

## GREATER HANSVILLE AREA ADVISORY COUNCIL BYLAWS

**PREAMBLE:** The Greater Hansville Area Advisory Council (GHAAC) is a direct outcome of the Greater Hansville Futures Project begun in 2003. Citizens committed hundreds of hours to develop a Community Profile. They researched the past and current community status in the following areas: arts and culture, demographics, economy, education, government, housing, human service, land use, parks and recreation, public safety, telecommunications, transportation, and utilities. Throughout the total effort, Kitsap County cooperated and supported the Futures Project.

A survey was sent to 2,000 residents of the area, to identify those values that were the most important to them. (See Bylaws Article IV Community Values) The Futures Committee then met to discern two paths: the likely future if no actions were taken and the preferred future with our values as the foundation. The Futures Project finalized its work by identifying eight action items as most important to achieve the Greater Hansville Area's (GHA) desired future. (See attached Action Items)

After completion of the Futures Project, representatives were sought from every organization and neighborhood in the GHA. Twenty-six groups initially united and agreed unanimously to form the GHAAC and establish a formal relationship between the GHAAC and Kitsap County, according to the following Bylaws, in order to fulfill the goals of the identified action items and to mediate other issues important to the GHA.

**MISSION:** To communicate with and represent the interests of the Greater Hansville Area (GHA) with Kitsap County and other government entities, individuals and organizations to prioritize, organize and facilitate enactment of GHA goals in accordance with the GHA community's values.

**BYLAWS:**

**Article I NAME/COUNTY AFFILIATION**

Section 1. The name of this organization shall be the Greater Hansville Area Advisory Council. (GHAAC)

Section 2. The Kitsap County Board of Commissioners formally recognizes the Greater Hansville Area Advisory Council as the umbrella organization representing the Greater Hansville Area for purposes stated in these Bylaws.

Section 3. The GHAAC has formally affiliated with the County for purposes defined herein.

**Article II BOUNDARIES OF THE GREATER HANSVILLE AREA**

The GHA includes the geographic north end of the North Kitsap Peninsula from Eglon and Little Boston Roads, to include the communities of Cliffside Beach, South Hood Canal Drive and Eglon. (See attached map A.)

**Article III OBJECTIVES**

Section 1. To be a forum for community discussion on interests and issues of concern.

Section 2. To encourage communication between residents of the communities and organizations within the GHA.

Section 3. To undertake or coordinate actions which accomplish GHA values and goals.

Section 4. To advise Kitsap County and other government entities and individuals, and other organizations and individuals on behalf of the GHA community, regarding potential actions which may assist in achieving the values and goals of the GHA.

**Article IV COMMUNITY VALUES**

Section 1. Clean Environment. We value clean water, clean air, and absence of visual pollution. We value protecting our natural environment.

Section 2. Growth Management. We value growth that is planned, controlled, environmentally friendly and incorporates our other values.

Section 3. Outdoor Recreation. We value our parks, trails and a natural environment that encourages outdoor recreation.

Section 4. Peace and Quiet. We value a serene, quiet environment and personal privacy.

Section 5. Rural Setting. We value open space and the feel of low density.

Section 6. Safety. We value safe neighborhoods, good emergency services, and personal security.

Section 7. Scenic Beauty. We value manmade and natural beauty, including the mountains, water, gardens, farms and forests without clear-cutting.

Section 8. Sense of Community. We value volunteerism, community spirit, a sense of camaraderie and support of community assets.

Section 9. Traffic Safety. We value adequate road design and capacity, roads that are safe for cars, pedestrians and bicycles, and respect for and enforcement of traffic laws.

Section 10. Urban Access. We value affordable and convenient access to urban amenities.

Section 11. Water Access. We value water access for walking, boating, fishing and swimming.

Section 12. Welcoming Spirit. We value inclusiveness of all individual differences and caring for our neighbors, which contributes to the vibrancy of the community.

Section 13. Wildlife. We value living with and protecting wildlife.

**Article V MEMBERS**

Section 1. The general membership shall by majority vote at any duly constituted meeting determine the goals and actions of the GHAAC.

Section 2. One member shall represent each Geographic Area and organization in the GHA. New members shall be nominated and confirmed as provided in Article V, Section 3b herein.

