

Kitsap County Non-Motorized Facilities Citizens Advisory Committee

BYLAWS

Article I. Name

The Kitsap County Non-Motorized Facilities Citizens Advisory Committee (NMFCAC).

Article II. Mission

To serve the interests of the citizens of Kitsap County by advising the Kitsap County Board of Commissioners on improving and maintaining non-motorized transportation systems in Kitsap County.

Article III. Purpose of Committee

Established in accordance with Resolution No. 171-2014, the NMFCAC will serve the public interest by advising the Kitsap County Board of Commissioners on improving and maintaining non-motorized transportation systems in Kitsap County. The committee will make recommendations on projects related to non-motorized transportation, policy issues of non-motorized transportation systems, and the prioritization of non-motorized transportation projects and programs. In addition to proposing non-motorized transportation system improvements, the committee will assist Kitsap residents understand, maintain, and support features that support the non-motorized transportation system.

Article IV. Membership

Section 1. Appointments

The NMFCAC shall be comprised of up to nine members, appointed by the Board of County Commissioners, and who serve at the pleasure of the Board of County Commissioners. Initially, three members will be appointed to one-year terms, three members will be appointed to two-year terms, and three members will be appointed to three-year terms. Thereafter, members shall be appointed for terms of three years. Individuals appointed to fill vacancies shall serve the remainder of the term.

Section 2. Representation

Appointees are selected based on a balance of interests and representation (i.e. bicycling, walking, running, ADA access, water activities, and equestrian activities) and geographic distribution within Kitsap County.

Section 3. Duties & Expectations

The committee will adopt an annual work plan to be approved by the Board of Commissioners. The work plan will include recommendations to the Board of Commissioners for policy action as well as items to be completed by the NMFCAC members. Members are expected to assist each other in the orientation and education related to NMFCAC responsibilities. Members of the NMFCAC will conduct all activities in an ethical and responsible manner.

Article V. Termination

Section 1. Resignation

Resignations by members shall be submitted in writing to the chair, vice-chair and staff. Staff will forward a copy of the resignation to the county volunteer services coordinator and the Board of County Commissioners.

Section 2. Removal by Board of Commissioners

The Board of Commissioners may remove a NMFCAC member when it determines that it is in the best interest of the Council or Kitsap County. The NMFCAC may recommend by a majority vote, that a member should be removed. The chair of the NMFCAC shall report that recommendation to the Board of Commissioners for official consideration.

Article VI. Attendance

Active, ongoing participation of the membership is critical to the NMFCAC success. All NMFCAC members are responsible to regularly attend and actively participate in scheduled NMFCAC meetings. More than three (3) unexcused absences by any member during any 12-month period may result in removal of the member by the Board of County Commissioners. A members absence is unexcused if the member fails to notify the chair or county staff in advance of a meeting that the member will not attend the meeting.

Article VII. Meetings

Section 1. Public meetings law

All meetings of the committee shall be open to the public. Members of the public are welcome to speak at the beginning of the meeting, but will have no vote on actions or decisions of the committee. If time is short, the chair may limit the time that any one member of the public will be allowed to speak.

The Open Public Meeting Act (Revised Code of Washington Chapter 42.30) (OPMA) has two primary requirements – that meetings be publicly announced in advance, and that they be open to the public. A committee’s regular meeting time and place should be posted (for example, on the committee’s website). The time and place of a special meeting (a meeting held at a different time or place), along with the agenda for that meeting, must be publicized by providing at least twenty-four hours advance notice. All meetings, regular and special, must be open to the public. Also, minutes of all meetings must be recorded and made available to the public.

Section 2. Regular Meetings

The NMFCAC meets on the third Tuesday of each month at 7:00PM in the months September to May and July. The Committee will not meet in June and August unless the chair determines it is necessary to hold a special meeting. Committee meetings are generally held at the Haselwood YMCA Building, Silverdale, Washington. The NMFCAC may meet in other locations and will provide at least 24 hours notice if there is a change in location.

Regular meetings may be cancelled or changed to another specific place, date or time with the changes posted on the County website and notice given to local media.

Section 3. Notice

The committee will provide public notice of meetings to members, interested persons, news media that have requested notice, and the general public. Notice shall include the time and place for holding regular meetings. The notice will also include a list of primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner which maximizes the potential of the public to be aware of the proceedings and to participate. Whenever possible, matters resulting in a recommendation to the Board of County Commissioners will be deliberated during a minimum of two meetings to assure maximum participation.

Section 4. Special meetings

Special meetings may be called by the NMFCAC chair by notifying all members and the general public through a news media notice not less than 24 hours prior to the time of the special meeting. A special meeting should be called only if necessary to conduct business that cannot wait until the next regularly scheduled meeting. The notice shall be provided as soon as possible to encourage public participation.

Section 5. Quorum

The majority of the appointed members of the NMFCAC will constitute a quorum for the transaction of all business at any NMFCAC meeting.

