

MASON COUNTY
CLEAN WATER DISTRICT ADVISORY COMMITTEE
BY-LAWS

I. PURPOSE

Pursuant to RCW (Revised Code of Washington) 90.72 – Shellfish Protection Districts, the Mason County Board of Commissioners (MCBOCC) adopted Resolution No. 2021-023 establishing one Shellfish Protection District in the cony to address non-point pollution sources affecting shellfish harvest areas.

The Mason County Clean Water District Advisory Committee (hereafter referred to as the Committee) was established by MCBOCC via Resolution No. 2021-52. The Committee is a group of citizens, tribal and governmental organizations, businesses, and non-profits to advise the MCBOCC in its implementation of its Clean Water District activities. The Committee will work towards the following objectives:

- Provide coordination between multiple governmental jurisdictions, including Tribes, public and private groups that share an interest in public health and environmental management of the water quality of Mason County.
- Provide recommendations to the MCBOCC and Mason County Public Health and Human Services (MCPH) on use of annual parcel fees collected.
- Provide guidance to the MCBOCC and MCPH in the development of ordinances, policies, procedures, programs, and priorities that will protect public health, preserve water quality, protect Tribal Treaty Rights of access to clean fish and shellfish, and be consistent with state and local regulatory mandates.
- Provide perspective for the MCBOCC and MPCH to assure that surface water quality ordinances, policies, procedures, priorities and plans are understandable and functional.
- Provide support for implementation of public education and public engagement strategies and opportunities for residents to learn and participate in various programs and projects related to surface water quality.

II. REGULAR MEETINGS

The Committee will meet regularly, not less than four (4) times per year. Dates and times will be set during the first meeting of the year. Special meetings can be

called by the majority of the Committee. The location for each meeting will be selected by MCPH.

III. RULES OF ORDER

Committee proceedings will be conducted informally by consensus, but formal recommendations shall be voted on by the Committee members. In cases where more formal proceedings are necessary, the meetings will be conducted according to the latest edition of Robert's Manual of Parliamentary Rules.

IV. AMENDMENTS

Recommendations for amendments to these by-laws require a simple majority vote of the Committee members present at any regular meeting of the Committee, if notice of the proposed amendment is contained in the previous and current agendas. All proposed amendments must be approved by the MCBOCC.

V. QUORUM

A quorum will consist of 50% of the active members in attendance (minimum 4 members) and will have authority to transact Committee business.

VI. MEMBERSHIP

- A. *Committee membership shall follow Mason County Resolution 2021-052 adopted by the Board of County Commissioners on August 31st, 2021:*
- One representative of the Mason County Board of County Commissioners, non-voting unless in the event of a voting tie
 - Three citizens from (residing within) the Clean Water District
 - One representative from Mason Conservation District
 - One representative from the Squaxin Island Tribe
 - One representative from the Skokomish Tribe
 - One representative from the City of Shelton
 - One representative of the Commercial Shellfish Growers
- B. *Selection of Members:* All citizen positions will be appointed by the MCBOCC according to the current Boards and Commissions Handbook. Other representative term positions will be selected by the organization itself. Knowledge of and experience in water quality is preferred but not required.
- C. *Terms of Membership:* All three citizen positions will serve a three-year term except for the first year, which follows the approved resolution to achieve staggered terms. Every three years, representative organizations will reaffirm their representatives on the Committee.

VII. OFFICER'S DUTIES

- A. The officers of the Committee shall include a Chair and Vice-Chair. The Chair and Vice-Chair may be removed by a simple majority of the Committee.
- B. Elections shall be held at the first regularly scheduled meeting after January 1 each year.
- C. The Chair shall preside over all meetings of the Committee. The Vice-Chair shall preside over all meetings at which the Chair is not in attendance. Should both the Chair and Vice-Chair be absent, an Acting Chair may be selected by the members in attendance.
- D. The Chair shall preside over all meetings, keep order, be fair and ensure that all members have an opportunity to participate.
- E. The term of the office for Chair and Vice-Chair shall be one (1) year. The Chair and Vice-Chair may not serve more than two (2) consecutive terms.

VIII. ROLES & RESPONSIBILITIES

- A. MCPH will provide staff and support for the Committee meetings.
- B. MCPH will develop the agenda for each meeting with input from Committee members.
- C. MCPH will keep minutes. Minutes will be written summary of the proceedings. Copies will be transmitted to each member prior to the next regularly scheduled meeting. Within one month, the approved meeting summaries will be distributed to Committee members, MCBOCC and posted on CWDAC website.

IX. ORDER OF BUSINESS

- A. Call to Order
- B. Roll Call and Determination of Quorum
- C. Guest Introductions
- D. Approval of Minutes
- E. Budget/ Finance Report
- F. Septic Status Report
- G. Public Comment Period
- H. Committee Old and New Business
- I. Status Report on Objectives and Recommendations
- J. Committee Members Comments
- K. Partner Comments
- L. Additional Public Comment Period
- M. Adjournment

X. ATTENDANCE


Committee members are expected to attend all regularly scheduled meetings. It is the responsibility of members to notify MCPH when they are unable to attend a regularly scheduled meeting. If proper notice is given the absence will be excused. Absences without notification will not be excused. Three unexcused absences may result in the committee formally submitting a petition to the MCBOCC requesting that the member be removed from the Committee and a new appointment made if needed.

XI. PUBLIC MEETINGS AND NOTICES

All meetings of the Committee will be open to the public. Agendas and directions for joining virtually will be posted on CWDAC website at least 5 days before each scheduled meeting.

ADOPTED this 2nd day, July, 2024.

MASON COUNTY BOARD OF COUNTY COMMISSIONERS



Randy Neatherlin, Chair