

STAFF REPORT

DATE: June 16, 2014

Division: Resources Policy and Planning

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TOPIC: Bylaws for the Clark County Clean Water Commission

EXECUTIVE SUMMARY

The Clark County Clean Water Commission (commission) needs to update and approve their bylaws.

BACKGROUND

Draft bylaws were disseminated to the commission at their May 7, 2014 meeting. Since the meeting, additional language was added to Section 8, Subsection F (Lines 141-142) of the May 7, 2014 bylaws (Exhibit A).

ISSUE ONE

Here are the recommended changes to the bylaws:

1. Line 54: Add New Section 5. *Nominations and Elections of Officers*
2. Line 63: Former Section 5 becomes Section 6 (renumbering of sections continues throughout the document)
3. Line 73: Add Subsection C. *Common Courtesy Clause*
4. Line 141: Add to Subsection F, "*An audio recording of all meetings is available at...*"
5. Line 171: Attachment A. Identifies the respective members of the commission (i.e. names, who they represent, start and end dates of each commissioner)

SUMMARY / RECOMMENDATION

At their July 2, 2014 meeting, the commission should review and approve modifications to the May 7, 2014 bylaws.

EXHIBIT A. *May 7, 2014 Draft Bylaws for the Clean Water Commission*

ACTION REQUESTED

The commission needs to implement the recommendations of this staff report:

1. Review and approve changes to the commission's May 7, 2014 bylaws.



EXHIBIT A

Department of Environmental Services

DRAFT:

BYLAWS FOR

CLEAN WATER COMMISSION

May 7, 2014

1 **Section 1. Name**

2 The official name of the commission is Clark County Clean Water Commission (or Clean Water
3 Commission).
4

5 **Section 2. Governing Authority**

6 This commission is governed by the following regulations: Clark County Chapter 13.30A, Clean
7 Water Funding. All meetings are expected to follow applicable laws governing public meetings.
8

9 **Section 3. Vision and Mission of the Commission**

10 The Clean Water Commission will in all our actions and recommendations strive to achieve healthy
11 watersheds throughout Clark County and to ensure the integrity of the water cycle, as defined by
12 commonly accepted best standards. We will do so recognizing the importance of the community's
13 needs, seeking and recommending actions that can be implemented at a rate and with methods
14 that are achievable with our conditions.
15

16 **Section 4. Commission Organization**

17 The Clean Water Commission consists of nine (9) members appointed by the Board of County
18 Commissioners (Board). The application to serve on the Commission and appointment of members
19 to the Commission shall follow all county regulations and policies to ensure fairness in the
20 appointment process. The Board reserves the right to remove members who do not comply with
21 conditions of the bylaws.

- 22 A. **Representation** – The nine-member Commission may represent the following interests in
23 the community: ranging from large rural owners, small business owners, neighborhood
24 associations, agricultural interest, engineering community, urban land owners and citizens-
25 at-large.
- 26 B. **Chairperson** – The Commission meeting shall be conducted by the Chairperson. The
27 Chairperson shall conduct the meeting using the Roberts Rules of Order or similar structure
28 for the meeting. The Chairperson is responsible to keep the meeting on schedule, ensure
29 that all agenda items are covered and appropriate conduct is maintained by meeting
30 attendees.
- 31 C. **Vice-Chairperson** – When the Chairperson is absent the Vice-Chairperson shall perform the
32 duties of the Chairperson. Should the Chairperson and Vice-Chairperson, both be absent,
33 and provided there is quorum, the members may elect for the meeting a temporary
34 Chairperson, who shall have the full powers of the Chairperson during the absence of the
35 Chairperson and Vice-Chairperson.

