

MANCHESTER CITIZEN ADVISORY COMMITTEE BYLAWS

Purpose and Structure of the Manchester Citizen Advisory Committee

The Manchester Citizen Advisory Committee has formed to provide a forum for community discussion on the many issues and interests found in the community. This Committee will foster enhanced communication between the residents of the Manchester area and Kitsap County government, as well as coordinate efforts of the many community groups and individual residents currently at work on improving the Manchester community. The Committee includes representatives of the broad interests found in Manchester, who will work together in a proactive approach toward addressing the interests and concerns of the community.

Mission Statement:

The Mission of the Manchester Citizen Advisory Committee (MCAC) is to:

- Actively facilitate communication within the Manchester Community,
- Mutually develop and promote a sense of community vision and pride,
- Communicate to Kitsap County and other government entities the desires and concerns of the Manchester community,
- Bring issues and projects of the County to the Manchester community, and provide a means for receiving and conveying to the County the community's responses.

MCAC General Structure

Membership

Membership will be limited to 13 members. Three seats will be "at-large" positions for additional community members or community organizations yet to be identified.

Representatives of the following community organizations fill the remaining 10 positions:

1. Manchester Community Association
2. Friends of the Manchester Library
3. Port of Manchester
4. South Kitsap School District
5. Business Community
6. Northern Neighborhoods
7. Colchester Neighborhoods
8. Alaska Neighborhood
9. California Neighborhood
10. Nebraska Neighborhood
11. At-Large
12. At-Large
13. At-Large

The Board of County Commissioners appoints all members by resolution.

Staff

The South Kitsap Commissioner will direct a County staff person to attend MCAC meetings and be a resource and liaison to the Committee. The staff person will also provide a monthly update of County activities that relate to the Manchester community. Staff resources will be provided to the extent possible and where there is no conflict with other staff requirements, workload, or docketed activities.

Terms of Service

Member appointments will be for three-year terms. The County staff person is not subject to a term.

Officers

The MCAC will be led by a Chairperson, with a Co-chair to substitute and assist as needed, to be elected by a simple majority to serve one-year terms (April through March). The Chair will be responsible for: a) meeting facilitation; b) agenda preparation with County staff; c) subcommittee coordination; d) press and community spokesperson. A Chair or Co-chair vacancy occurring mid-term will be filled for the balance of the term. A secretary will be elected, responsible for taking meeting minutes.

Subcommittees

The following subcommittees will be formed to address specific topics: Communications; Transportation; Land Use; Parks & Trails. Each member is encouraged to serve on at least one subcommittee. Community at-large participation in subcommittee work will be actively encouraged.

At least one MCAC member will serve on each subcommittee. The subcommittee shall not be comprised of a quorum or greater of the MCAC. Each subcommittee will elect its own Chairperson who is responsible for reporting to the MCAC membership and preparing a brief monthly written report. Each subcommittee should program one of the MCAC regular monthly business meetings to feature discussion, guest speakers and/or county staff related to the subcommittee's work and interest.

Attendance

Active, ongoing participation of the membership is critical to MCAC success. Each member is responsible to regularly attend and actively participate in MCAC meetings. Two unexcused absences in a 12-month period can be cause for membership termination.

Meetings

The MCAC meets monthly (currently designated as the first Tuesday of each month at 6:30 p.m.), except for December. A community town hall meeting may also be scheduled each year. The MCAC membership will follow the format and guidelines included with these Bylaws. Special meetings may be called at the discretion of the Chair with no less than 24-hours' notice.

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 noted for the record by the Secretary. A quorum will consist of greater than 50 percent of the non-vacant membership seats (for example, if there are three vacant seats and 10 non-vacant seats, a quorum is five members).

Bylaw Amendments

MCAC will review these bylaws at least every three years. If at that time, or at any other time, the MCAC determines that the bylaws require amendment, Committee members will vote on the amendments at a regularly scheduled meeting. The Chair will provide the bylaw amendments, as approved by the MCAC, to the Commissioner, along with a recommendation that the Board of Commissioners adopt the amended bylaws.

MCAC MEETING FORMAT & GUIDELINES

1. The MCAC will meet monthly (currently designated as the first Tuesday of each month at 6:30 p.m.), except for the month of December. All meetings will be open to the public and announced on the County website and posted on community bulletin boards.
2. Meetings will start and stop on time.
3. The Chair will conduct the meeting. If the Chair is absent, the Co-chair will conduct the meeting.
4. An agenda will be distributed to members and should be posted on the MCAC website a week prior to the meeting, along with subcommittee reports and other meeting materials.
5. Each agenda topic will be allocated a specific time frame. Where applicable, each agenda item will allow time for public comment.
6. A designated time for general public comment will be scheduled at each monthly meeting.
7. Minutes will be taken at each meeting and distributed to the membership prior to the next meeting.

MCAC SAMPLE AGENDA

MANCHESTER CITIZENS ADVISORY COMMITTEE 6:30 p.m. Meeting Date Manchester Library

- I. Administrative Items 6:30-6:45
- A. Opening comments & explanation of ground rules by Co-chair
 - B. Introduction of MCAC members
 - C. Introduction of guests (as appropriate)
 - D. Review & approval of minutes
 - E. Review of correspondence

- II. Business Meeting 6:45-7:45
- This section of the meeting may include one or more of the following:
- * Staff or guest presentations
 - * Reports from organizations represented on MCAC
 - * Subcommittee reports
 - * Old business
 - * New business

When appropriate, time for public comment will be allocated for major agenda items.

- III. Public Comment & other general discussion 7:45-8:00 p.m.

- IV. Adjournment

MCAC GENERAL GROUND RULES

1. The MCAC chair will conduct the meeting according to the specific topics and timing as outlined in the agenda. Meetings will start and stop on time.
2. The Chair or Co-chair will be the only official spokespersons for MCAC.
3. Comments and/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 will be scheduled for future agendas.
4. Requests from the community for future agenda time may be made to the MCAC by a verbal request during a MCAC meeting or in writing to the Chair or County staff.
5. During regular meetings, Committee members will be seated together. Designated seating will be made available for guests and the general public.
6. Since the library does not have custodial staff, members will assist in setting up and putting away meeting room furniture.

ADOPTION

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

BYLAWS APPROVAL

Dated this 26th day of April 2021



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



ROBERT GELDER, Chair



EDWARD E. WOLFE, Commissioner



CHARLOTTE GARRIDO, Commissioner

ATTEST:



Dana Daniels, Clerk of the Board