

Clark County Clean Water Commission

Bylaws

Section 1. Name. The official name shall be "The Clark County Clean Water Commission."

Section 2. Mission. The nine (9) member Clark County Clean Water Commission serves as an advisory body to the Clark County Board of Commissioners (Board) to provide advice and recommendations to the Board on Clean Water related issues. The Commission shall:

- represent a balanced interest in storm and surface water treatment and regulation;
- make recommendations to the Board on such matters as the focus of the *Stormwater Management Program*, program service levels, financing (provide oversight of the program budget and activities), and policies on surface and stormwater issues;
- report to the Board (reporting will be done by the Chair and Vice Chair of the Commission) its recommendation for creating an incentive program through which service charges may be adjusted in circumstances where property owners significantly reduce the impacts of stormwater runoff;
- report as needed (reporting will be done by the Chair and Vice Chair of the Commission) and provide an annual report, signed by all Commission members, to the Board of County Commissioners on the effectiveness of the Clean Water Management Program. This report will include:
 - establishing the criteria for evaluating the effectiveness of the program and set forth the criteria in order to make an annual report to the Board;
 - a plan for the upcoming year in addition to evaluating the effectiveness of the program in the preceding year in the annual report;
 - a summary of revenues and expenditures by watershed, zip code, or other easily identifiable geographic means; and
 - a summary of public comments;
- promote clean water/stormwater program coordination among other agencies, groups, and citizens at large.

Section 3. Expectations of the Clean Water Commission. Members of the Clean Water Commission are expected to make considerable commitment in the following areas: regularly attend meetings and workshops; prepare for meetings;

42 participate in the discussion of issues; advise the Board on issues that are
43 difficult for both their implications and complexity. The Board requires and
44 expects careful analysis by the Clean Water Commission on the issues reviewed
45 by them. The Clean Water Commission should expect controversy in making
46 decisions and make timely decisions. Clean Water Commission members should
47 also understand the distinction between applying policy and recommending
48 policy. The opportunity to recommend changes in policy is present at times, but
49 should not be the object of discussion when policies are being applied. Members
50 must be fair and consider all viewpoints. Members must recognize that not all
51 recommendations will be upheld, and expect that some issues may be remanded
52 so that they can be dealt with in a more comprehensive or clear manner.

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54 **Section 4. Expectations of the County.** The Clean Water Commission
55 should expect the County to commit to providing information in a timely,
56 understandable, and accurate way. The County should promptly reappoint
57 vacancies on the Clean Water Commission and make appointments that enhance
58 the effectiveness of the Clean Water Commission. The Clean Water Commission
59 should meet with Board at a minimum every three months to discuss issues.
60 Quarterly is preferred and should be scheduled one year in advance. The County
61 should also provide orientation and training materials as necessary.

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63 **Section 5. Advisory Role.** The advisory role of the Clean Water Commission
64 would involve the entire community, or large segments of it. This may include
65 updates or changes to the Stormwater Management Program, as defined in the
66 County's 1999 NPDES Permit Application. Clean Water Commission members are
67 required to be impartial, objective, free of entangling influences, and must
68 appear to be fair to the average person. The Clean Water Commission members
69 are typically selected because they represent a diversity of opinion within the
70 community. This diversity also is reflected in the judgments made both
71 individually and collectively by the Clean Water Commission.

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73 **Section 6. Abstentions and Conflict of Interest.** Members are expected to
74 participate in the discussion of issues before the Clean Water Commission. No
75 member of the Clean Water Commission shall vote on a matter in which they
76 have a direct financial interest, or where a close family member has a direct
77 financial interest. If a member has had ex parte contact with anyone regarding a
78 particular case, that member should reveal that contact and allow any person to
79 object to their participation in the case. Members may step down from
80 proceedings in which they have been challenged. Members may also step down
81 from the proceeding if they believe they can not fairly review any case or that
82 their participation would raise questions of fairness. The appearance of fairness

83 doctrine can not be used to defeat a quorum if members disclose the basis for
84 their disqualification.

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86 **Section 7. Election of Officers.** The officers of the Clean Water Commission
87 shall consist of a Chair and Vice Chair elected by the appointed members of the
88 Clean Water Commission. Nominations for new officers shall be opened at the
89 November meeting. The election of officers shall take place once each year
90 during the last meeting in December of each calendar year. The term of office
91 as an officer shall run until the subsequent election. The vacancy of an office
92 caused by the resignation or removal of any officer of the Clean Water
93 Commission during his/her term of office shall be filled for the remaining term of
94 office by the vote of a majority of the Board.

