

## **KGI WATERSHED COUNCIL CHARTER AND BY-LAWS**

### **1. NAME**

The Key Peninsula-Gig Harbor-Islands Watershed Council shall be called the KGI Watershed Council. After the full initial citation, subsequent references to the KGI Watershed Council in any document may be made as KGI or the Council.

### **2. CORE PURPOSE**

To preserve, protect and restore the KGI Watershed by implementing the KGI Watershed Action Plan through activities that foster collaboration and involvement.

#### **Values**

*Integrity:* KGI is a trusted, apolitical steward of the KGI watershed. Its information is accurate and reliable, and it can be depended upon to implement the plan and protect the watershed.

*Accountability:* KGI holds itself and others accountable to the watershed, the plan, the community of today and the future, and its members.

*Responsibility:* KGI will responsibly do what needs to be done when warranted, as individuals, as the KGI and in partnership with the community.

### **3. TASKS AND RESPONSIBILITIES**

- Pursue implementation of the KGI Watershed Action Plan.
- Sponsor events and projects as part of implementing the Action Plan.
- Coordinate water quality-related efforts within the KGI Watershed.
- Serve in an advisory capacity to local jurisdictions and agencies.
- Assist local agencies in coordinating water-related planning activities and programs.
- Educate the public about water quality and quantity issues.
- Host public forums to discuss water issues and help resolve conflicts between diverse interests.
- Improve communication among affected private individuals, interested citizens, business/industry, and representatives of local, state and federal agencies.
- Regularly evaluate the health of the watershed.
- Promote ongoing monitoring of environmental health indicators.
- Provide the community with updates on changes in the watershed.
- Adopt and implement a work program, evaluate work program progress, and oversee budget.
- Seek funding to support program development and implementation, including funding from agencies represented on the Council.

#### **4. GEOGRAPHIC COVERAGE**

The watershed lies between Case Inlet on the west and Dalco Passage and The Narrows on the east. The watershed's northern boundary is in southern Kitsap County, and the southern boundary is formed by the Nisqually Reach, Puget Sound, and Cormorant Passage. The watershed contains approximately 101,000 acres, or 158 square miles of land, and about 179 miles of shoreline. It is composed of two large peninsulas and many islands. The three largest islands are Fox, McNeil (state-owned), and Anderson. The watershed also includes a number of smaller islands, including Raft, Herron, Cutts, Eagle, Gertrude, Tanglewood, and Ketron. It includes the incorporated city of Gig Harbor, as well as the unincorporated communities of Burley, Home, Vaughn, Rosedale, Longbranch, Lakebay, Key Center, Lake Holiday, and Purdy. The majority of the watershed falls within Pierce County with about a quarter of the area falling within Kitsap County.

#### **5. MEMBERSHIP**

All interested persons shall be welcome as members. All residents or other participants in the KGI Watershed will be considered members of the KGI Watershed Council. The Council membership is intended to come from the broadest cross-section possible of individuals, organizations, and governments.

#### **6. MEETINGS**

*General:* The general meetings shall be held every third Tuesday of each month at 4 pm at Peninsula Light Company unless otherwise arranged by sufficient notice.

*Annual:* The annual meeting shall be held the third Tuesday each January. The Executive Committee of the Council shall set the time and place of the meeting.

#### **7. QUORUM**

The Council shall use a consensus based decision making process. If consensus cannot be reached, the Council may decide to delay discussion of the item until a later date or vote on the issue. Voting by a 2/3 majority rule of members present will only be used when all efforts to reach agreement by consensus fail. A quorum of the Council shall consist of not less than seven (7) Council members and shall include the chair or vice-chair.

#### **8. OFFICER RESPONSIBILITIES**

The KGI Watershed Council Executive Committee will provide continuity to the KGI Watershed Council by establishing a core group of diverse, committed members. The officers of the Executive Committee shall consist of a Council chair, vice-chair, secretary/treasurer, three (3) directors, and, as necessary, committee chairs and vice-chairs.

The Council chair, with the assistance of the vice-chair and other Executive Committee members, shall be responsible to guide the Council and its committees in accordance with the provisions of these by-laws. The term of office for all officers shall be one year. The Council

chair, vice- chair, secretary/treasurer and directors shall be elected by the membership of the Council each year.

The Council will select a chair or vice-chairs to serve as spokesperson(s), help determine Council agendas, arrange Council meetings, enforce ground rules, and perform other tasks as assigned by the Council. The Council may select other officers as needed.

## **9. COMMUNICATION**

To ensure that 1) official Council communications represent an informed decision arrived at by the Council as specified in section 7, Quorum, and 2) that Council communications are expressed in a manner that retains respect and support due Council partners throughout the community, the following procedures and guidelines should be followed for written communications, 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.
- Correspondence will be sent on official Council letterhead, which only the Chair or those authorized by the Chair may utilize and sign.
- All members of the Council retain their right to express their personal concerns on any given issue provided they do not claim to represent the Council without following the above procedures.

## **10. COMMITTEES**

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. The chairs and vice-chairs of Council committees shall be elected by the consensus of the members of the respective committees.

The Council may form subcommittees and task groups to perform certain functions or focus on specific issues. The Council also will identify technical advisors who can provide technical data and assistance, and call on these experts as needed.

## **11. AMENDMENTS**

These by-laws may be amended by a 2/3 vote of the Executive Committee but only after the proposed amendment has been read to the Committee at its most recent meeting.

## 12. SIGNATORIES

On behalf of the Council, the signatories below register that these bylaws have been adopted by full consensus of the Council on July 19, 2005.

SIGNATORIES:

---

Jonathan White, Chair, KGI

---

Kristin Riebli, Vice-Chair, KGI

---

Chris Schutz, Secretary/Treasurer, KGI