three-year terms.

### **PLANNING COMMISSION**

The Commission assists the Department of Community Development in carrying out its duties, including assistance in the preparation and implementation of the Comprehensive Land-Use Plan. The Commission conducts public hearings and makes recommendations to the Kitsap County Board of Commissioners. Three members from each Commissioner District are appointed to four-year terms.

### **PUBLIC ACCESS TELEVISION ADVISORY COMMITTEE**

The committee acts as an advisory body to the Bremerton-Kitsap Access Television (BKAT) staff, City of Bremerton Council, and the Kitsap County Commissioners. It makes recommendations on policy relating to services and facilities, promotes community outreach and provides a forum for citizen concerns regarding use of facilities, programming and other related issues.

### **SHERIFF CIVIL SERVICE COMMISSION**

This three-member commission establishes a merit system of employment and makes rules and regulations detailing the manner in which examinations, appointments, promotions, reallocations, reinstatements, demotions, suspensions and discharges are made related to employees of the Kitsap County Sheriff's office. The commission also hears and determines appeals.

### **SOLID WASTE ADVISORY COMMITTEE**

The SWAC assists in the development of programs and policies concerning solid waste handling and disposal. They are also charged to review and comment upon proposed rules, policies or ordinances concerning solid waste issues prior to their adoption. A minimum number of nine members are appointed by the incorporated cities, the Tribes, and the Kitsap County Commissioners.

### **SUQUAMISH CITIZEN ADVISORY COMMITTEE**

This 12- member committee was established to actively facilitate communication among the Suquamish Community; develop and promote a sense of community vision and pride; communicate to the County, Suquamish Tribe and other government entities the desires and concerns of the Suquamish community; and to bring to the Suquamish community issues and projects of the County and Suquamish Tribe, and provide a means for receiving and conveying to the County and Suquamish Tribe the community response.

### **VETERANS ADVISORY BOARD**

This board was formed in 2006 to advise the County Commissioners on the needs of local indigent veterans, the resources available and the programs that could benefit indigent veterans and their families. The board also organizes events including the Run to Tahoma and Stand Downs for military families.