

CHAMBERS-CLOVER CREEK WATERSHED COUNCIL BYLAWS

FIRST ADOPTED: JUNE 8, 2005

UPDATED: July 2010

1. NAME

The "Chambers-Clover Creek Basin Advisory Committee" shall henceforth be called the "Chambers-Clover Creek Watershed Council".

After the full initial citation, subsequent references to the Chambers-Clover Creek Watershed Council in any document may be made as the "Council".

2. ORGANIZATION

The Council is hereby formed to further the needs of the citizens of the Watershed.

The Council will hold elections for the offices of chairperson, vice-chair, and secretary/treasurer. These officers, with committee chairs and two at-large members appointed by the Chair, will constitute the makeup of the Executive Board of the Council. They shall serve until the regular election cycle begins as stated in Section 12, OFFICERS: RESPONSIBILITIES AND TERMS OF OFFICE.

The whole Council will have the final say in the Council's endeavors and will generally, and specifically as needed, guide and direct the work of the Executive Board. Following the guidance and direction of the whole council, it is the responsibility of the Executive Board to enlist membership of all interested parties, jurisdictions, agencies, and groups to the Council. The Executive Board is also tasked with bringing to the full Council ideas, projects, and proposals in which the Council may have interest. The Executive Board is responsible for forming and proposing Council strategy, preparing or authorizing the timely release of Council documents and press releases/contacts, and coordinating the scope, content, and timing of legislative contacts.

3. MERGING WITH OTHER GROUPS

When and where needed the Council may merge membership with other watershed groups such as the Citizens Committee through the Lead Entity process (RCW 77.85).

4. MISSION AND OBJECTIVES

The mission of the Council is:

To promote the protection and enhancement of the Chambers-Clover Creek Watershed.

The objective of the Council is:

To enhance water quality, water quantity, habitat, and related environmental components of the watershed.

In order to carry out the mission and objectives, the Council shall employ the following activities:

A public forum, held on a monthly basis

Projects - both "on the ground" and otherwise

Implementation of the Chambers/Clover Creek Watershed Action Plan, in concert with other plan implementers

Implementation of other watershed plans as requested, in concert with other plan implementers as resources may become available

As resources allow, other activities and projects, agreed to by the Council and requested or specified by watershed jurisdictions and non-governmental entities, consistent with the provisions of these bylaws

5. GEOGRAPHICAL COVERAGE

The focus of the Council shall be Water Resources Inventory Area 12. This watershed extends from Commencement Bay in the north to the Nisqually River Watershed in the south and from Puget Sound in the west to the Puyallup River Watershed in the east. WRIA 12 is home to over 355,000 people, drains 109,626 acres, and is located entirely within Pierce County. The activities of the Council shall be for the benefit of the communities and natural systems located within WRIA 12, including the underlying sole source aquifer.

The cities and towns within this watershed are Steilacoom, Dupont, Ruston, Lakewood, Tacoma (partial), Fircrest and University Place. McChord Air Force Base and Fort Lewis (partial) and Camp Murray military facilities are also within the watershed. Their membership is also significant to the benefit of the watershed and Council.

6. COUNCIL MAILING ADDRESS, WEBSITE, AND EMAIL

The Council's mailing address, website, and email address is generously provided by Pierce County Water Programs as follows:

Mailing Address:
Chambers-Clover Creek Watershed Council
c/o Pierce County Surface Water Management
2702 S. 42nd Street #201
Tacoma, WA 98409

Email: PCCCWC@co.pierce.wa.us

Website: www.piercecountywa.org/CCWC

Phone: (253) 798-2725

Fax: (253) 798-7709

7. MEETINGS

The Council shall meet on a regular basis. The regular monthly meeting will be held on the third (3rd) Wednesday of each month from 3:30 to 5:30 p.m., unless other arrangements are made.

Meetings will be held at:

Lakewood City Hall
6000 Main Street, Lakewood, WA

or at various locations in the watershed, as determined by the Chair.

All Council and committee meetings shall follow the provisions of the Open Public Meetings Act.

Committees shall meet as specified in Section 13, COMMITTEES: FORMATION AND RESPONSIBILITIES

Announcement of Council and committee meetings and other functions such as field trips will be distributed as widely as possible.

The Council may elect to have annual retreats for purposes of developing workplans, electing officers and conducting other points of business as appropriate.

8. MEMBERSHIP

Council membership is open to all. The Council membership is intended to come from the broadest cross-section possible of individuals, organizations, and governments. The Executive Board is responsible, as specified in Section 2, ORGANIZATION, for seeking members to participate in the Council.

9. DECISION MAKING: METHODS, TIMING, AND QUORUM

The Council shall use a consensus based decision making process. Consensus shall mean that even if individuals do not like the decision, everyone can at least live with the decision.