- 36 D. **Staff Liaison** – Clean Water Commission shall have a staff liaison, from the Department of
37 Environment Services, to communicate with them. The staff liaison shall coordinate the
38 meeting location, meeting announcement, agenda development, meeting summary and
39 provide communications between the Commission, the department and the Board of
40 County Commissioners. The Staff Liaison shall keep all records for public review and post all
41 meeting agendas and summaries on the Department webpage as part of the public record.
- 42 E. **Committee(s)** – The Chairperson may propose to create a committee within the
43 Commission to discuss a specific topic or issue. The Committee should have a specific
44 purpose and timeframe for which they will conduct their work. The Committee should
45 regularly report to the full Commission on the progress of their work. When the topic work
46 is completed, the Chairperson should then dissolve the Committee.
- 47 F. **Quorum** – A majority of the appointed members shall constitute a quorum for the
48 transaction of business.
- 49 G. **Special Guests or Representatives** – At the discretion of the Department Environmental
50 Services Director, the Commission may include a special representative that holds a non-
51 voting position. These positions should represent a unique perspective to the group, such as
52 a youth position (high school level), partner agency, etc.

53 54 **New Section 5. Nominations and Elections of Officers**

- 55 A. **Nominations** – A nomination is a formal proposal to the voting body, in an election to fill an
56 office or position. The usual practice is to have nominations, to narrow the voting down to
57 qualified and willing candidates. The Clean Water Commission has in the past called for
58 nominations “from the floor”.
- 59 B. **Elections** – Elections are commonly conducted by ballot. Ballots are typically used in
60 elections when there is a desire to keep secret how each member votes. An election
61 becomes final when the Chair announces the results of the election.

62 63 **Section 6. Commission Member Expectations**

64 While serving on the Clean Water Commission, the members are to follow the expectations as set
65 forth in these bylaws:

- 66 A. **Representation** – each member is expected to represent the general public opinions,
67 attitudes and needs to the Commission.
- 68 B. **Attendance** – each member is expected to attend every regularly scheduled meeting. In the
69 event of special meetings, attendance is expected as available. Attendance shall not fall
70 below 75 percent of all regularly scheduled meetings. All members are expected to have the
71 appropriate time available to read materials, attend meetings and participate in special
72 topics, as needed.
- 73 C. **Common Courtesy Clause** – Member(s) of the Commission must notify the Chair and/or
74 staff liaison if they will not be present or are considering resignation.
- 75 D. **Conduct** – each member is expected to participate in the Commission with a professional
76 and respectful manner. All issues and conversations shall be conducted with a fair and open
77 perspective. Abusive and offensive language or behaviors are strictly forbidden at all times
78 in the meetings with the commissioners, staff or general public attendees.

- 79 E. **Qualifications** – each member of the Commission is expected to provide a level of
80 qualifications to allow them to actively participate in discussions, program review and
81 recommendations. Members shall review all meeting packet information prior to meeting
82 attendance so that they are prepared to participate.
- 83 F. **Length of Service** – each member is expected to serve their full term of three years
84 (Attachment A). If a member is interested in continuing service, they should submit a letter
85 of interest to the Board’s Office prior to the conclusion of their term.
- 86 G. **Training** – Each new member is expected to attend a training with the Staff Liaison to
87 ensure that they are aware of the various components of the Commission, including
88 expectations, topics, and general information. These trainings are meant to assist the
89 member in getting up to speed with all the relevant information that is needed for them to
90 fully participate in the meetings.
- 91 H. **Communications** – Each member is expected to participate in the communications of the
92 group to ensure there is a clear understanding of the topics discussed. Members should
93 contact the Chairperson and/or Staff Liaison if they need additional information. All
94 Information will be emailed to staff as available, per their request. Other arrangements will
95 be made, as needed, with the Staff Liaison (such as hard copies of packets, etc.).
- 96 I. **Abstentions and Conflict of Interest** – No member of the Commission shall vote on a matter
97 in which they (or a close family member) have a direct financial interest. The member shall
98 reveal to the Commission any conflict of interest that they may have on a discussion topic
99 and allow members to object to their participation in the discussion. If the member cannot
100 fairly review or participate in the discussion, they may choose to abstain from the
101 discussion.
- 102 J. **Disciplinary Action** – If any member of the Commission is in violation of these bylaws, the
103 Chairperson and Vice-Chairperson may make motion to the Commission to recommend
104 removal of the member of the Commission. The Chairperson or Vice-Chairperson would
105 send that recommendation to the Board for the removal of a member.
106

107 **Section 7. County and Department Expectations**

- 108 A. The Board should reappoint vacancies to the Commission.
109

110 **Section 8. Meeting Structure**

111 The Commission meetings shall be structured to ensure appropriate and fair discussion of the
112 topics on the agenda. The meeting shall ensure that there is adequate time to fully discuss the
113 issues at hand.

