

1 **BYLAWS FOR**

2 **CLEAN WATER COMMISSION**

3 **Updated 2/01/2023**

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5 **Section 1. Name**

6 The official name of the commission is the Clark County Clean Water Commission (Clean Water  
7 Commission or CWC).  
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9 **Section 2. Governing Authority**

10 The Clean Water Commission is governed by the following regulations: Clark County Chapter 13.30A,  
11 Clean Water Funding and Clark County Charter Article 3.3. The Clean Water Commission shall comply  
12 with all applicable laws governing public meetings and public records.  
13

14 **Section 3. Vision and Mission of the Commission**

15 The Clean Water Commission will, in all their actions and recommendations, strive to achieve healthy  
16 watersheds throughout Clark County and to ensure the integrity of the water cycle, as defined by  
17 commonly accepted best standards. The CWC will do so by recognizing the importance of the  
18 community's needs, seeking and recommending actions that can be implemented at a rate and with  
19 methods that are achievable in accordance with applicable laws.  
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21 **Section 4. Commission Organization**

22 The Clean Water Commission consists of nine (9) members appointed by the County Manager and  
23 confirmed by the Clark County Council (the Council). The application to serve on the commission and  
24 appointment of members to the commission shall follow all county regulations and policies to ensure  
25 fairness in the appointment process. The County Manager may remove any member who does not  
26 comply with the bylaws.

- 27 A. **Representation** – The nine-member commission may represent the following interests in  
28 the community: large rural land-owners, small business owners, neighborhood associations,  
29 agricultural interests, ecological and engineering communities, urban land owners and  
30 citizens-at-large.
- 31 B. **Commissioner Appointments** –Members of the commission shall be appointed by the County  
32 Manager to a three-year term. A public notice of vacancies will be issued approximately 90  
33 days prior to an expected vacancy. The notice will direct candidates to submit an application  
34 to the Clean Water Division Manager for consideration. All commission applications will be  
35 kept on file for one year by the Clean Water Manager and can be considered for any  
36 commissioner openings that become available. If a mid-term opening occurs, and no  
37 applications currently on file are considered, public notice of the vacancy will be issued within  
38 30 days of the resignation.
- 39 C. **Commissioner Terms** - Except in situations where a member of the commission resigns or is  
40 removed, terms will start in January 1 and end on December 31. The terms are for three years  
41 and are staggered so that three of the nine-member's terms expire each year. Members of  
42 the commission filling a mid-term vacancy will serve from the time they are appointed to the  
43 end of the previously established term. Term expiration dates are listed on the commission's  
44 meeting agendas, minutes, and on the Clean Water department's webpage at  
45 <http://www.clark.wa.gov/public-works/clean-water-commission>.

- 46 D. **Chair Person** –The Chair shall conduct commission meetings using Robert's Rules of Order or  
47 a similar structure. The Chair is responsible to keep the meetings on schedule, and ensure  
48 that all agenda items are covered and appropriate conduct is maintained by meeting  
49 attendees. The Chair is responsible for the presentation of the commission's annual report to  
50 the County Manager and Clark County Council.
- 51 E. **Vice Chair Person** – When the Chair is absent, the Vice Chair shall perform the duties of the  
52 Chair. If the Chair and Vice Chair are both absent, the members may elect for the meeting a  
53 temporary Chair, who shall have the full powers of the Chair during that meeting.
- 54 F. **Staff Liaison** – Clean Water Commission shall have a staff liaison from the Public Works Clean  
55 Water Division. The staff liaison shall coordinate the meeting location, meeting  
56 announcement, agenda development, meeting summary and provide communications  
57 between the commission, the department, the County Manager and the Clark County  
58 Council. The staff liaison shall keep all records for public review and be responsible for posting  
59 all meeting agendas and summaries on the department webpage as part of the public record.
- 60 G. **Work Groups / Subcommittee(s)** – The Clean Water Commission may establish  
61 subcommittees and/or work groups at its discretion. The Chair may create additional  
62 subcommittees of no more than four commissioners to address specific topics or issues, and  
63 the timeframe for which they will conduct their work. The subcommittee should regularly  
64 report to the full commission on their progress and bring forth any item that needs to be  
65 acted upon. When the topic work is completed, the Chair shall then dissolve the  
66 subcommittee.
- 67 H. **Quorum** – For the transaction of business, a simple majority of the appointed members shall  
68 constitute a quorum.
- 69  
70

