KINGSTON CITIZEN ADVISORY COUNCIL BYLAWS
As Amended December 5, 2013

Purpose and Structure:
The Kingston Citizen Advisory Council has been formed to provide a forum for community discussion on the many issues and interests found in the community. It is hoped that the formation of this council will foster enhanced communication between the residents of the Kingston area and Kitsap County government, as well as coordinate efforts of the many council and community residents currently at work on improving the Kingston community. It is intended that the council will include representatives of the broad interests found in Kingston, who will work together in a proactive approach toward addressing the interests and concerns of the community.

Mission Statement:
The Mission of the Kingston Citizen Advisory Council (KCAC) is to:
- Actively facilitate communication among the Kingston Community,
- Mutually develop and promote a sense of community vision and pride,
- Communicate to the County and other government entities the desires and concerns of the Kingston community,
- Bring to the Kingston community issues and projects of the County and other government entities, and
- Provide feedback and recommendations to the County and other government entities regarding the community’s response and concerns.

Membership
Membership will be limited to 19. Five seats will be "at large" appointments or representatives of community organizations yet to be identified. Fourteen seats will be representatives of the following community organizations or demographic groups:
- Carpenter Lake Stewardship Committee / Trails Committee
- Farmers Market Board
- Village Green Foundation
- Kingston Stakeholders
- Chamber of Commerce
- North Kitsap Schools
- School Parent /PTA
- Rotary Club
- Kiwanis Club
- Garden Club
- Friends of the Library
- Chamber Events Committee
- Port of Kingston
- Pt. Gamble S’Klallam Tribe

The County Commissioners will officially approve all members for membership.
Non-Voting Membership
A non-voting seat on KCAC will be available for an interested Kingston High School or Spectrum Community School student. This representative will be chosen by the KCAC Co-chairs, and will serve from September to August.

Staff
The Commissioner will direct a County staff person to attend KCAC meetings and be a resource and a liaison to the council. The staff person will also provide regular updates of County activities that relate to the Kingston community.

Terms of Service
Member appointments will be for three-year terms. The County staff person serves at the pleasure of the County Commissioner and will not be subject to a term.

Officers
KCAC leadership will be shared by two co-chairs to be elected by a simple majority to serve one-year terms (August through July). Responsibilities to be shared between the co-chairs may include: a) meeting supervision; b) agenda coordination & preparation; c) subcommittee coordination; d) press and community spokespersons. A co-chair vacancy occurring mid-term will be filled for the balance of the term.

Subcommittees
Subcommittees will be formed and will meet as needed to address specific topics and develop annual work plans based on goals and strategies outlined in the Kingston Sub-Area Plan. Community at-large participation in subcommittee work will be actively encouraged. At least one KCAC member will serve on each subcommittee. Each subcommittee will elect its own chairperson who will be responsible for reporting to the KCAC membership. KCAC members are expected to participate in at least one subcommittee.

Standing Subcommittees include:
- Community Development: purpose is to develop and foster a sense of community within Kingston, promoting communication and exchange of information, plan and implement annual community open house.
- Land Use Planning: purpose is to review and advise county staff on matters pertaining to local design standards, zoning and land use.
- Public Works/Transportation/Transit: purpose is to review and advise county and state staff on matters pertaining to parking, roads, solid waste, waste water, storm water treatment, and other transportation matters.
- Parks and Trails: purpose is to review and advise county staff on matters pertaining to parks and trails development and maintenance within the Kingston UGA.
- Environment: purpose is to review and advise on items that pertain to the natural environment to achieve sustainable outcomes
• Public Safety and Human Services: purpose is to review and advise county staff and service providers on matters pertaining to public safety and human service needs and service delivery gaps.

Attendance
Active, ongoing participation of the membership is critical to KCAC success. Each member is responsible to regularly attend and actively participate in KCAC meetings. Two unexcused absences in a twelve-month period can be cause for membership termination.

Meetings
KCAC will meet bi-monthly, with subcommittees meeting in between council meetings. Additionally, a community town hall meeting maybe scheduled as a part of the annual work plan development process; format and content of these meetings to be determined by the KCAC Community Development Committee. Special meetings may be called at the discretion of the co-chairs.

Bylaws Amendments
KCAC will review these bylaws every three years. If at that time, or at any other time, the KCAC determines that the bylaws require amendment, it will vote on the amendments at a regularly scheduled meeting. The co-chairs will provide the bylaws amendments, as approved by the KCAC, to the Commissioner, along with a recommendation that the Board of Commissioners adopt the amended bylaws.

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

BYLAWS APPROVAL
Dated this 13th day of January 2014.

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

CHARLOTTE GARRIDO, Chair

ROBERT GELDER, Commissioner

VACANT, Commissioner