**Organizations and Geographic Areas Represented on GHAAC**

| <u>Organizations</u>               | <u>Geographic Areas</u>               |
|------------------------------------|---------------------------------------|
| Better Halves                      | Admiralty/Twin Spits Neighborhood     |
| Coffee Klatch                      | Buck Lake Neighborhood                |
| Flotsam and Jetsam Garden Club     | Cliffside Beach                       |
| Greater Hansville Community Center | Driftwood Key                         |
| Hansville Arts Guild               | Eglon/Pilot Point                     |
| Hansville Business Community       | Finn Creek Agricultural Community     |
| Hansville Community Church         | Foulweather Bluff Neighborhood        |
| Hansville Greenway Association     | Hansville Road Neighborhood           |
| Hansville Ladies Aid--Cemetery     | Hood Canal Shores Neighborhood        |
| Hansville Neighbors                | Norwegian Point Neighborhood          |
| Thursday Breakfast Group           | Old Hansville Highway Neighborhood    |
| Young People                       | Point No Point/ Hillview Neighborhood |
|                                    | Point No Point View Estates           |
|                                    | Shore Woods Neighborhood              |
|                                    | Shoreview Terrace Neighborhood        |
|                                    | Skunk Bay Yacht Club                  |
|                                    | South Hood Canal Drive Neighborhood   |

Section 3. The Kitsap County Board of Commissioners recognizes that, in forming the GHAAC, every identifiable organization and geographic area located within the Greater Hansville Area was invited to participate in the GHAAC.

3a. Those individual organizations and geographic areas agreeing to membership in the GHAAC shall be confirmed by the Kitsap County Board of County Commissioners as provided herein. After initial one- or two-year appointments to staggered terms, representatives of the above named member groups shall be appointed for two-year terms. Members appointed to fill vacancies shall serve the remainder of the unexpired term.

3b. Individual representatives to GHAAC shall be appointed through the following process(es):

- GHA Social and Service Organizations, whether formally or informally organized, will choose their representative during a meeting at which a majority of members are present, unless the organization's own bylaws provide for a process which differs from the above and that process will take precedence.
- For GHA Neighborhoods/Homeowners Associations with a governing board or formal organization, the board/leadership will determine their representative during a board/regular meeting when a majority of board/leadership members are present or, where a different process is outlined by association bylaws, they will use the process defined in those bylaws.
- GHA Neighborhoods with an active informal organization will identify their representative in the same fashion as the Social and Service Organizations.
- Representatives of neighborhoods that do not have a formal or informal organization must live in that neighborhood and will be chosen from applicants who are recruited by Kitsap County Volunteer Services and who are reviewed according to established Kitsap County Advisory Council criteria, and approved by the Kitsap County Board of Commissioners.
- Representatives chosen by any of the above means will complete a County Board Application and have their names put before the Board of County Commissioners for confirmation as provided herein.
- If at any time any organization or neighborhood does not provide a representative, the GHA Advisory Council may nominate to the Board of County Commissioners a member from that organization or neighborhood to serve until the end of the term.

3c. Any proposed changes to the membership occurring after the adoption of Kitsap County Resolution 125-2007 shall be approved by the Board of County Commissioners at an open public meeting. Any new appointments of individuals, organizations, and/or geographic areas to participate in the GHA Advisory Council shall be confirmed by the Board of County Commissioners.

Section 4. Non-voting liaison members may include representatives from the following entities and others as determined by GHAAC:

|                             |                              |
|-----------------------------|------------------------------|
| Century Tel                 | Comcast                      |
| Puget Sound Energy          | Kitsap County Commissioners  |
| Kitsap County PUD           | Kitsap County Fire & Rescue  |
| Kitsap County Sheriff       | North Kitsap School District |
| Olympic Resource Management | Port Gamble S'Klallam Tribe  |
| Suquamish Tribe             |                              |

Section 5. Representatives unable to attend a meeting shall obtain an alternate. If unable to obtain an alternate, the representative must notify the Secretary or Chair in advance of the meeting to obtain an excused absence.

Section 6. GHAAC shall declare a position vacant if a representative misses three consecutive meetings whether excused or unexcused without providing an alternate.

