

# MASON COUNTY ON-SITE SEWAGE ADVISORY COMMITTEE

## BY-LAWS

### I. PURPOSE

The On-Site Sewage Advisory Committee (hereafter referred to as the Committee) is established by the Mason County Health Department and shall work towards the following objectives:

Provide technical expertise to the Mason County Health Department in the development of ordinances, policies, procedures and priorities that will protect the public health and be consistent with state and local regulatory mandates.

Provide perspective for the Mason County Health Department to assure that wherever possible, on-site sewage programs ordinances, policies, procedures, and priorities are practical, understandable, functional, and sensitive to the county's economic base.

Provide support to the Mason County Health Department by educating represented constituencies concerning Committee findings and recommendations.

### II. REGULAR MEETINGS

The committee shall meet regularly on a monthly basis, and no less than quarterly, at the date and time set by the Committee at their first meeting of the year, unless otherwise notified by the President. The location for each meeting will be arranged by the Mason County Health Department.

### III. RULES OF ORDER

The proceedings of the Committee meetings shall be governed by and conducted according to the latest edition of Robert's Manual of Parliamentary Rules, except when State Law takes precedent.

### IV. AMENDMENTS

These By-Laws may be amended by 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 agenda of the meeting.

### V. QUORUM

Six members of the Committee shall constitute a quorum and shall have authority to transact Committee business. A quorum shall be established at roll call and shall not be effected by member departures during the course of a meeting.

VI. MEMBERSHIP

A. Committee Makeup: Committee members will consist of up to 13 persons selected as follows:

- One representative of the Mason County Homebuilders Association
- One representative of the Mason County Realtors' Association
- One Representative of the Pacific Coast Shellfish Growers' Association
- One citizen-at-large
- Three Licensed On-Site Wastewater Designers
- One certified Installer
- One certified Pumper
- One representative of the Mason County Health Department
- Up to three representatives from Mason County watersheds

B. Selection of Members: All members shall be appointed by the Mason County Board of Health.

C. Terms of Membership: Committee membership shall serve three year terms, although nothing contained herein shall prohibit the Board from re-appointing Committee members for more than one (1) consecutive term. Initially, one third of the membership will have one year terms, and one third of the membership will have two year terms, so that vacancies will be staggered. Initial designations of terms shall be determined randomly.

D. Ad Hoc Member: In addition to the membership delineated in Section VI.A. of these by-laws, a representative from Washington Department of Health On-Site Program will be considered a non-voting ad-hoc member of the advisory committee.

VII. OFFICERS

A. The officers of the Committee shall include a President and Vice-President. The President and Vice-President 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 President shall preside over all meetings of the Committee. The Vice-President shall preside over all meetings at which the President is not in attendance. Should both the President and Vice-President be absent, an Acting President may be selected by the member in attendance.

D. The term of office for President and Vice President shall be one(1) year. The President and Vice-President may not serve more than two(2) consecutive terms.

VIII. AGENDA, MINUTES, CORRESPONDENCE, AND NOTIFICATIONS

- A. The President and/or the Mason County Health Department Staff shall determine the agenda for each meeting and notify each member of the Committee.
- B. Minutes, notifications and correspondence shall be the responsibility of the Mason County Health Department.
- C. Minutes shall be written summary of the proceedings and shall be kept by the Mason County Health Department. Copies shall be transmitted to each member prior to the next regularly scheduled meeting. A copy shall be filed in the Health Department office and shall be available to the public as a matter of record.

IX. ORDER OF BUSINESS

- A. Call to Order
- B. Roll Call and Determination of Quorum
- C. Introduction of Guests
- D. Approval of Minutes
- E. Public Comment Period
- F. Committee Business

X. ATTENDANCE

Committee members are required to attend all regularly scheduled meetings. It is the responsibility of the members to contact the President or the Mason County Health Department prior to any known absence from a regularly scheduled meeting. Three unexcused absences may result in the On-Site Sewage Advisory Committee formally submitting a petition to the appropriate party requesting that the member be removed from the Committee and a new appointment be made.

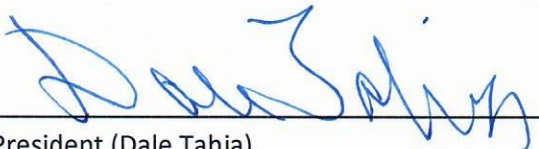
XI. PUBLIC MEETINGS AND NOTICES

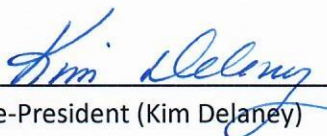
All meetings of the Committee shall be open to the public.

ADOPTED this 9<sup>th</sup> of June, 1995.

REVISED on 17<sup>th</sup> of July, 2019.

MASON COUNTY ON-SITE SEWAGE ADVISORY COMMITTEE

  
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President (Dale Tahja)

  
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Vice-President (Kim Delaney)