As an option to the above, the Chair of the Council or affected committee will have the authority to call for written or voice votes. Majority votes, meaning one vote more than half of those voting, will carry any question. In the case that a vote is called, any member may recuse himself or herself because of a real or perceived conflict of interest.

Important/significant decisions shall be discussed at a previous meeting. Any member may specify in advance of the decision if a decision is significant, potentially delaying a decision to a future meeting. In addition to the timing of decision making, a quorum is required for all important/significant decisions.

A quorum of the Council shall consist of not less than seven (7) Council members and shall include the chair or vice-chair. A quorum of a Council committee shall consist of not less than 3 committee members and shall include the committee chair or vice-chair.

10. COUNCIL RESPONSIBILITIES AND INTERACTION

Members will treat each other with respect. Presentations and discussion will be to the point. Members will listen and try to understand each other's views. Positive, constructive, and future-orientated discussion is preferred. Members will search for opportunities to develop consensus solutions. Members will strive to uphold these bylaws and rules.

Should resources allow, meeting minutes of the Council and committee meetings shall be produced and distributed to enhance membership interaction and efficiency.

11. COUNCIL COMMUNICATION

To ensure that 1) official Council communications represent an informed decision arrived at by the Council as specified in Section 9, Decision Making and 2) that Council communications are expressed in a manner which retains respect and support for Council partners throughout the community, the following procedures and guidelines shall be followed for all written communication (including e-mails) produced for and in the name of the Council.

When an issue is brought to the attention of the chair with a request for action, the chair will inform the Executive Committee and, if necessary, refer the issue to the appropriate committee for study and a draft response. Whenever possible the issue should be introduced at the monthly meeting of the Council.

The draft response is forwarded to the Executive Committee which reviews, edits, and either approves or disapproves the response. The response is then forwarded to the chair for signature and for distribution of a report to the entire Council membership. In the absence of the chair, the vice-chair shall sign; if both chair and vice-chair are unavailable, the secretary may sign for the Council.

Paper correspondence will be sent on official Council letterhead which only the chair or those authorized by the chair may utilize.

All members of the Council retain their right for expressing their personal concerns on any given issue provided they do not claim to represent the Council without following these procedures.

12. OFFICERS: RESPONSIBILITIES, AND TERMS OF OFFICE

The officers of the Council shall consist of a chair, vice chair, secretary/treasurer and, as necessary, committee chairs. These officers and two at-large members comprise the Executive Board of the Council.

The Council chair, with the assistance of the vice chair and other Executive Board members, shall be responsible to guide the Council and its committees in accordance with the provisions of these bylaws.

The term of office for all officers shall be one year. The Council chair, vice chair and secretary/treasurer may be elected by the membership of the Council each year after the Chambers Creek fall coho salmon run, with the term of service beginning the first month after the election. At-large Executive Board members shall be appointed by the Chair for a period of one year at the first Executive meeting following the annual elections. Elections may be timed to coincide with an annual retreat of the Council, as appropriate.

The chairs of Council committees shall be appointed by the Chair with consensus of the members of the respective committees and Executive Board.

13. COMMITTEES: FORMATION AND RESPONSIBILITIES

The Council may create committees to address tasks or issues. The Council may decide to dissolve committees. All committee chairs shall take guidance from and be responsible to the Council chair for the efficient operation of their respective committees.

Committees shall:

Meet as needed, but not less than once a quarter, and use the bylaws to guide their work.

Participate in the annual retreat and contribute to the annual work plan and evaluation.

14. ANNUAL EVALUATION AND REPORTING

The Council may issue an annual report to the public, which could include:

Progress toward implementation of the Chambers/Clover Creek Watershed Action Plan

Progress toward the implementation of other relevant plans

A record of the Council's activities for the year

A general assessment or update on the health of the watershed

An accounting of all fiscal activity, if any


15. AMENDMENTS

Amendments to this document may be proposed by the Council at any time. Proposed amendments must be presented at a regular monthly meeting of the Council. Proposed amendments shall be decided upon at a subsequent regular meeting after the amendments are proposed. Changes shall take effect immediately after a decision has been reached by the Council. Copies of changes to the bylaws shall be clearly identified by date and distributed to the members of the Council in a timely manner.

16. SIGNATORIES

On behalf of the Council, the signatories below register that these bylaws were originally adopted on June 11, 2003. Revisions to these bylaws were adopted on June 8, 2005; April 9, 2008; February, 17th, 2010; and July 14th, 2010.

SIGNATORIES:



Greg Vigoren, Chair, 7/14/2010



Ione Clagett, Vice-Chair, 7/14/2010



Ray Hanowell, Acting Secretary 7/14/2010
(for Lindsay Tuttle, Secretary)