

CENTRAL KITSAP COMMUNITY COUNCIL BYLAWS

ARTICLE I Introduction

The Central Kitsap Community Council (hereinafter referred to as CKCC or Council) is an advisory body created by the Board of County Commissioners (BOCC) to represent the citizens of Central Kitsap County.

ARTICLE II Mission Statement

The Central Kitsap Community Council will promote a sense of community by identifying and conveying community concerns and issues to the Board of County Commissioners and facilitating community discussion of the County's plans, policies and actions.

ARTICLE III Purpose

- A. Serve as an official communication body between the Board of County Commissioners, other county departments and the Central Kitsap community.
- B. Provide a formally defined representative body to discuss items of concern and explore solutions.
- C. Make recommendations on community and county programs and services.
- D. Perform other tasks as assigned by the BOCC.
- E. The Central Kitsap Community Council will strive to:
 1. Facilitate and improve communication between the Central Kitsap community and County Commissioners.
 2. Promote a sense of community.
 3. Inform the BOCC and government agencies of the desires and concerns of the community.
 4. Bring to the Central Kitsap community issues and projects of the County and convey the community response as requested by the BOCC.
5. Review, advise and make recommendations on issues such as, but not limited to: local and regional planning; land-use and zoning; public utilities delivery; economic development; housing; transportation improvements; capital projects and improvements; parks; design standards; public safety; taxes and fees; and environmental protection.

ARTICLE IV Boundaries

- A. The CKCC boundary incorporates the Central Kitsap School District and Central Kitsap Commissioner District, but excludes any lands within the City of Bremerton.
- B. These boundaries may change over time based on community discussion and comment.
- C. At-Large and Ex-Officio Representatives should reside within these boundaries, except for those representing any of the community organizations.

ARTICLE V Membership

A. Appointment

The Council shall be comprised of 17 At-Large members, including one Youth student and one College student, appointed by the Board of County Commissioners. The Council shall also have a non-voting, ex-officio representative from the Silverdale Chamber of Commerce who currently serves as the President of the Chamber. If the President is unavailable to attend Council meetings, either a member from the Board of Directors or Executive Director can act as their designee. Council membership shall be appointed by the Board of County Commissioners.

B. Representation

Council members shall be selected to represent community organizations, areas of interest, youth, a mix of geographic areas and a balance of different community perspectives. Community organizations include, but are not limited to, Harrison Medical Center, Haselwood Family YMCA, Central Kitsap School District, Central Kitsap Fire and Rescue, Clear Creek Task Force, Central Stage Theatre (C-STOCK), Silverdale Chamber of Commerce, Kitsap Regional Library and the Port of Silverdale. The Youth member is defined as a student who attends a private or public school, or who is 'home-schooled,' in the Central Kitsap area. The College student is defined as a student actively enrolled in any accredited college or university who resides in the Central Kitsap area.

C. Terms

1. Members are appointed to three-year terms, with approximately one-third of the terms expiring at the end of each year, except for the two student terms, which shall be for one academic school year from September 1 through June 30.
2. Terms of appointment will run from January 1 through December 31, except for the Youth and College student terms, as noted in C.1. A member appointed to fill a vacancy shall serve the remainder of that term.
3. When a Council member's term is expiring, he or she may apply for reappointment, through the Kitsap County Volunteer Services Coordinator, by completing a new application.

D. Duties/expectations.

Consistent with Article III, Purpose, the Council will also adopt an annual work plan to be approved by the BOCC. The work plan will include recommendations to the Board of Commissioners for policy action as well as items to be completed by the Council. Members are expected to assist each other in the orientation and education related to the Council's responsibilities. Members will conduct all activities in an ethical and responsible manner. The Council shall comply with applicable Washington state laws and Kitsap County policies.