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96 **Section 8. Selection and Term of Clean Water Commission Members.**

97 The Clean Water Commission shall consist of diverse interests and of individuals
98 who have knowledge about the Clean Water Program, National Pollutant
99 Discharge Elimination System (NPDES) permit, and/or water resources protection
100 in general.

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102 The vacancy of an office caused by the resignation or removal of any member of
103 the Clean Water Commission during his/her term of office shall be filled for the
104 remaining term of office by the vote of a majority of the Board. Following
105 expiration of the initial term of each member, each member's term shall be for a
106 three-year duration (the terms of the appointees shall be staggered). All
107 vacancies shall be filled within sixty (60) days to fill any unexpired term. The
108 Board may reappoint members to additional terms. Attachment "A" illustrates the
109 terms of Clean Water Commission members. Attachment "A" will be updated
110 each year.

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112 Members of the Commission serve at the will of the Board and can be removed
113 from the Commission at the Board's discretion.

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115 **Section 9. Chair.** The Chair shall preside over the meetings of the Clean Water
116 Commission and may exercise all the powers usually incident to the office
117 retaining, as a member of the Clean Water Commission, the full right to have
118 his/her own vote recorded in all deliberations of the Clean Water Commission.
119 The Chair shall have power to create temporary committees of one or more
120 members. Standing committees of the Clean Water Commission shall be created
121 at the direction of the Clean Water Commission. Standing or temporary
122 committees may be charged with such duties, examinations, investigations, and
123 inquiries relative to one or more subjects of interest to the Clean Water

124 Commission. No standing or temporary committee shall have the power to
125 commit the Clean Water Commission to the endorsement of any plan or program
126 without the approval of the Clean Water Commission. The Vice Chair shall in the
127 absence of the Chair, perform all the duties incumbent upon the Chair. The
128 Chair and Vice Chair, both being absent, the members present may elect for the
129 meeting a temporary Chair who shall have the full powers of the Chair during the
130 absence of the Chair and Vice Chair.

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132 **Section 10. Secretary.** The Secretary shall be an employee of Clark County
133 Public Works Department, Water Resources Program. The Water Resources
134 Program shall keep a record of all meetings of the Clean Water Commission and
135 its committees when requested to do so, and these records shall remain the
136 property of the Clean Water Commission and be retained at the Clark County
137 Public Works Department, Water Resources Program's office.

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139 **Section 11. Quorum.** A majority of the appointed members shall constitute a
140 quorum for the transaction of business.

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142 **Section 12. Absence of Members.** The Chair shall, at the discretion of the
143 Clean Water Commission, request that the Chair of the Board of County
144 Commissioners ask for the resignation of any member who is absent for three
145 consecutive regular meetings, or is absent for 25 percent of the meetings,
146 without being excused by the Clean Water Commission.

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148 **Section 13. Agenda.** An agenda shall be prepared for each meeting,
149 consisting of the following order of business: call to order; roll call and
150 introduction of guests; old business; new business and reports; public input and
151 Clean Water Commission action; comments from Clean Water Commission
152 members; and adjournment.

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154 **Section 14. Meetings.** Meetings will be held at the Clark County Public Works
155 Department Conference Center located at 4700 N.E. 78th Street, Vancouver,
156 Washington, unless otherwise directed by the Chair of the Clean Water
157 Commission. Regular meetings shall be held at least monthly and shall be open
158 to the public. Special meetings shall be at the call of the Chair. When a regular
159 meeting day falls on a legal holiday, the Clean Water Commission will convene at
160 the call of the Chair. If no matters over which the Clean Water Commission has
161 jurisdiction are pending upon its calendar, a meeting may be canceled at the
162 notice of the Chair. Except as modified by these rules of procedure, Robert's
163 Rules of Order shall govern the conduct of each meeting.

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165 **Section 15. Amendment.** The Bylaws may be amended at any regular or
166 called meeting of the Clean Water Commission by a majority vote of the entire
167 membership if the proposed amendment is presented in writing at a preceding
168 regular or called meeting of the Clean Water Commission. Final action will not
169 take place until a subsequent meeting of the Clean Water Commission.
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Attachment "A"
Updated 2/28/2008

**Term of Each Clark County Clean
Water Commission Member**

Member	Term Start Date	End Date
Carl Keller David Morgan Art Stubbs	2/28/2008 2/28/2008 2/28/2000	2/28/2011 2/28/2011 2/28/2011
Robert Even Don Moe Bill Owen	9/21/2005 4/14/2006 4/02/2003	2/28/2009 2/28/2009 2/28/2009
Virginia van Breemen Susan Rasmussen Patty Page	9/04/2002 2/28/2000 7/16/2004	2/28/2010 2/28/2010 2/28/2010

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