## 71 **Section 5. Nomination and Election of Officers**

- 72 A. **Nomination** – A nomination is a formal proposal to the voting body, to fill an office or position  
73 in an election. The Chair will open nominations for one office at a time. The Chair will call for  
74 candidate nominations "from the floor." Nominated individuals may affirm or reject the  
75 nomination prior to a second. A formal second of the nomination is needed for it to be valid.  
76 After all nominations for that position are made, each candidate may give a short speech  
77 during the motion's discussion phase prior to the election. After the vote has been conducted,  
78 the Chair will open nominations for the next office.
- 79 B. **Elections** – In accordance to the Open Public Meetings Act, elections will be conducted by  
80 simple majority voice vote or by show of hands vote during an open Clean Water Commission  
81 meeting. The election becomes final when the Chair announces the results of the election.
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## 83 **Section 6. General Commission and Member Expectations**

84 While serving on the Clean Water Commission, the members are to follow the expectations as set  
85 forth in these bylaws:

- 86 A. **Representation** – Each member is expected to represent the community's opinions, needs,  
87 and interests.
- 88 B. **Attendance** – Each member is expected to attend every regularly scheduled CWC meeting.  
89 Attendance shall not fall below 75 percent of all regularly scheduled meetings over a 12-  
90 month period. In the event of special meetings, attendance is expected as available. All

members are expected to have the appropriate time available to read materials, regularly check emails, attend commission, and work group meetings and participate in special topics as needed. Attendance via video conference or telephone is acceptable and should be arranged with the staff liaison prior to the meeting

- C. **Common Courtesy Clause** – Member(s) of the commission must notify the Chair and the staff liaison as soon as possible if they will not be present at a meeting or are considering resignation.
- D. **Conduct** – Each member is expected to participate in the commission in an appropriate and respectful manner. All issues and conversations shall be conducted with a fair and open perspective. Abusive and offensive language or behaviors are strictly forbidden at all times in meetings of the commission and interactions with county staff or the public.
- E. **Qualifications** – Members shall review all meeting packet information prior to meeting attendance so that they are prepared to actively participate in discussions, program review and recommendations.
- F. **Length of Service** – Each member is expected to serve their full term. If a member is interested in continuing service, they should submit a letter of interest to the Clean Water Division Manager by September 30 of the year their term expires. Written notice will be submitted as soon as possible for commissioners who are resigning from the commission.
- G. **Training** – Each new member is expected to attend a training with the staff liaison to ensure that they are aware of the various components of the commission, including expectations, topics, and general information. These trainings are meant to assist the member in getting up to speed with all the relevant information that is needed for them to fully participate in the meetings.
  - a. **Open Public Meetings Act (OPMA) and Records Retention Training** – Within 90 days of appointment, each commissioner will complete the OPMA and records retention training and provide a copy of the certificate to the staff liaison. Commissioners shall maintain their certification as required by law and provide proof to the liaison.
- H. **Communications** – Each member is expected to participate in the communications of the group to ensure there is a clear understanding of the topics discussed. Members should contact the Chair and/or staff liaison if they need additional information. All information will be emailed to staff as available, per their request. Other arrangements can be made, as needed, with the staff liaison (such as hard copies of packets, etc.).
- I. **Abstentions and Conflict of Interest** – No member of the commission shall vote on a matter in which they (or a close family member) have a direct financial interest. The member shall reveal to the Clean Water Commission and the staff liaison any conflict of interest that they may have on a discussion topic and allow members to object to their participation in the discussion. If the member cannot fairly review or participate in the discussion, they should choose to abstain from the discussion and vote.
- J. **Social Media, Nepotism, Diversity and Other Clark County Policies** – Each Commissioner shall follow Clark County policies pertaining to social media, nepotism, conflict of interest, diversity, equal opportunity, and all other applicable county policies which are posted on the Clark County Human Resources webpage located at <https://www.clark.wa.gov/sites/default/files/dept/files/human-resources/documents>.
- K. **Disciplinary Action** – If any member of the commission is in violation of these bylaws, a motion to recommend disciplinary action up to and including the removal of the member from the commission can be made. If approved, the recommendation would be sent to the

Clean Water Manager who could then forward to the County Manager for formal action. The Clean Water Manager may also recommend to the County Manager disciplinary action up to and including removal of a commissioner for violation of these bylaws and/or county policies.