E. Termination

1. Resignation.
Resignations by members shall be submitted in writing to the Council Chair and staff. Staff will forward a copy of the resignation to the County Volunteer Services Coordinator and the BOCC.
2. Removal by the BOCC.
The BOCC may remove a member at its sole discretion when it determines that it is in the best interest of Kitsap County or impedes the functioning of the

Council. The BOCC may also remove any member who has more than three unexcused absences during any 12-month period.

F. Attendance

All members are expected to attend regularly scheduled meetings. A member's absence is unexcused if the member fails to notify the Chair or Vice-Chair in advance of a meeting that the member will not be able to attend the meeting.

ARTICLE VI Meetings

A. Public meetings law

All regular monthly meetings will be open to the public and the public will be permitted to attend meetings of the Council. The open public meetings requirement and open public attendance does not apply to meetings when less than a quorum of the Council membership is present.

B. Regular meetings

The Council shall meet monthly. Regular meetings may be canceled or changed to another specific place, date and time provided that notice of the change is provided. The date, time and location of regular meetings shall be determined by a majority vote of the Council and should be designed to facilitate community and Council participation. Location and times of regular meetings and special meetings should be publically noticed at minimum of 24 hours in advance.

C. Notice

The Council will provide notice of regular meetings to members, the public, interested persons, and news media. Notice should include the time, location and primary subjects anticipated to be considered at the meeting.

D. Special meetings

Special meetings may be called by the Chair with notice to all Council members and the general public not less than 24 hours prior to the time of the special meeting, but preferably with at least seven days' notice. A special meeting should be called only if necessary to conduct business that cannot wait until the next regular meeting and shall be conducted in accordance with the Open Public Meetings Act.

E. Quorum

The majority of the appointed membership of the Council will constitute a quorum for the transaction of all business at meetings.

F. Voting

Each member present at the meeting is entitled to one vote, including student representatives. The ex-officio position will be a non-voting member.

G. Minutes

The minutes of all regular and special meetings shall be recorded. Minutes will include time and date, members present, motions and votes taken, recommendations, proposals for new business and due dates, if applicable. Draft minutes should be distributed to the membership no less than one week before the monthly meeting for comment and correction, and will be formally approved at the next Council monthly meeting then submitted to the County staff coordinator for posting on the Council page of the Kitsap County website.

H. Agendas

Items may be proposed for the meeting agenda by any Council member, the BOCC or

designated County staff. The Chair, with the input of the Vice-Chair, Council and designated County staff will prepare meeting agendas. The agenda should be distributed to members at least five days prior to a regular meeting.

I. Parliamentary Procedure

Robert's Rules of Order will govern parliamentary procedure at regular and special meetings except where such rules conflict with these Bylaws. The rank of authority is (1) these Bylaws, and (2) *Robert Rules of Order*.

J. Decorum and Control

In the event any meeting is interrupted by an individual or individuals so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of the person or persons who are interrupting the meeting, the Chair may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may only be taken on matters appearing on the agenda. The Chair may, at any time, readmit an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

ARTICLE VII Officers and Duties

A. The Council will elect from its membership a Chair, Vice-Chair and Secretary.

1. Chair responsibilities

- a. The Chair will preside at all public meetings of the Council.
- b. The Chair is the official representative of the Council, shall act as the official spokesperson of the Council and shall follow the Public Communications Guidelines established in the Kitsap County Advisory Group Handbook.
- c. The Chair will be the main contact between the Council and County staff.
- d. The Chair, with input from the Vice-Chair, Council and designated County staff, will set the agenda for regular and special meetings of the Council.

2. Vice-Chair responsibilities

- a. In the absence of the Chair, the Vice-Chair will assume the Chair's responsibilities.
- b. If neither the Chair nor Vice-Chair is available for a public meeting, the assembled members will select a temporary chairperson to conduct the meeting.

