

OAKLAND BAY CLEAN WATER DISTRICT ADVISORY  
COMMITTEE  
***BY-LAWS***

I. PURPOSE

The Oakland Bay Clean Water District Advisory Committee (hereafter referred to as the Committee) is a group of citizens, governmental organizations, businesses and non-profits established by the Oakland Bay Clean Water District Board of Directors in order to advise on issues related to Oakland Bay. The Committee will work towards the following objectives:

- Provide coordination of multiple governmental jurisdictions, public and private groups that share an interest in sound environmental management of the water resources of Oakland Bay.
- Provide cooperative and collaborative approaches in order to perform tasks and solve problems that are too complex and multijurisdictional for one organization.
- Provide recommendations to the Oakland Bay Clean Water District Board of Directors on behalf of the members and member organizations.
- Provide technical expertise to the Oakland Bay Clean Water Board of Directors in the development of ordinances, policies, procedures, programs and priorities that will protect the public health, preserve water quality and be consistent with state and local regulatory mandates.
- Provide perspective for the Oakland Bay Clean Water Board of Directors to assure that water quality ordinances, policies, procedures and priorities are practical, understandable and functional.
- Provide the public opportunities to learn about Committee findings and recommendations.

II. REGULAR MEETINGS

The Committee will meet regularly, on a monthly or quarterly basis, at the dates and times set during the first meeting of the year, unless otherwise notified by Mason County Department of Public Health. The location for each meeting will be selected by the Mason County Department of Public Health.

III. RULES OF ORDER

Committee proceedings will be conducted informally. In cases where more formal proceeding are necessary, the meetings will be conducted according to the latest edition of Robert's Manual of Parliamentary Rules.

#### IV. AMENDMENTS

These by-laws may be amended by 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 agenda of the meeting.

#### V. QUORUM

A quorum will consist of 50% of the active members in attendance and will have authority to transact Committee business. Unfilled membership slots, or members with more than three unexcused absences may be counted as inactive members, and will not affect the quorum.

#### VI. MEMBERSHIP

A. *Committee Makeup:* Committee members will consist of up to 24 persons selected as follows:

- One representative of Washington State Department of Health
- One representative of Port of Shelton
- One representative of the Puget Sound Partnership
- One representative of Washington State Department of Ecology
- One representative of the Washington State Department of Agriculture
- Three citizens-at-large from within the Oakland Bay Clean Water District
- One representative of the Squaxin Island Tribe
- One representative of United States EPA
- One representative of the City of Shelton
- One representative of WSU Extension
- One representative of Washington Sea Grant, University of Washington
- One representative of Mason Conservation District
- One representative of Pacific Coast Shellfish Growers
- Two shellfish growers from within the Oakland Bay Clean Water District
- Three representatives from non-shellfish related businesses within the Oakland Bay Clean Water District
- One Mason County Commissioner
- Three representatives of Mason County departments.

Each representative will designate an alternate representative who may attend and vote in his or her place.

B. *Selection of Members:* All members will be appointed by the Oakland Bay Clean Water District Board of Directors

C. *Terms of Membership:* Committee members will serve three year terms. Members may be reappointed.

#### VII. ROLES & RESPONSIBILITIES

A. Mason County Department of Public Health will facilitate the meetings.

B. Mason County Department of Public Health will determine the agenda for each meeting and notify each member of the Committee.

- C. Mason County staff 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. A copy will be filed in the Mason County Department of Public Health office and will 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 expected to attend all regularly scheduled meetings. It is the responsibility of members to notify Mason County Department of Public Health 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 Oakland Bay Clean Water District Board of Directors requesting that the member be removed from the Committee and a new appointment made.

XI. PUBLIC MEETINGS AND NOTICES

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

ADOPTED this 5th day, August 2009.

OAKLAND BAY CLEAN WATER DISTRICT ADVISORY COMMITTEE

  
Facilitator