## **Article VI GHAAC ORGANIZATION RESPONSIBILITIES**

Responsibilities of the GHAAC include:

- (a) Develop an organization, which will maintain itself and further the intent and purpose set forth in these Bylaws.
- (b) Represent community opinion and concerns before Kitsap County and other public bodies and agencies.
- (c) Identify community resources.
- (d) Gather general data concerning the community.
- (e) Identify community problems and needs.
- (f) Hold community meetings to disseminate information and determine opinions of area residents and property owners.
- (g) Develop recommendations to appropriate governmental agencies.
- (h) Assist in the preparation of a GHA comprehensive plan, employing all logical planning tools/constructs that consider the built environment and geographic makeup of the GHA.
- (i) Assist in implementing the adopted GHA Comprehensive Plan.
- (j) Consider involvement in community service activities that could benefit the community or the County in general.
- (k) Coordinate with organizations or entities whose boundaries overlap the GHAAC boundaries.
- (l) Provide liaison between varied community organizations and interests and support in the achievement of their objectives.

## **Article VII COUNTY RESPONSIBILITIES**

Subject to the availability of resources as determined by the Kitsap County Board of Commissioners, GHAAC shall be accorded the following services and consideration by the County:

- (a) A Department of Community Development representative who will act as liaison with other County departments and agencies to conduct focused research, disseminate information of local and countywide interest, and assist the GHAAC in organizational development and maintenance and implementation of projects.
- (b) Provide access to resources, information, and documents that are key to issues in the GHA.
- (c) Provide the on-going assistance of the County planning team in preparing and updating a comprehensive plan for the GHA.
- (d) When possible, give timely notice to the GHAAC of any proposals affecting the community that are to come before advisory boards and the County so that the GHAAC may become involved in those projects or proposals that it deems of special interest.
- (e) Provide timely information about significant private developments proposed for the area and significant proposals of other government agencies that might affect the area when possible.
- (f) Solicit the GHAAC input and participation on any issue reasonably expected to affect the community.

## **Article VIII EXECUTIVE COMMITTEE/OFFICERS**

Section 1. The Executive Committee shall consist of eight officers: the Chair, the Vice Chair, the Secretary, the Operations Manager, Past Chair and three Trustees to be elected by the membership. The Chair, Vice Chair, Secretary and Operations Manager shall be elected for one-year terms.

Section 2. Initial terms for Trustees will be one member for one year, one member for two years, and one member for three years. Terms will be decided by lot. Henceforth, Trustee terms of office will be three years.

Section 3. The Chair of the GHAAC, or a member of the Executive Committee designated by the Chair, shall be the official GHAAC spokesperson at all meetings of the GHAAC with government entities, individuals or others as defined by the GHAAC.

Section 4. Duties of Officers

(a) Duties of the officers shall be such as usually pertain to their offices and those that may be specified in these Bylaws.

(b) The Chair shall:

- (i) preside at all Executive Committee and GHAAC meetings; appoint a parliamentarian and all committee chairs, with the exception of the Nominating Committee, which shall be elected from the floor by GHAAC voting members present each spring.

## Attachment 2

- (ii) set the agenda for all regular and special meetings of the GHAAC with input from the Executive Committee and the GHAAC membership.
  - (iii) see that all orders and resolutions of the GHAAC are carried out.
  - (iv) carry out all functions required of the Chair by these Bylaws.
  - (v) perform such other duties as from time-to-time may be assigned to the Chair by the GHAAC.
- (c) The Vice Chair shall:
  - (i) take the place of the Chair and perform the Chair's duties whenever the Chair is absent or unable to act.
  - (ii) perform such other duties as the Chair or GHAAC may from time to time delegate.
  - (iii) be the likely designee as the next year's Chair.
- (d) The Secretary shall:
  - (i) be responsible for keeping correct and summary minutes of all meetings and actions of the GHAAC.
  - (ii) record the names of all representatives and alternates in attendance in the approved minutes.
  - (iii) ensure the posting, publishing, serving and distribution of notices of all GHAAC meetings, including [www.hansville.org](http://www.hansville.org) and the Hansville Log.
  - (iv) ensure copies of these Bylaws are made available to the public.
  - (v) attend to correspondence as may be required.
  - (vi) perform all duties incident to the office of GHAAC Secretary.
- (e) The Operations Manager shall:
  - (i) keep a correct and complete record of the names, mailing addresses, e-mail addresses, telephone numbers and other pertinent information concerning all GHAAC representatives, and provide this to the secretary.
  - (ii) keep attendance records of all representatives and alternates at each GHAAC meeting and provide this to the Secretary to include in the record.
  - (iii) serve as administrative liaison to the Greater Hansville Community Center.
  - (iv) maintain other pertinent records as needed.
- (f) Trustees shall:
  - (i) attend all General and Executive Committee meetings.
  - (ii) participate on committees.
  - (iii) represent the GHAAC as requested by the Chair
- (g) Past Chair shall:
  - (i) serve either as an emeritus or a representative of a member group
  - (ii) attend all General and Executive Committee meetings
  - (iii) act as an advisor to the Executive Committee for the year following his/her service as Chair

## **Article IX ELECTION OF OFFICERS AND EXECUTIVE BOARD**

Section 1. A slate of officer candidates shall be chosen from among GHAAC representatives by April, with additional nominations accepted from the Council. Officers shall then be elected by a vote of the GHAAC by May.

