

RESOLUTION NO. 158 -2005

APPROVING ADVISORY GROUP BYLAWS

WHEREAS, the Kitsap County Board of Commissioners advocates for public participation and supports and encourages citizen involvement in all matters of County government; and

WHEREAS, advisory groups are made up of volunteer members appointed by the Board of County Commissioners for the purpose of bringing public participation into the process of County government and to provide guidance to decision-makers; and

WHEREAS, advisory group bylaws are guidelines by which a group functions and advisory groups should therefore establish bylaws to direct and clarify its actions, procedures, and organization; and

WHEREAS, the Kitsap County Board of Commissioners desire to bring consistency to the bylaws of the Commissioners Advisory Groups and requested that the County Volunteer Services Coordinator conduct a review to that end.

NOW THEREFORE BE IT RESOLVED, that the Kitsap County Board of Commissioners find that the attached by-laws meet with their approval and are in full force and effect.

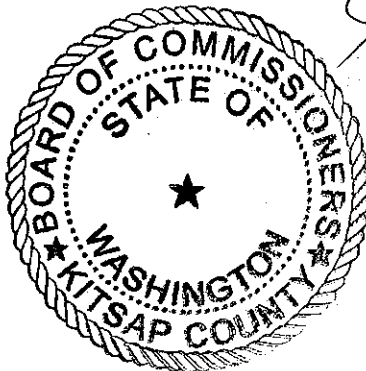
Adopted this 12th day of September 2005

**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**



Chris Endresen, Chair


Jan Angel, Commissioner


Patty Lent, Commissioner



ATTEST:


Opal Robertson
Clerk of the Board

KITSAP COUNTY SURFACE AND STORMWATER MANAGEMENT (SSWM) PROGRAM ADVISORY COMMITTEE

BYLAWS

ARTICLE 1

Offices

The principal office of the Kitsap County SSWM Advisory Committee shall be located at the Kitsap County Public Works Utilities Annex, 8600 SW Imperial Way, Port Orchard, WA 98367. The mailing address shall be Kitsap County SSWM Program, 614 Division Street, MS-26A, Port Orchard, WA 98366. The Committee may have such other offices as the Committee may designate or as the affairs of the SSWM Advisory Committee may require.

ARTICLE 2

Membership

- 2.1 The SSWM Advisory Committee reports to the Director of Public Works and the Board of County Commissioners pursuant to Kitsap County Resolution 242-1996.
- 2.2 Membership. The Kitsap County SSWM Advisory Committee is established with the following membership comprising the committee (members from cities and Indian Tribes are appointed by their respective municipal or Tribal entities subject to confirmation by the Board of Kitsap County Commissioners (BOCC); other appointees are approved by the BOCC):
 - a. One representative from each of the SSWM Program agencies: the Kitsap County Public Works Department, the Kitsap County Health District, the Kitsap Conservation District and the Kitsap County Department of Community Development (4).
 - b. One representative each from the Kitsap Public Utility District #1 and the Kitsap County Extension Program (2).
 - c. One representative each from the Suquamish Tribe and the Port Gamble S'Klallam Tribe (2).
 - d. One representative from each of the Watershed Management Plan Committees (4), to serve on this committee through the completion of the implementation of their respective Watershed Action Plans.
 - e. One citizen at large from each Commissioner District, appointed by the Commissioner for his/her term of office (3).

- f. One representative from each of the incorporated cities serving as an associate member for the purpose of promoting inter-jurisdictional coordination (4).
- 2.3 Alternates. Alternates may be appointed for a voting member and may vote in the absence of the regular voting member.