- 114 A. **Meeting format** - The meeting should consist of the following topics, at a minimum:

- 115 1) Roll call of members, introduction of staff liaison and special guests
- 116 2) Review of the meeting packet/agenda
- 117 3) Approval of the previous meeting summary
- 118 4) Public Comment (limit to three minutes per person unless approved by Chairperson)
- 119 5) Staff reports on department business
- 120 6) Commissioner business (other topics)
- 121 7) Adjourn

- 122 B. **Meeting location** - The meeting location for this Commission shall be at the Clark County
123 Public Service Center, 1300 Franklin Street, 6th Floor, Training Room (Room 679),
124 Vancouver, Washington, unless otherwise directed by the Staff Liaison. The meeting will be
125 hosted at a location that best serves the members, including available parking, safe access,
126 restroom facilities and associated amenities. No food will be served at the meeting.
- 127 C. **Meeting date/time** – The meeting shall occur six (6) times a year. The date shall be the *first*
128 *Wednesday* of January, March, May, July, September, and November. The Commission may
129 schedule other meetings as necessary. The time for the meeting shall be two hours starting
130 at 6:30 p.m. In the event of a legal holiday, the meeting shall be rescheduled.
- 131 D. **Agenda Development** – The Staff Liaison shall develop the agenda for each meeting in
132 coordination with the Resource Policy and Planning Manager, staff and Chairperson.
- 133 E. **Commission Meeting Packets** – The Staff Liaison will ensure that each Commission member
134 receives a meeting packet a minimum of one week prior to the meeting. The packets may
135 be mailed or emailed, as appropriate. The packets shall include the meeting agenda, the
136 previous meeting summary, staff updates and staff reports.
- 137 F. **Meeting Summaries** – The Staff Liaison will take meeting summary notes (or assign to their
138 designee) to ensure that the general discussion points are captured in the meeting
139 summary. The summaries will not capture all comments at the meeting, but capture the
140 general information relayed by the members. These will be available for approval at the
141 following meeting. An audio recording of all meetings is available at:
142 <http://www.clark.wa.gov/environment/stormwater/management/commission.html>.
- 143 G. **Annual Summary to the Board of County Commissioners** – Each year the Commission will
144 provide the Board an annual summary of their work and recommendations to enhance the
145 Clean Water Program. The Annual Summary work session should be scheduled during the
146 first quarter of the year.

147 **Section 9. Compensation and Reimbursement**

149 The service of the members shall be on a voluntary basis and without monetary compensation. If
150 members are required to incur expenses, they shall seek pre-authorization from the Staff Liaison
151 prior to the expense. Expense reimbursement shall comply with all county policies for
152 reimbursement.

153 **Section 10. Amendment**

155 These bylaws shall be reviewed every two years for applicability. Any proposed amendments shall
156 be sent to the Staff Liaison and Chairperson in writing. The request will be considered at the
157 following regularly scheduled meeting and decided by a quorum of members at the meeting. If
158 there is a need for further discussion, the amendment request can be tabled for further review and
159 consideration at the following meeting.

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167 End of Clark County Clean Water Commission Bylaws

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Attachment A

**Term of Each Clark County
Clean Water Commissioner**

Commissioner	Representing	Start Date	End Date
Brian Peck Dick Rylander Gary Schaeffer	Small Business Owner Citizen at Large South Clark County?	3/1/2012 3/1/2014 3/1/2014	2/28/2015 2/28/2015 2/28/2015
Jim Carlson Susan Rasmussen Virginia van Breemen	Business Owner North Clark County/ Agriculture Rural Land Owner	3/1/2011 3/1/2011 3/1/2011	2/28/2016 2/28/2016 2/28/2016
Rob McKinney David Meyer Melanie Wheeler	Central Clark County Stormwater Consultant East Clark County	3/1/2014 3/1/2014 3/1/2014	2/28/2017 2/28/2017 2/28/2017

Comment [RE1]: 5/6/2014.
The BOCC wants to know, as a Clean Water Commissioner, who do you represent (i.e. small business; east, west Clark County, citizen at large, etc).