Section 2. Any officer of the GHAAC or Executive Board representative may be recalled from his/her office upon a majority vote of the GHAAC members.

Section 3. Election to replace said officer shall take place at the next regular meeting.

Section 4. Candidates to complete vacant terms of office shall be nominated from the Council and elected by vote of the GHAAC.

Section 5. Officers shall be installed at the following meeting.

## **Article X OPERATING COMMITTEES**

Section 1. Committees will be formed as needed to address specific topics.

Section 2. An Executive Committee member will serve as an ex-officio member of and provide liaison with each committee.

Section 3. Community groups shall be encouraged to work on specific GHAAC committee projects as coordinated by the Executive Committee.

## **Article XI MEETINGS**

Section 1. The GHAAC shall meet at least bi-monthly, and all meetings shall be open to the public. The proposed agenda will be published on the hansville.org web site.

Section 2. Times and locations of all GHAAC meetings shall be determined by the Executive Committee and a calendar posted on the hansville.org web site and in the Greater Hansville Log by the Secretary. The schedule of each year's meetings shall be adopted by the GHAAC at the last meeting of the preceding year

Section 3. A quorum shall be 51 percent (%) of the registered membership. No formal action may occur without a quorum being present.

Section 4. A reasonable time shall be set aside for public input, and input from liaison members at every general meeting.

Section 5. A reasonable time shall be set to listen to and respond to any and all concerns of members and non-members at all meetings.

Section 6. The Executive Committee and any committee or subcommittee are not authorized to take action on behalf of GHAAC. Their roles are to make recommendations to the full body of GHAAC.

Section 7. Special meetings may be called at the discretion of the Chair with 48 hours minimum advertisement to the community, as noted in Section 2 above.

## **Article XII PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order*, newly revised, shall govern the GHAAC meetings

**Article XIII AMENDMENT OF BYLAWS**

Section 1. Bylaws shall be reviewed annually.

Section 2. The Bylaws can be amended at any general meeting by a two-thirds vote of the quorum present, provided that the amendment has been submitted in writing to the General Membership at the previous general meeting.

Section 3. Bylaws shall be approved by the Kitsap County Board of Commissioners.