- L. **Advise and Assist Clean Water Division** – The Commission is expected to provide input and assist the Clean Water Division as needed. For example, participation in educational and community outreach events, gathering community input and making recommendations regarding clean water fees or programs, making recommendations for Clean Water private grant programs, and reviewing stormwater management implementation plan documents.

## Section 7. Meeting Structure

The Commission meetings shall be structured to ensure appropriate and fair discussion of the topics on the agenda. The meeting shall ensure that there is adequate time to fully discuss the issues at hand.

- A. **Meeting Format** - The meeting should consist of the following topics, at a minimum:
  - 1) Roll call of members and introduction of staff
  - 2) Review of the meeting packet/agenda
  - 3) Approval of the previous meeting minutes
  - 4) Public comment (limit to three minutes per person unless approved by the Chair)
  - 5) Staff reports on department business
  - 6) Commissioner business (other topics)
  - 7) Adjourn
- B. **Meeting Location** - The regular meeting location for the Clean Water Commission shall be at the Clark County Public Service Center, 1300 Franklin Street, 6th Floor Conference Room 698, Vancouver, Washington, unless otherwise directed by the staff liaison. The meeting will be hosted at a location that best serves the members, including available parking, safe access, restroom facilities and associated amenities.
- C. **Meeting Date/Time** – The regular meeting shall occur six (6) times a year on the first Wednesday of February, April, June, August, October, and December. The time for the meeting shall start at 6:30 p.m. In the event of a legal holiday, the meeting shall be rescheduled. Special meetings may be called at the discretion of the Chair. Public notice will be given according to the Open Public Meetings Act (OPMA) requirements and minutes will be published if there is a quorum and any action is taken. Examples of a special meeting would be new Commissioner training or a CWC field trip of stormwater facilities, which could occur even if there is not a quorum.
- D. **Agenda Development** – The staff liaison shall develop the agenda for each meeting in coordination with the Clean Water Manager and the Chair.
- E. **Commission Meeting Packets** – The staff liaison will ensure that each commission member receives a meeting packet prior to the meeting. The packets may be mailed or emailed, as appropriate. The packets will include the meeting agenda, the previous meeting's minutes, staff updates and staff reports.
- F. **Meeting Minutes** – The staff liaison will take notes (or assign their designee) to ensure that the general discussion points are captured in the meeting minutes. The minutes will not capture all comments at the meeting, but capture the general information relayed by the members. These will be available for approval at the following meeting. Although not required, any audio recordings of the Clean Water Commission meetings will be made

available to the public on the department's website at: <http://www.clark.wa.gov/public-works/clean-water-commission>.

#### **Section 8. Annual Report**

The commission shall create an annual report for the County Manager and Clark County Council. The annual report will summarize discussions, actions, and recommendations from the Clean Water Commission from the previous year. The report will also include a work plan for the upcoming year. A work session will be scheduled to present the annual report to the County Manager / County Council during the first quarter of each year.

#### **Section 9. Compensation and Reimbursement**

The service of the members shall be on a voluntary basis and without monetary compensation. If members are required to incur expenses, they shall seek pre-authorization from the staff liaison prior to the expense. Expense reimbursement shall comply with all county policies for reimbursement.

#### **Section 10. Amendment**

These bylaws shall be reviewed at least every two years for applicability. Any proposed amendments shall be sent to the staff liaison and Chair in writing. The request will be considered at the following regularly scheduled meeting and decided by a quorum of members at the meeting. If there is a need for further discussion, the amendment request can be tabled for further review and consideration at the following meeting.

***End of Clark County Clean Water Commission Bylaws***

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