



Meeting Date: June 23, 2008

Agenda Item No:

Kitsap County Board of Commissioners

Department: Commissioner
Staff Contact: Jan Koske (360) 337-4650
 Dave Tucker (360) 337-7292

Title: APPROVING BYLAWS AND APPOINTING A MEMBER TO THE SURFACE AND STORMWATER MANAGEMENT PROGRAM ADVISORY COMMITTEE

Recommended Action: Move to adopt the Resolution Approving the Revised Bylaws and Appointing Margaret Ales to the Surface and Stormwater Management (SSWM) Program Advisory Committee.

Summary: *The purpose of the SSWM Program Advisory Committee is to advise the SSWM program director and the Board of Commissioners on program direction and implementation, to address stormwater control and quality issues, and to promote interagency and interjurisdictional coordination. The SSWM Program Advisory Committee is seeking approval of their revised bylaws and the implementation of the at-large member terms indicated in the bylaws. Laura Edwards resigned her District #3 position on the SSWM Program Advisory Committee and Commissioner Brown is nominating Margaret Ales as the District #3 representative.*

- Attachments:**
1. Resolution
 2. Bylaws
 3. Application Margaret Ales

Fiscal Impact

Expenditure required for this specific action:	NA
Total cost including all related costs:	NA
Related Revenue:	NA
Cost Savings:	NA
Total Fiscal Impact:	NA
Source of Funds:	NA

Fiscal Impact (DAS) Review

Departmental Coordination

Department	Representative	Recommendation/Comments
Commissioners		
DAS	Ben Holland	

Contract Information

Contract Number	Date Original Contract or Amendment Approved	Amount of Original Contract Amendment	Total Amount of Amended Contract

RESOLUTION NO. 129 -2008

APPROVING BYLAWS AND APPOINTING A MEMBER TO THE SURFACE AND STORMWATER MANAGEMENT PROGRAM ADVISORY COMMITTEE

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, the Kitsap County Board of Commissioners adopted Resolution number 242-1996, establishing the Surface and Stormwater Management (SSWM) Program Advisory Committee and Resolution number 145-2006 modifying the committee; 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 SSWM Program Advisory Committee has submitted revised bylaws for approval by the Board of County Commissioners; and

WHEREAS, the revised bylaws state that the Kitsap County Board of Commissioners appoints two citizens at large from each Commissioner District for a renewable 3-year term and that one citizen representative from each district shall initially be appointed to a 2-year term to ensure staggering of appointment dates; and

WHEREAS, Laura Edwards resigned her position and created the need for the Kitsap County Board of Commissioners to make a District #3 appointment to the committee.

NOW THEREFORE BE IT RESOLVED, that the Kitsap County Board of Commissioners approves the revised SSWM Program Advisory Committee bylaws, appoints Margaret Ales as the District #2 Citizen At Large Representative to the Surface and Stormwater Management Program Advisory Committee, and establishes the following terms for at large members:

Lou Foritano	District #1	Term ending June 30, 2010
Ryan Ericson	District #1	Term ending June 30, 2011
Mark Grimm	District #2	Term ending June 30, 2010
Ron Rice	District #2	Term ending June 30, 2011
Margaret Ales	District #3	Term ending June 30, 2010
Walter Johnson	District #3	Term ending June 30, 2011

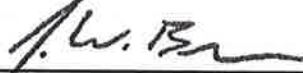
RESOLUTION NO. 129 -2008

Adopted this 23rd day of June 2008

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



Steve Bauer, Chair



Josh Brown, Commissioner



Jan Angel, Commissioner



ATTEST:



Opal Robertson
Clerk of the Board

KITSAP COUNTY SURFACE AND STORMWATER MANAGEMENT PROGRAM ADVISORY COMMITTEE

BYLAWS

ARTICLE 1

Offices

The principal office of the Kitsap County Surface and Stormwater Management Program 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, 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 Advisory Committee may require.

ARTICLE 2

Membership

- 2.1 The Advisory Committee's purpose is to advise the program director and the Board of Commissioners on program direction and implementation, to address stormwater control and quality issues, and to promote interagency and interjurisdictional coordination.

- 2.2 Membership. The Kitsap County Surface and Stormwater Management Program 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 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. Two citizen(s) at large from each Commissioner District appointed by the Commissioner for a renewable three-year term (6). If a citizen should vacate their post prior to the end of the term, a new appointee will be chosen by the Commissioner to finish that original term of office. One citizen rep from each district shall initially (2008 to 2010) be appointed to a 2-year term to ensure staggering of appointment dates.
 - e. One representative from each of the incorporated cities serving as an associate member for the purpose of promoting interjurisdictional 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 Regular Meeting. The regular meetings of the Advisory Committee shall be held quarterly. The meetings shall be on the third Thursday of January, April, July, and October from 1:00 PM to 4:00 PM at the Public Works Annex Building. . Officers shall be elected at the first quarterly meeting of the year.
- 3.2 Special Meetings. Special 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 Advisory Committee shall be specified in the notice of such meetings.
- 3.3 Notice. Written or electronic notice of 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.
- 3.4 Quorum. Seven (7) voting members of the Advisory Committee shall constitute a quorum for the transaction of business at any Advisory Committee meeting. A member may participate in a meeting of the 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.
- 3.5 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.
- 3.6 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.

- 3.7 Attendance: Members are expected to attend all meetings. After a member has had two consecutive unexcused absences or missed three consecutive meetings, the Committee may ask the Board of Commissioners to replace the member. An absence will be excused if the Chair is notified by the day of the scheduled meeting.

ARTICLE 4

Officers

- 4.1 Number. The officers of the Advisory Committee shall be a Chairman and Vice Chairman, who shall be elected by the Advisory Committee. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Advisory Committee.
- 4.2 Election and Term of Office. The officers of the Advisory Committee shall be elected each year by the Advisory Committee at its annual meeting. If the election cannot be held at the annual meeting, it shall be held at the next Advisory Committee meeting. Each officer shall then hold the office until the next annual Advisory Committee meeting and until his/her successor has been elected and qualified unless he/she resigns or is removed.
- 4.3 Chair. The Chair shall be the principal executive officer of the Advisory Committee and, subject to the Advisory Committee's control, shall supervise and control all of the activities and affairs of the Advisory Committee. He/she shall preside over all Advisory Committee meetings. In general, he/she shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Advisory Committee from time to time.
- 4.4 Vice-Chair. In the absence of the Chair or in the event of his/her death, inability or refusal to act, the Vice Chair shall perform the duties of the chairman, and when so acting, shall have the powers and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such other duties as from time to time may be assigned him/her by the Chair or by the Committee.
- 4.5 Resignation. Any officer may resign at any time by delivering written notice to the Chair.
- 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 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 Advisory Committee at any regular or special meeting of the 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 April 17, 2008

ADOPTION

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

Dated this 23rd day of June 2008

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



STEVE BAUER, Chair



JOSH BROWN, Commissioner



JAN ANGEL, Commissioner