

1 **BYLAWS FOR**
2 **CLEAN WATER COMMISSION**
3 **March 6, 2019**

4
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
11 13.30A, Clean Water Funding and Clark County Charter Article 3.3. The Clean Water Commission
12 shall comply with all applicable laws governing public meetings and public records.

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

15 The Clean Water Commission will, in all their actions and recommendations, strive to achieve
16 healthy watersheds throughout Clark County and to ensure the integrity of the water cycle, as
17 defined by commonly accepted best standards. The CWC will do so by recognizing the importance
18 of the community's needs, seeking and recommending actions that can be implemented at a rate
19 and with 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
24 and appointment of members to the commission shall follow all county regulations and policies to
25 ensure fairness in the appointment process. The County Manager may remove any member who
26 does not 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
32 County Manager to a three-year term. A public notice of vacancies will be issued
33 approximately 90 days prior to an expected vacancy. The notice will direct candidates to
34 submit an application to the Clean Water Division Manager for consideration. If a mid-term
35 opening occurs, public notice of the vacancy will be issued within 30 days of the resignation.
36 All commission applications will be kept on file for one year by the Clean Water Manager
37 and can be considered for any commissioner openings that become available.
- 38 C. **Commissioner Terms** - Except in situations where a member of the commission resigns or is
39 removed, terms will start in January 1 and end on December 31. The terms are for three
40 years and are staggered so that three of the nine-member's terms expire each year.
41 Members of the commission filling a mid-term vacancy will serve from the time they are
42 appointed to the end of the previously established term. Term expiration dates are listed on
43 the commission's meeting agendas, minutes, and on the Clean Water department's
44 webpage at <http://www.clark.wa.gov/public-works/clean-water-commission>.

- 45 D. **Chair Person** –The Chair shall conduct commission meetings using Robert’s Rules of Order or
46 a similar structure. The Chair is responsible to keep the meetings on schedule, and ensure
47 that all agenda items are covered and appropriate conduct is maintained by meeting
48 attendees. The Chair is responsible for the presentation of the commission’s annual report
49 to the County Manager and Clark County Council.
- 50 E. **Vice Chair Person** – When the Chair is absent, the Vice Chair shall perform the duties of the
51 Chair. If the Chair and Vice Chair are both absent, the members may elect for the meeting a
52 temporary Chair, who shall have the full powers of the Chair during that meeting.
- 53 F. **Staff Liaison** – Clean Water Commission shall have a staff liaison from the Public Works
54 Clean Water Division. The staff liaison shall coordinate the meeting location, meeting
55 announcement, agenda development, meeting summary and provide communications
56 between the commission, the department, the County Manager and the Clark County
57 Council. The staff liaison shall keep all records for public review and be responsible for
58 posting all meeting agendas and summaries on the department webpage as part of the
59 public record.
- 60 G. **Work Groups / Subcommittee(s)** – The Clean Water Commission may establish
61 subcommittees and/or work groups at its discretion. Currently, there are three standing
62 work groups: the Community Outreach and Education Group, the Research Group, and the
63 Partnerships Group. These ongoing work groups have defined mission statements and
64 annually-established objectives, will report to the Clean Water Commission during regular
65 commission meetings and propose appropriate actions for the CWC as a whole to make.
66 Additionally, the Chair may create additional subcommittees of no more than four
67 commissioners to address specific topics or issues, and the timeframe for which they will
68 conduct their work. The subcommittee should regularly report to the full commission on
69 their progress and bring forth any item that needs to be acted upon. When the topic work is
70 completed, the Chair shall then dissolve the subcommittee.
- 71 H. **Quorum** – For the transaction of business, a simple majority of the appointed members
72 shall constitute a quorum.
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75 Section 5. Nomination and Election of Officers

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

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

- 93 A. **Representation** – Each member is expected to represent the community’s opinions, needs,
94 and interests.
- 95 B. **Attendance** – Each member is expected to attend every regularly scheduled CWC meeting.
96 Attendance shall not fall below 75 percent of all regularly scheduled meetings over a 12
97 month period. In the event of special meetings, attendance is expected as available. All
98 members are expected to have the appropriate time available to read materials, regularly
99 check emails, attend commission and work group meetings and participate in special topics
100 as needed. Attendance via telephone is acceptable and needs to be arranged with the staff
101 liaison prior to the meeting.
- 102 C. **Common Courtesy Clause** – Member(s) of the commission must notify the Chair and the
103 staff liaison as soon as possible if they will not be present at a meeting or are considering
104 resignation.
- 105 D. **Conduct** – Each member is expected to participate in the commission in an appropriate and
106 respectful manner. All issues and conversations shall be conducted with a fair and open
107 perspective. Abusive and offensive language or behaviors are strictly forbidden at all times
108 in meetings of the commission and interactions with county staff or the public.
- 109 E. **Qualifications** – Members shall review all meeting packet information prior to meeting
110 attendance so that they are prepared to actively participate in discussions, program review
111 and recommendations.
- 112 F. **Length of Service** – Each member is expected to serve their full term. If a member is
113 interested in continuing service, they should submit a letter of interest to the Clean Water
114 Division Manager by September 30 of the year their term expires. Written notice will be
115 submitted as soon as possible for commissioners who are resigning from the commission.
- 116 G. **Training** – Each new member is expected to attend a training with the staff liaison to ensure
117 that they are aware of the various components of the commission, including expectations,
118 topics, and general information. These trainings are meant to assist the member in getting
119 up to speed with all the relevant information that is needed for them to fully participate in
120 the meetings.
 - 121 a. **Open Public Meetings Act (OPMA) and Records Retention Training** – Within 90 days
122 of appointment, each commissioner will complete the OPMA and records retention
123 training and provide a copy of the certificate to the staff liaison. Commissioners shall
124 maintain their certification as required by law and provide proof to the liaison.
- 125 H. **Communications** – Each member is expected to participate in the communications of the
126 group to ensure there is a clear understanding of the topics discussed. Members should
127 contact the Chair and/or staff liaison if they need additional information. All information
128 will be emailed to staff as available, per their request. Other arrangements can be made, as
129 needed, with the staff liaison (such as hard copies of packets, etc.).
- 130 I. **Abstentions and Conflict of Interest** – No member of the commission shall vote on a matter
131 in which they (or a close family member) have a direct financial interest. The member shall
132 reveal to the Clean Water Commission and the staff liaison any conflict of interest that they
133 may have on a discussion topic and allow members to object to their participation in the
134 discussion. If the member cannot fairly review or participate in the discussion, they should
135 choose to abstain from the discussion and vote.

