RESOLUTION NO. 076-2015

KINGSTON CITIZEN ADVISORY COUNCIL BYLAWS AMENDMENTS

WHEREAS, the Kitsap County Board of Commissioners advocates public participation and supports and encourages citizen involvement in all matters of County government; and

WHEREAS, the appointed members of the Kingston Citizen Advisory Council represent and advocate for citizens of the Kingston area in accordance with the purpose and function established in Kitsap County Resolution # 30-2002; and

WHEREAS, the council approved amendments to its bylaws to revise its meeting scheduled and membership, including the addition of several ex-officio positions so that other local jurisdictions actively participate in discussion and information sharing.

NOW THEREFORE, BE IT RESOLVED BY THE KITSAP COUNTY BOARD OF COMMISSIONERS that the amended Kingston Citizen Advisory Council Bylaws are hereby approved as is the new membership as attached.

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<th>AFFILIATION</th>
<th>NAME</th>
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<tr>
<td>1 AT-LARGE</td>
<td>Vacant</td>
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<td>2 AT-LARGE</td>
<td>Steve Heacock</td>
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<td>3 AT-LARGE</td>
<td>Mark Libby</td>
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<td>4 AT-LARGE</td>
<td>Nacmi Maasberg</td>
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<td>5 AT-LARGE</td>
<td>Dennis Hedlund</td>
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<td>6 AT-LARGE</td>
<td>MaryAnn Harris</td>
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<th>COMMUNITY ORGANIZATION POSITIONS (VOTING)</th>
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<td>AFFILIATION</td>
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<td>7 Kiwanis</td>
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<td>8 Friends of the Library</td>
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<td>9 Rotary</td>
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<td>10 Village Green Foundation</td>
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<td>11 Greater Kingston Economic Development Committee</td>
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<th>EX-OFFICIO POSITIONS (NON-VOTING)</th>
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<td>12 Kingston YOUTH</td>
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<td>13 Port of Kingston</td>
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<td>14 Port Gamble S'Kllallam Tribe</td>
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<td>15 North Kitsap School District</td>
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<td>16 Village Green Metropolitan Parks District</td>
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<td>17 Greater Kingston Chamber of Commerce</td>
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Adopted this 27th day of October, 2015

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

ROBERT GELDER, Chair

EDWARD E WOLFE, Commissioner

CHARLOTTE GARRIDO, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board
KINGSTON CITIZEN ADVISORY COUNCIL BYLAWS

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 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.

KCAC General Structure Membership:
Membership will be limited to 11 seats. Six seats will be appointed at-large and five seats will be representatives of the following community organizations:

- Village Green Foundation
- Greater Kingston Economic Development Committee
- Rotary Club
- Friends of the Library
- Kiwanis Club

The County Commissioners will officially approve all members by resolution.

Non-Voting Membership:

In addition, six ex-officio positions shall be reserved for the Port of Kingston, Port Gamble S’Klallam Tribe, North Kitsap School District, a Kingston Youth, the Village Green Metropolitan Parks District, and the Greater Kingston Chamber of Commerce. Representation shall be determined by each entity respectively.

Ex-officio members shall abstain from voting and making formal motions but may actively participate in all discussions, subcommittees and other activities of the Council. The Kingston Youth position shall be filled by an interested Kingston High School student, chosen by the KCAC Chairperson, and serve from September to August for a one-year term.
Staff:
The Commissioner will direct a County staff person to attend KCAC meetings (as needed) and be a resource and 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 will be appointed to three-year terms. Ex-officio members shall serve at the direction of the organizations they represent and are not subject to terms, with the exception of the Youth position. 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 the responsibility of a Chairperson and a Vice-Chairperson elected by a simple majority of the members to serve one-year terms (January to December). Responsibilities will include: a) meeting supervision; b) agenda coordination and preparation; c) subcommittee coordination; d) press and community spokesperson. A vacancy occurring mid-term will be filled by a simple majority vote for the balance of the term.

Subcommittees:
Subcommittees will be formed as needed to address specific topics. Community at-large participation in subcommittee work will be actively encouraged. A KCAC member will serve as chairperson of each subcommittee.

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 12-month period can be cause for membership termination; however, such a decision shall come from the Commissioner upon the recommendation of a majority of the members.

Meetings:
KCAC will meet monthly for 10 months each year (with the exception of January and July). Meetings are currently designated as the first Wednesday of each month at 7:00-8:30 p.m. at the North Kitsap Fire and Rescue Paul T. Nichol Headquarters Station. Any changes in meeting date or location will require advance public notification.

Special meetings may be called at the discretion of the Chairperson with notification given to the Commissioner and on the council’s website. All meetings will be open to the public in accordance with the Open Public Meetings Act, posted on the Kitsap County website and, to the extent possible, in other community notices. A community town hall meeting may be scheduled as a part of the annual work plan development process; format and content of these meetings to be determined by the KCAC.

Meetings may be conducted without a quorum present. However, a quorum will be required for formal recommendations and/or position statements, which will be taken by vote and duly noted for the record by the meeting Chairperson. A quorum will consist of one or more greater than 50 percent of the non-vacant, voting membership seats (for example, if there are three vacant seats and eight non-vacant seats, a quorum is five members).
An agenda should be distributed to the KCAC membership, Commissioner and County staff a minimum of one week prior to each meeting. Each agenda topic will be allocated a specific time frame. Each agenda will allow designated time for public comment. Minutes will be taken at each meeting and distributed to the membership prior to the next meeting. Meeting minutes will become a part of the public record and posted on the Kitsap County website.

Bylaw Amendments:
KCAC will review these bylaws annually. If at that time, or at any other time, KCAC determines the bylaws require amendment, it will vote on the amendments at a regularly scheduled meeting. The Chairperson will provide the bylaw amendments, as approved by the KCAC, to the Commissioner, along with a recommendation that the Board of Commissioners adopt the amended bylaws.

ADOPTION

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

BYLAWS APPROVAL

Dated this 27th Day of April 2015

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

ROBERT GELDER, Chair
EDWARD E. WOLFE, Commissioner
CHARLOTTE GARRIDO, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

April 15, 2015