

BYLAWS

LAKE WHATCOM WATERSHED ADVISORY BOARD

I. Name

The name of said committee shall be the Lake Whatcom Watershed Advisory Board (hereinafter referred to as “the Board”).

II. Purposes

- A. The Board shall advise the City regarding the watershed land acquisition program, and the future use and maintenance of acquired property. The Board shall provide citizen advice concerning proposed specific land acquisitions except when not feasible. Provided, however, the City Council, as required by law, shall make the final decision.
- B. The Board and City staff shall undertake their functions based upon consideration of the baseline criteria adopted by Joint Resolution of the City, Whatcom County, and the Lake Whatcom Water and Sewer District, as well as upon consideration of the City of Bellingham Overlay Criteria adopted by the City Council. The Board shall annually review the City of Bellingham Overlay Criteria and recommend amendments to the City Council as appropriate.
- C. The specific responsibilities of the Board are more particularly described as follows:
 - 1) To provide advice and input to the City staff regarding recommended land acquisitions in the Lake Whatcom Watershed.
 - 2) To consult with and make recommendations to the City staff regarding policies for the use, maintenance and/or disposition of acquired property.
 - 3) To encourage individuals and community/private groups or entities to donate funds and/or property to the Lake Whatcom Watershed Program.
 - 4) The Board may make a recommendation to the City staff or the City Council regarding some of all of the issues that come before the Board. The City staff or City Council may adopt, modify, or reject such recommendation. The recommendation of the Board shall be transmitted to the City Council along with the staff recommendation.
 - 5) In providing recommendations, the Board shall be guided first by the overriding goal of protecting the source drinking water quality in the Lake Whatcom Reservoir. In providing these policy recommendations the Board shall be guided

further by consideration of reducing development and development potential in the watershed and of creating potential for future recreational opportunities.

III. Membership

- A. The Board shall consist of up to eleven members appointed and removed by the Mayor. Each member shall be a citizen of the United States and an elector of the City of Bellingham, a resident of the State of Washington for at least three years and of the City of Bellingham for at least two years prior to appointment as a member of the Board.
- B. Each member shall serve for a period of three years, however, so as to provide for staggered terms, the Mayor shall assign a 1-year term to two members and a 2-year term to two members, with the three remaining members assigned a three-year term.
- C. Board membership may not be directly or indirectly based upon, or limited by, age, race, color, religion, sex, national origin, or the presence of any physical handicap.
- D. Board members shall serve without compensation from the City, or from any trust, donation or legacy to the City for their services as such members; but this limitation shall not preclude a member or his/her firm receiving compensation from the City under contract or otherwise for services rendered outside his/her duties as a Board member; provided, that any Board member having an interest or who contemplates acquiring an interest in any particular transaction, contract, or project must disqualify himself/herself from any official action contributing towards an official recommendation to the City on that subject.
- E. A member may be reappointed.
- F. Any vacancy in the membership of the Board shall be filled in the same manner as the original appointment. A Board member position shall be deemed vacant when:
 - 1) An appointee who has not yet been confirmed withdraws his/her application.
 - 2) A member no longer continues to meet qualifications for appointment during the term of office.
 - 3) A member voluntarily resigns prior to the expiration of an appointed term.
- G. Member Resignation: A Board member may resign from Board membership by giving written notice to the Mayor. The notice shall specify an effective date of resignation, and should be submitted at least thirty days prior to the effective date whenever possible.

- H. Member Removal: A Board member may be removed from the Board only by the Mayor. The Board may recommend that a member be removed for failure to participate in Board activities or for behavior that negatively impacts the Board's purpose.
- I. Members may not speak on behalf of the Board without express permission of the Board, except as provided in Section V.

