

**CLALLAM COUNTY  
MARINE RESOURCES COMMITTEE  
BUSINESS RULES**

Adopted March 20, 2000  
Revised May 22, 2006  
Revised May 21, 2007

The Marine Resources Committee of Clallam County, Washington (being constituted by Board of County Commissioners' Resolution No. 58-1999, and re-established by Board of County Commissioners' Resolution No. 05-2007) adopts the following rules for the transaction of its business.

**1.0 Role and Function of the Marine Resources Committee (MRC)**

The role and function of the NMRC is as stated by the Board of County Commissioners' Resolution 58, 1999, or as that resolution is amended.

**2.0 Committee Members and Officers, Appointment, Term of Office and Removal**

- 2.1 The committee consists of fifteen members who are appointed by the Board of County Commissioners for staggered terms of office. The officers of the committee consist of a chair and vice-chair, each serving one-year terms in office.
- 2.2 Additional ex-officio members may participate as described in item IX of Board of County Commissioners' Resolution 58, 1999.
- 2.3 The MRC may recommend to the Board of County Commissioners the removal of an MRC member for inefficiency, neglect of duty or malfeasance in office. The MRC will consider three consecutive absences of a member from the regularly scheduled monthly meetings of the committee as neglect of duty unless permission has been granted by the chair of the MRC and so noted in the minutes of those meetings missed.

**3.0 Officers – Election of Officers – Succession**

- 3.1 Annually, at its first May meeting, the committee will elect officers. Nomination of officers is from the floor and, where more than one nomination to an office is received, voting will be by secret ballot. Election of any officer requires a majority of the entire committee.
- 3.2 In the event of a vacancy in the chair, the vice-chair will automatically succeed to the chair. A vacancy occurring in the office of chair or vice-chair is filled by election, as defined above, to serve for the unexpired portion of the term.
- 3.3 An acting chair will be elected by the members present to serve during the absence of the chair and vice-chair.

**4.0 Officers – Duties**

- 4.1 The chair is the chief executive of the MRC and is responsible to appoint subcommittees and to conduct business of the MRC between its meetings, in coordination with County staff. The chair will sign documents of the committee.

The chair shall also serve as the official spokesperson for the group in matters relating to the press. The chair is entitled to a single vote and shall retain the right and responsibility to participate in all deliberations and to vote on all matters. The vice-chair will act for the chair in the chair's absence.

- 4.2 The MRC will elect an official Representative to the NW Straits Commission, and an alternate representative. The Representative will be responsible to attend all NWS meetings, or arrange for an alternate; to act as spokesperson for the MRC at NWS meetings, and to report back to the MRC matters arising.

## **5.0 Meetings & Notices**

- 5.1 All meetings shall be open to the public and all MRC actions shall take place in MRC meetings.
- 5.2 Regular meetings of the MRC are held on the third Monday each month at a place determined at the prior meeting. The MRC may substitute another day, time or place for the regular meeting and include such notification in the meeting call. If the business of a regular meeting cannot be completed, the committee may designate a time for an adjourned meeting or may defer the business until the next regular meeting. If another day, time or place is selected public notice shall be given as follows:
  - a. Posting of a notice at the entrance(s) to the building where MRC meetings are customarily held; and
  - b. Publication of a legal notice in the county newspaper of the change to the MRC meeting schedule not less than ten calendar days prior to the meeting; and
  - c. Timely written request to the weekly local newspapers for inclusion in the community calendar sections of those papers.
- 5.3 Public notices shall be prepared and published in a timely manner to support scheduled meetings, in addition to posting the meeting notice and the agenda at the meeting place before the start of each meeting. Meeting calls including the agenda, meeting place and time, and other related materials, shall be mailed to the MRC members at least seven days prior to regular meetings and in a complete form to allow review by the members. The Board of County Commissioners shall also receive a copy of the agenda and related materials.
- 5.4 Special meetings may be called by formal action of the MRC, by order of the chair or by written request to the chair by a minimum of three members. Notice of such special meeting is to be provided to all committee members at a minimum of ten days prior to the meeting and public notice will be provided as specified in 5.2 above.
- 5.5 Subcommittee work sessions may be scheduled as needed. At such meetings the public is welcome to attend but shall not ordinarily be allowed to participate unless specifically requested by the subcommittee chair.

## **6.0 Attendance**

To achieve its greatest effect, the MRC needs the regular attendance of its members at most or all meetings; the committee benefits greatly from full participation of each member

and keenly feels each absence. In light of this, committee members are expected and required to notify the chair of anticipated absence from any meeting of the MRC as far in advance of the meeting as possible. In the event that such notifications indicate that a quorum will not be present, the chair will ordinarily cancel or reschedule the meeting.

## **7.0 Quorum – Voting**

- 7.1 A simple majority of the total of the members currently appointed to the committee constitutes a quorum for the conduct of MRC business. Voting is by voice vote, except where these rules or the MRC itself may require a ballot or roll call vote. All MRC members other than alternates or ex-officio shall be voting members.
- 7.2 The decision making approach of the MRC will be by consensus. Consensus is defined as a decision that allows each representative to say “The group I represent can live with the decision and accept it, regardless of whether it is exactly what I want.” If consensus still cannot be reached, the issue under consideration will be tabled until the next meeting where it will be addressed as old business. If at this time consensus as defined herein still cannot be reached on the issue, the MRC will recognize a simple majority vote. The minority opinion will also be forwarded to the Board of Clallam County Commissioners.