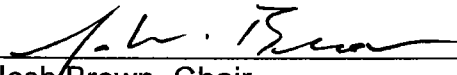
**ADOPTION**

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

**BYLAWS APPROVAL**

**Dated this 22nd day of November 2010**

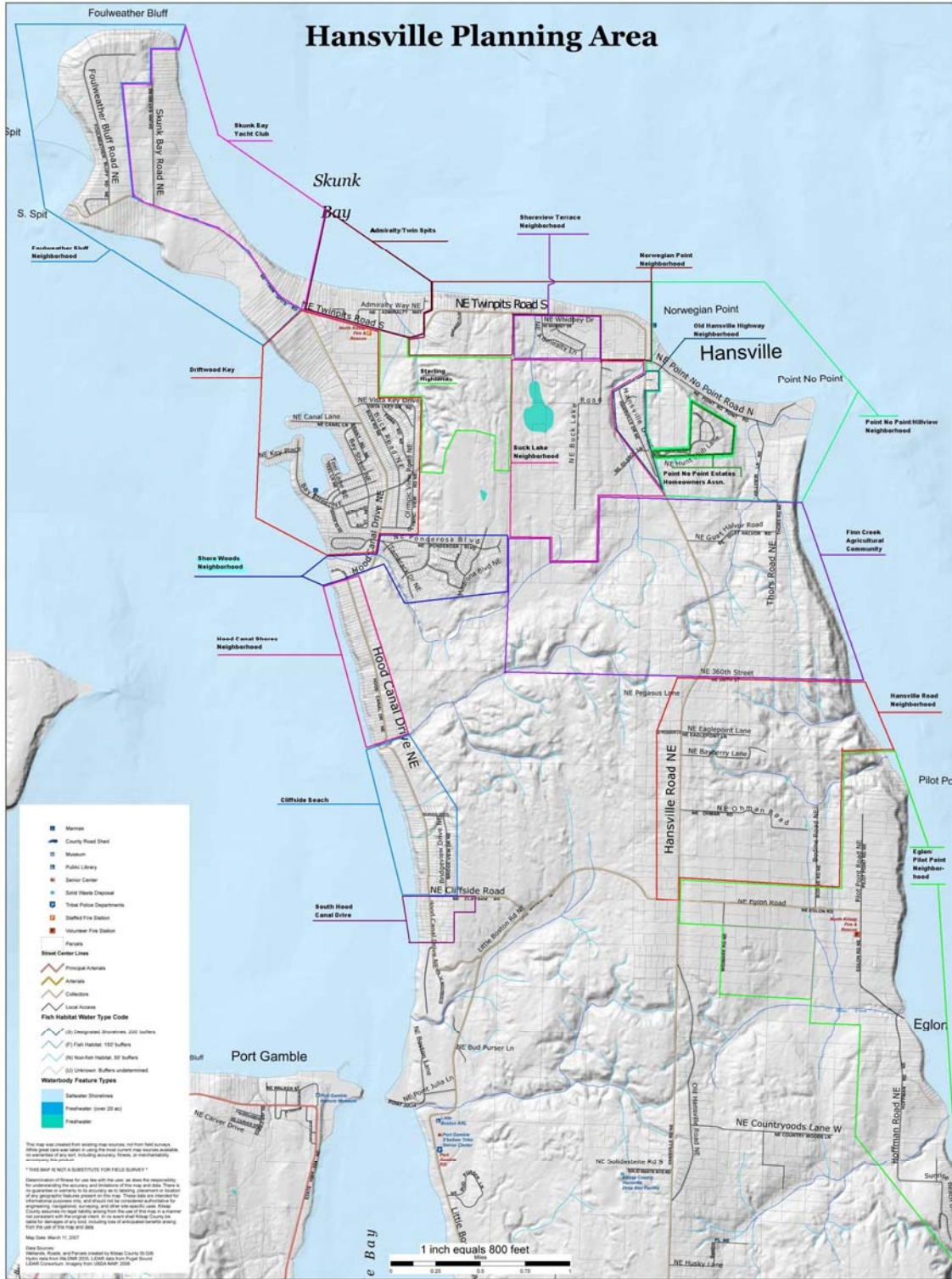
**BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON**

  
\_\_\_\_\_  
Josh Brown, Chair

  
\_\_\_\_\_  
Steve Bauer, Commissioner

  
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Charlotte Garrido, Commissioner

# ATTACHMENT A



**ATTACHMENT B SAMPLE MEETING AGENDA**

GHAAC AGENDA  
7 PM—Greater Hansville Community Center

Welcome and introductions

Presentations/updates of community interest— by guests

Approval of Minutes of Last Meeting

GHAAC Committee Presentation/updates

Procedural issues

New Issues/updates on prior

Public Comment Period

Announcements

- Other

Next meeting

- Time and location

## ATTACHMENT C

### ACTION ITEMS Greater Hansville Futures Project

Adopted June 3, 2006

1. Develop a Community Advisory Council which is truly inclusive (representative) of the Greater Hansville Area as a whole.
2. Prepare a downtown master plan that includes a restaurant and cultural center.
3. Eliminate clear cutting and minimize other negative environmental impacts of forest practices in order to preserve wildlife habitat.
4. Increase community inclusiveness within the Greater Hansville Area. Advocate for a single zip code and install a new welcoming sign at intersection of Hansville Highway and Eglon/Little Boston Roads.
5. Preserve the Rural Atmosphere of the Greater Hansville Area by
  - Create a standing committee to work with the County and actively monitor zoning density and development proposals to see that actions taken are consistent with Community Values.
  - Work with Olympic Resources Management to preserve the “spine” as wildlife habitat.
  - Cluster density to preserve open space but keep lot sizes at 2006 levels.
  - Preserve as many trees as possible to mitigate noise and pollution.
  - Regulate storm water runoff and drainage.
  - Seek ways to retain agricultural uses.
6. Involve the Greater Hansville Area in the planning and design of the saltwater parks to see they are consistent with Community Values.
7. Protect the wildlife corridor in Olympic Resources Management land and wildlife habitat throughout the GHA.
8. Support sensitive development of any additional road capacity and advocate for a combination of enforcement, education, and traffic calming devices that enhance pedestrian and traffic safety.