- 136 J. **Social Media, Nepotism, Diversity and Other Clark County Policies** – Each Commissioner
137 shall follow Clark County policies pertaining to social media, nepotism, conflict of interest,
138 diversity, equal opportunity, and all other applicable county policies which are posted on
139 the Clark County Human Resources webpage located at
140 <https://www.clark.wa.gov/sites/default/files/dept/files/human-resources/documents>.
141 K. **Disciplinary Action** – If any member of the commission is in violation of these bylaws, a
142 motion to recommend disciplinary action up to and including the removal of the member
143 from the commission can be made. If approved, the recommendation would be sent to the
144 Clean Water Manager who could then forward to the County Manager for formal action.
145 The Clean Water Manager may also recommend to the County Manager disciplinary action
146 up to and including removal of a commissioner for violation of these bylaws and/or county
147 policies.
148 L. **Advise and Assist Clean Water Division** – The Commission is expected to provide input and
149 assist the Clean Water Division as needed. For example, participation in educational and
150 community outreach events, gathering community input and making recommendations
151 regarding clean water fees or programs, making recommendations for Clean Water private
152 grant programs, and reviewing stormwater management implementation plan documents.
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154 Section 7. Meeting Structure

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

- 158 A. **Meeting Format** - The meeting should consist of the following topics, at a minimum:
159 1) Roll call of members and introduction of staff
160 2) Review of the meeting packet/agenda
161 3) Approval of the previous meeting minutes
162 4) Public comment (limit to three minutes per person unless approved by the Chair)
163 5) Staff reports on department business
164 6) Commissioner business (other topics)
165 7) Adjourn
166 B. **Meeting Location** - The regular meeting location for the Clean Water Commission shall be
167 at the Clark County Public Service Center, 1300 Franklin Street, 6th Floor, Training Room
168 (Room 679), Vancouver, Washington, unless otherwise directed by the staff liaison. The
169 meeting will be hosted at a location that best serves the members, including available
170 parking, safe access, restroom facilities and associated amenities.
171 C. **Meeting Date/Time** – The regular meeting shall occur six (6) times a year on the first
172 Wednesday of January, March, May, July, September, and November. The time for the
173 meeting shall start at 6:30 p.m. In the event of a legal holiday, the meeting shall be
174 rescheduled. Special meetings may be called at the discretion of the Chair. Public notice will
175 be given according to the Open Public Meetings Act (OPMA) requirements and minutes will
176 be published if there is a quorum and any action is taken. An example of a special meeting
177 would be the CWC field trip of stormwater facilities, which could occur even if there is not a
178 quorum.
179 D. **Agenda Development** – The staff liaison shall develop the agenda for each meeting in
180 coordination with the Clean Water Manager and the Chair.

- 181 E. **Commission Meeting Packets** – The staff liaison will ensure that each commission member
182 receives a meeting packet a minimum of one week prior to the meeting. The packets may
183 be mailed or emailed, as appropriate. The packets will include the meeting agenda, the
184 previous meeting’s minutes, staff updates and staff reports.
- 185 F. **Meeting Minutes** – The staff liaison will take notes (or assign their designee) to ensure that
186 the general discussion points are captured in the meeting minutes. The minutes will not
187 capture all comments at the meeting, but capture the general information relayed by the
188 members. These will be available for approval at the following meeting. Although not
189 required, any audio recordings of the Clean Water Commission meetings will be made
190 available to the public on the department’s website at: [http://www.clark.wa.gov/public-](http://www.clark.wa.gov/public-works/clean-water-commission)
191 [works/clean-water-commission](http://www.clark.wa.gov/public-works/clean-water-commission).

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193 **Section 8. Annual Report**

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

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200 **Section 9. Compensation and Reimbursement**

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

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206 **Section 10. Amendment**

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