

# SUQUAMISH CITIZEN ADVISORY COMMITTEE BYLAWS

## **PURPOSE AND STRUCTURE OF THE SUQUAMISH CITIZEN ADVISORY COMMITTEE**

The Suquamish Citizen Advisory Committee (SCAC) has been formed to provide a forum for community discussion on the many issues and interests found in the Suquamish Limited Area of More Intense Rural Development (LAMIRD). This Committee fosters enhanced engagement between stakeholders that include the residents of the Suquamish area, Suquamish Tribe, Kitsap County government, and other agencies/groups. SCAC will also facilitate the efforts of those same stakeholders currently at work on improving the Suquamish community. It is intended that the Committee will include representatives of broad interests found in Suquamish, who will work together proactively toward addressing mutual interests and concerns.

## **MISSION STATEMENT:**

The Mission of the Suquamish Citizen Advisory Committee (SCAC) is to:

- Actively facilitate communication among the Suquamish Community;
- Mutually develop and promote a sense of community vision and pride;
- Communicate between the County, Suquamish Tribe, other government entities and the Suquamish community mutual desires and concerns.
- Bring to the Suquamish community issues and projects of the County and Suquamish Tribe, and provide a means for receiving and conveying to the County and Suquamish Tribe the community's response.

## **SCAC GENERAL STRUCTURE**

### **Membership**

Membership will be limited to 12 members. County Commissioners will officially approve all members for membership.

### **Staff**

The District 1 Commissioner will direct a County staff person to attend SCAC meetings and be a resource and a liaison to the Committee. The staff person will also provide a monthly update of County activities that relate to the Suquamish community.

### **Terms of Service**

Membership appointments will be for three-year terms. Names of specific appointees will be assigned specific terms. The County staff person serves at the pleasure of the County Commissioner and will not be subject to a term.

### **Officers**

SCAC leadership will be the responsibility of a Chairperson and 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 & preparation; c) subcommittee coordination; d) press and community spokespersons. A Recorder will be elected for a one-year term. A vacancy occurring mid-term will be filled by 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 SCAC member will serve as chairperson of each subcommittee.

### **Attendance**

Active, ongoing participation of the membership is critical to SCAC success. Each member is responsible to regularly attend and actively participate in SCAC meetings. More than two absences in a 12-month period may be cause for membership termination; however, such decision shall come from the Commissioner upon the recommendation of a majority of the members.

### **Meetings**

SCAC will meet monthly for 11 months each year (with the exception of August). Meetings are currently designated as the first Thursday of each month at 6:00-8:00 PM at the Suquamish Elementary School Library. Any changes in meeting date or location will require advance public notification. Special meetings may be called at the discretion of the Chairperson with advisement to the Commissioner. All meetings will be open to the public in accordance with the Open Public Meetings Act, and announced in a local news media forum and posted on the Kitsap County website and, to the extent possible, community bulletin boards.

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 greater than 50 percent of the non-vacant membership seats (for example, if there are three vacant seats and eight non-vacant seats, a quorum is five members).

### **Bylaw Amendments**

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

### **Meetings**

An agenda will be printed and distributed at each meeting. When appropriate, the agenda may be distributed in advance of the meeting along with related meeting materials.

Each agenda topic will be allocated a specific time frame. Where applicable, each agenda item will allow time for public comment. A designated time for general public comment will be scheduled at each monthly meeting. Minutes will be taken at each meeting and distributed to the membership prior to the next meeting. Meeting minutes will become part of the public record and be posted on the Kitsap County Web site.

## SCAC GENERAL GROUND RULES

1. Ordinary formal Rules of Order will be followed as required. Meetings will start and stop on time.
2. The Chairperson or their designee will be the only official spokesperson for SCAC. Contact with county officials or agencies will be initiated by the Chairperson.
3. Comments and/or questions from individual audience members may be limited to five minutes or less at the discretion of the meeting chair. Issues that warrant more time for discussion will be scheduled for future agendas.

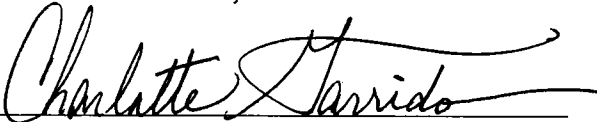
### ADOPTION

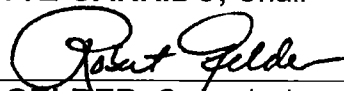
**Bylaws are in full force and effect when approved  
by the Board of County Commissioners**

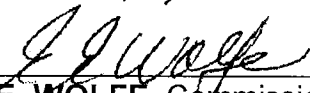
### BYLAWS APPROVAL

Dated this 13 day of March 2017

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

  
\_\_\_\_\_  
CHARLOTTE GARRIDO, Chair

  
\_\_\_\_\_  
ROBERT GELDER, Commissioner

  
\_\_\_\_\_  
EDWARDE. WOLFE, Commissioner