IV. Meetings

- A. Meetings: The Board shall hold at least one regular meeting each quarter. Additional meetings may be held as the Board deems necessary. The time and hour of these meetings shall be determined by a consensus of the Board.
- B. Additional Meetings: When deemed expedient, or at the request of the Board, the Board Chairperson may call additional meetings of the Board to be held at such time and place as stated by the Board Chairperson.
- C. Public: Meetings of the Board shall be open to the public, and the public shall be encouraged to attend.
 - 1) All regular and additional meetings of the Board shall be called, noticed, held, and conducted in accordance with the Open Public Meetings Act of 1971 (RCW 42.30).
 - 2) Each meeting's agenda shall include the opportunity for public comment.
- D. Accessibility: The Board shall hold meetings in compliance with the Americans with Disabilities Act.
- E. Quorum:
 - 1) At any meeting, a quorum shall consist of a majority of voting members, i.e., four of the Board's seven voting members must be present in order for a meeting to take place. The existence of any vacancies shall not be counted for purposes of establishing a quorum.
 - 2) A minimum of five members must be present for the Board to make any decisions on recommendations to be forwarded to the City Council.
- F. Consensus:
 - 1) Meetings will be facilitated by City staff, who will guide Board members through a consensus decision-making process.

- 2) In the event that there are dissenting opinions on specific components of an overall recommendation, the overall recommendation and the dissenting opinions will be forwarded together to the City Council.

G. Executive Session: The Board may hold an executive session during a regular or special meeting in accordance with the Open Public Meetings Act of 1971 (RCW 42.30.110).

H. Attendance:

- 1) Members are expected to attend all regular meetings.
- 2) Members who miss excessive meetings without due cause may have their appointments automatically terminated by the Mayor. "Due cause" is defined as contacting the Board secretary in advance of the meeting with a reason for not attending.

V. Officers

A. The Board shall annually elect a Chairperson and Vice Chairperson from among its members. Officers' terms begin the third Thursday in August.

B. Officers— Duties

1) Chairperson

- a) The Chairperson shall serve as the spokesperson for the Board.
- b) The Chairperson shall act as liaison between the Board and support staff.
- c) The Chairperson shall formulate the agenda with input from Board members and staff.
- d) The Chairperson may call meetings of the Board.
- e) The Chairperson shall perform such other duties as required and approved by the Board.

2) Vice Chairperson

- a) The Vice Chairperson shall assist the Chairperson in fulfilling his/her duties and shall serve as Chairperson during the absence of the Chairperson.
- b) The Vice Chairperson shall ensure that all Board activities adhere to the Board bylaws.
- c) The Vice Chairperson shall perform such other duties as required and approved by the Board.

C. Officer Resignation: A Board officer may resign from office by giving written notice to the Mayor. The notice shall specify an effective date of resignation, and

whenever possible, shall be submitted at least thirty days prior to the effective date of the resignation.

- D. Officer Vacancy: In the event the Chairperson is unable to fulfill his/her duties or resigns in the middle of a term, the Vice Chairperson automatically assumes the duties of the Chairperson until elections for the office are held. In the event of a vacancy in the Vice Chairperson's position, the Board shall elect a Board member to fill the unexpired term.

VI. Subcommittees

The Board shall have the authority to create any subcommittees that may be deemed helpful to the work of the Board and the accomplishment of its purpose.

VII. Finances

The Board shall neither receive funds nor make disbursements of its own authority.

VIII. Support Services

The City staff shall provide appropriate staff support to the Board, including facilitation, secretarial, mailing, and other support services.

- 1) Written records of meetings and actions of the Board shall be kept. Such records shall be public. All official records of the Board shall be kept at City of Bellingham, Public Works Engineering, Environmental Resources Division, and upon request will be made available for public inspection during regular business hours.
- 2) Meeting minutes shall be sent to the Board members within five business days after the meeting.
- 3) Meeting agendas shall be sent to Board members at least ten business days prior to the meeting.

IX. Amendments

- A. These bylaws may be amended by five or more members at any meeting of the Board provided that notice of the proposed amendment(s) has been sent to all members at least ten business days in advance of the meeting.
- B. The rules contained in Sturgis Standard Guide of Parliamentary Procedure shall govern all meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board may adopt.