Section 6. Meeting Minutes

Notes will include time and date, meeting length, members present, motions, proposals, resolutions, proposed recommendations and due date, if applicable. Draft notes should be distributed to the membership no more than two weeks following the monthly meeting for comment and correction, and will then be formally approved at the next committee monthly meeting and submitted to the county staff coordinator for posting on the committee web page on the Kitsap County website.

Section 7. Agendas

Items may be placed on a meeting agenda by any NMFCAC member or by county staff. The chair and staff will coordinate preparation of meeting agendas. The agenda should be distributed to members at least seven (7) days prior to a regular meeting.

Article VIII. Committee Action

Each committee member will be entitled to one vote on all issues presented at meetings at which the member is present. All formal actions or decision of the committee require approval by a majority of voting committee members, provided that a quorum of at least 50 percent of the official members are present

Section 1. Voting by Email or Phone

With a quorum physically present and only under extenuating circumstances, committee members may attend a regular committee meeting and vote by call-in conference via telephone or telecommunications application software that allows public access to hear the committee member attending in such a manner. This option shall be limited to two times per calendar year for each committee member. There will be no formal voting by email.

Section 2. Formal Actions

All formal actions or decision on advisory statements require a final draft to be sent to the entire committee. If formal action results in an advisory position, the advisory shall be signed by the author(s) and/or committee chair.

Section 3. Rules of Order

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern all meetings of the NMFCAC except when those rules are inconsistent with these bylaws or special rules of order of the NMFCAC.

Section 4. NMFCAC Bylaws

This document titled "Committee Bylaws" may be amended at any general committee meeting with at least 2/3 votes of a quorum. All bylaws amendments must be approved by the Board of Commissioners.

Article IX. Officers

The NMFCAC chair and vice-chair should be elected at each February meeting by a majority of all official members of the committee who vote on individuals nominated at a regular meeting of the committee. Official committee nominations for the above positions will take place at the January meeting. The chair and vice-chair shall serve a maximum term of one year. At the end of the first one-year term, the vice-chair shall become the chair and a new vice-chair will be elected.

Section 1. Chair responsibilities

The chair will lead and guide the conduct of public meetings. The chair is the official representative of the NMFCAC and shall follow the *Public Communications Guidelines* established in the Kitsap County advisory group handbook when acting as the official spokesperson to the media. The chair will be the main contact between the committee and county staff.

Section 2. Vice-Chair responsibilities

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

Section 3. Recorder Responsibilities

The recorder position will rotate monthly and alphabetically among the committee members. The recorder will take notes at each regularly scheduled NMFCAC meeting as stated above. In the event the recorder is absent from a regularly scheduled meeting, the chair will appoint an interim recorder for that meeting.

Section 4. Vacancies or Removal of Officers

The Board of County Commissioners may remove a NMFCAC officer on its own motion or upon the recommendation of the NMFCAC when it determines that it is in the interest of the committee or Kitsap County to do so. If the chair position is vacated, the vice-chair will assume the chair's position. If the vice-chair's position is vacated, the NMFCAC will elect a replacement.

Article X. Special Subcommittees

The committee may authorize the chair to appoint members to special subcommittees as necessary to deal with specific projects, problems or issues. The chair shall specify the committee's charge and time frame in which the committee will carry out its charge. All appointed subcommittees will report their information and/or recommendations to the NMFCAC in writing. Subcommittees may not make independent decisions outside of the full committee meeting. For any documentation to be presented to the committee, the county staff coordinator can be sent a digital copy no less than 24 hours prior to a meeting, and s/he will prepare copies for the meeting.

Article XI. Conflicts of Interest

Section 1. Declaration

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

Section 2. Potential conflict defined

A potential conflict of interest exists when a committee member takes an action that 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 NMFCAC member may participate in an action after declaring the potential conflict and announcing its nature, if no objections are raised.

Section 3. Actual conflict defined

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

Article XII. Staff Support

Kitsap County Public Works will provide appropriate staff support to the NMFCAC. Public Works will work together with the committee to help make their work successful. Public Works staff provides organization, communication, and meeting support as deemed appropriate by the Director of Public Works.

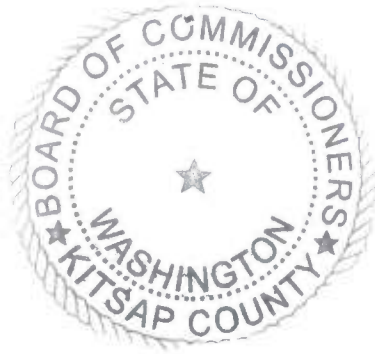
Article XIII. Community Relations/Public Input

Any member of the public will be welcome to attend and provide input at committee meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the NMFCAC may attend meetings or contact the chair, the vice-chair or county staff. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

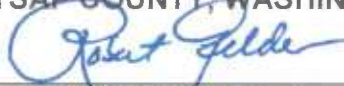
ADOPTION

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

BYLAWS APPROVAL
Dated this 13th 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