3. Secretary responsibilities

- a. The Secretary will record minutes of all meetings and actions of the council. In the event the Secretary is absent from a regularly scheduled meeting, the Chair will appoint an interim Secretary for that meeting.
- b. The Secretary should distribute draft minutes for review no less than one week prior to the next month's meeting.
- c. The Secretary shall provide County staff with a final approved copy of the minutes to be retained as a public record and posted on the Council web page.
- d. The Secretary shall work with the Chair and Vice-Chair as needed on other Council correspondence.

B. Election and Terms of Officers

1. The Council shall elect officers at the regular meeting each January. Officers' terms of office are one year.
2. Each officer shall serve in that capacity until replaced at the next regular January meeting.

C. Vacancies

If the Chair position is vacated, the Vice-Chair will assume the Chair's position. If the Vice-Chair position is vacated, members will elect a replacement from among its members at a special meeting or at the next regular meeting after the vacancy becomes known.

**ARTICLE VIII
Committees**

- A. The Council may approve the formation of committees or ad-hoc committees as necessary and as defined by the Council to address special projects, interests or issues. Each committee should have less than a quorum of Council members. If more than a quorum of the Council meets in a committee, the meeting must be noticed as a public meeting, an agenda posted and minutes taken for the public record.
- B. Each committee shall select a Council member as chairperson.
- C. The Council may invite citizens and representatives of community organizations to join Council committees.
- E. Committees will provide updates and meeting summaries at the regular Council meetings. Written summaries are preferred and should be included with the official meeting minutes.
- F. Committees may not make recommendations to Commissioners or other County departments. Recommendations must first receive full review and approval from the entire Council and be forwarded from the entire Council or Council Chair, not the Committee independent of the full Council.

**ARTICLE IX
Conflicts of Interest**

A. Declaration

Members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.

B. Potential Conflict Defined

A potential conflict of interest exists when a member's participation in an action could reasonably be expected to affect the finances of that member, a member's relative, or a business with which the member or member's relative is associated. The member may participate in action after declaring the potential conflict and announcing its nature, and if no objections are raised.

C. Actual Conflict Defined

An actual conflict of interest exists when a member's participation in action is reasonably certain to result in a special benefit or detriment to the member, member's relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from participating in any action in connection with the conflict.

D. "Action" Defined

"Action" is defined to mean deliberations, discussions, considerations, reviews, evaluations, a collective positive or negative decision, or an actual vote on a motion,

question, proposal, resolution, or recommendation.

ARTICLE X
Community Relations/Public Input

- A. Any member of the public will be welcome to attend and provide input at regular Council meetings.
- B. Public comments will be encouraged and will be accepted verbally during designated public comment time or in writing.
- C. Comments or questions from individual audience members may be limited to three minutes or less at the discretion of the Chair. Issues that warrant more time for discussion may be scheduled as an agenda item for future meetings.
- D. Anyone who wishes to voice an opinion or present information or concerns to the Council may attend meetings or contact either the Chair, the Vice-Chair, or designated County staff.
- E. Requests from the community for future agenda items may be made to the CKCC by verbal request during a regular meeting or in writing to the Chair, Vice-Chair or designated County staff.

ARTICLE XI
Amendment to Bylaws

The Council will periodically review its bylaws and may recommend amendments by a majority vote of the entire Council. Council proposed amendments shall be submitted in writing for discussion at a regular meeting of the Council. Any amendments recommended by the Council shall not be effective until and unless approved by the BOCC.

Originally adopted February 18, 1999 and amended February 21, 2001; February 20, 2002; February 19, 2003; September 21, 2005; March 21, 2007; January 21, 2009; and March 27, 2017.

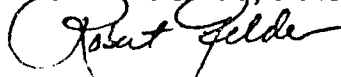
ADOPTION

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

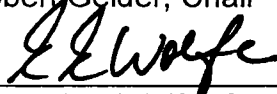
BYLAWS APPROVAL

Dated this 22nd day of January 2018

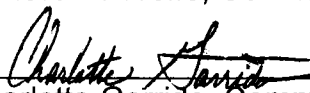
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