ARTICLE 3

Meetings

- 3.1 Annual Meetings. The annual meeting of the SSWM Advisory Committee shall be held on the second Wednesday of each year at a time designated by the SSWM Advisory Committee for the purpose of electing officers and transacting such other business as may come before the meeting.
- 3.2 Regular Meeting. The regular meetings of the SSWM Advisory Committee shall be held quarterly. Date, time, and location shall be determined by the SSWM Advisory Committee members.
- 3.3 Special Meetings. Special SSWM Advisory Committee meetings may be called by, or at the request of the Chairman or upon written petition of a majority of the members. Special meetings shall be held at such locations as fixed by the person or persons who call the meeting. The business to be transacted a special meeting of the SSWM Advisory Committee shall be specified in the notice of such meetings.
- 3.4 Notice. Written notice of SSWM Advisory Committee meetings shall be delivered to each member personally or by mail to his/her preferred address at least 72 hours before the time of the meeting specified in the notice.
- 3.5 Quorum. Seven (7) voting members of the SSWM Advisory Committee shall constitute a quorum for the transaction of business at any SSWM Advisory Committee meeting. A member may participate in a meeting of the SSWM Advisory Committee by a conference telephone, or similar communication equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at a meeting.
- 3.6 Manner of Acting. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the SSWM Advisory Committee.
- 3.7 Compliance with Open Public Meetings Act. All SSWM Advisory Committee meetings shall be held and conducted in compliance with any special

requirements of the Open Public Meetings Act, 42.30 RCW including the holding of executive sessions as provided herein.

ARTICLE 4

Officers

- 4.1 Number. The officers of the SSWM Advisory Committee shall be a Chairman and Vice Chairman, who shall be elected by the SSWM Advisory Committee. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the SSWM Advisory Committee.
- 4.2 Election and Term of Office. The officers of the SSWM Advisory Committee shall be elected each year by the SSWM Advisory Committee at its annual meeting. If the election cannot be held at the annual meeting, it shall be held at the next SSWM Advisory Committee meeting. Each officer shall then hold the office until the next annual SSWM Advisory Committee meeting and until his/her successor has been elected and qualified unless he/she resigns or is removed.
- 4.3 Chairman. The Chairman shall be the principal executive officer of the SSWM Advisory Committee and, subject to the SSWM Advisory Committee's control, shall supervise and control all of the activities and affairs of the SSWM Advisory Committee. He/she shall preside over all SSWM Advisory Committee meetings. In general, he/she shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the SSWM Advisory Committee from time to time.
- 4.4 Vice-Chairman. In the absence of the Chairman or in the event of his/her death, inability or refusal to act, the Vice Chairman shall perform the duties of the chairman, and when so acting, shall have the powers and be subject to all the restrictions upon the Chairman. The Vice Chairman shall perform such other duties as from time to time may be assigned him/her by the Chairman or by the Committee.
- 4.5 Resignation. Any officer may resign at any time by delivering written notice to the Chairman.
- 4.6 Vacancies. If a vacancy in any office occurs as a result of the resignation of an officer prior to the expiration of his/her term, the Committee shall conduct an election at the next scheduled meeting.

ARTICLE 5

Fiscal Year

The fiscal year of the SSWM Advisory Committee shall be January 1 to December 31.

ARTICLE 6

Amendments

These bylaws may be altered, amended or repealed and new bylaws may be adopted by the SSWM Advisory Committee at any regular or special meeting of the SSWM Advisory Committee.

ARTICLE 7

Rules of Order

The rules contained in the most recent edition of Robert's Rules of Order, newly revised, or Sturgis, Standard Code of Parliamentary Procedure, as selected at the meeting, shall govern all meetings of the committee except when those rules are inconsistent with these bylaws or special rules of order of the Committee.

Adopted by the SSWM Advisory Committee on this _____ day of _____
2005

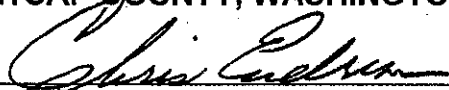
ADOPTION

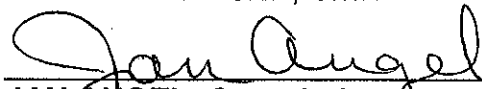
Bylaws are in full force and effect when approved by the Board of County Commissioners

BYLAWS APPROVAL

Dated this ¹⁴12th day of September 2005

BOARD OF COUNTY COMMISSIONERS KITSAP COUNTY, WASHINGTON


CHRIS ENDRESEN, Chair


JAN ANGEL, Commissioner


PATTY LENT, Commissioner