## **8.0 Conflict of Interest**

Conflict of interest will rarely arise as a matter of concern for MRC members; however, in the discussion, preparation and submittal of funding proposals for MRC projects it is possible that a conflict or the appearance of a conflict may arise. Conflict of interest is defined as the possibility or appearance of possibility, and not just the actuality of a private benefit, direct or indirect, or the creation of a material personal gain or advantage to the member, family, friends or associates who hold some share of a member’s loyalty.

Any member who believes that he or she has a conflict of interest on any matter before the committee must, as soon as the chair introduces the matter, announce that he or she has a conflict and promptly leave the room. The particulars of the conflict need not be disclosed.

A member who believes he or she may have the appearance of a conflict but does not believe that an actual conflict exists nor that his/her ability to reach an unbiased conclusion is in any way compromised should, at the opening of the discussion, disclose the apparent conflict, declare that he/she does not believe he/she is biased in any way and ask if anyone in the audience would object to his/her participation in the matter. If there is an objection and the committee would have a quorum without the member, the member should step down and leave the room. If there is no objection the member may remain and participate in the matter.

If a member has not disclosed any appearance of a problem but is challenged from the floor and the challenge has no basis in fact, the member should so state and may decline to step down. A member is not obliged to accede to groundless challenges. However, if there may be an appearance of conflict, the member should respond in accordance with the earlier instructions in this section.

A member who has questions about his or her participation in any matter to come before the committee should direct those questions to the chair who may, if necessary, call upon the planning director for a decision. The planning director, in turn, may call upon the Prosecuting Attorney for a decision.

A member's absence due to possible or actual conflict of interest shall be an excused absence and the reason shall not be disclosed to the MRC or the public prior to or during the committee's consideration of the item.

## **9.0 Order of business – Meeting Procedure**

- a. Call to order, roll call and determination of quorum
- b. Agenda items
  1. Review of meeting notes from previous meeting
  2. Committee reports
  3. New business
  4. Discussion of next meeting date and agenda
  5. Public comments (*at the discretion of the chair*)
- c. Adjournment

The chair may alter the regular order of business in preparing the agenda when special circumstances and the efficient use of time dictate.

All meetings shall be conducted pursuant to the Open Public Meetings Act (RCW 42.30, copy attached).

## **10.0 Meeting Notes and Records**

Findings and recommendations, resolutions, etc., of the MRC are prepared at the direction of the chair. Copies will be provided to all MRC members in a timely manner for review and approval at the next regular MRC meeting. The minutes shall contain a summary record of topics discussed, motions, motion makers and seconders, resolutions, and other determinations of the committee, and shall also contain details of time, place, type of meeting, members present, excused and absent without notice, speakers, and records of all votes, etc. All meetings shall be recorded; the tape record shall constitute the official record of the MRC.

Once approved, the meeting notes, with associated materials attached, shall be signed by the recording secretary or the chair and filed for the public record with the Board of County Commissioners.

## **11.0 Financial Support to Committee Members**

- 11.1 Committee members receive refunds for travel expenses while conducting MRC business they undertake, in accordance with Clallam County policy, other than for their normal round-trip travel between their homes and regularly scheduled meetings. Any refunds are subject to approval by the Department of Community Development as being within the approved MRC operating budget.
- 11.2 All invoices shall be submitted to the Department of Community Development for payment from the funds allocated by the county for MRC operations. The Department of Community Development will provide appropriate expense vouchers for reimbursement for MRC members' use upon request.

**12.0 Parliamentary Procedure**

Robert’s Rules of Order shall govern matters of procedure when consensus is not possible, except as otherwise provided in these rules or in Washington State law.

**13.0 Amending Rules**

These rules may be amended at any meeting by a vote of the majority of the entire membership of the committee, provided five (5) days’ notice has been given to each MRC member.

AMENDED THIS 21<sup>st</sup> DAY OF MAY, 2007.

MARINE RESOURCES COMMITTEE

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Nathan West  
(Port Angeles City Council)

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Aleta Erickson  
(Commissioner District II)

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Walt Blendermann  
(Sequim City Council)

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Joe Schmitt  
(Commissioner District III)

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Todd Ritchie  
(Port of Port Angeles Commission)

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Roy Morris  
(Clallam Bay/Sekiu Community)

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Vince Cooke  
(Makah Tribal Council)

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(Commercial Fishers)

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Doug Morrill  
(Lower Elwha Klallam Tribal Council)

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David Croonquist  
(Sport Fishers)

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Lyn Muench  
(Jamestown S’Klallam Tribal Council)

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Ron Thom  
(Conservation/Environmental Interests)

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(Commissioner District I)

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Ed Bowlby  
(Academic Community)

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(Development Community)

## **By-Laws and Rules of Procedure**

### **Island County Marine Resources Committee (ICMRC)**

**WE, THE MEMBERS** of the Marine Resources Committee of Island County, State of Washington, hereby adopt, publish and declare the following Rules of Procedure.

#### **I. NAME, MEMBERSHIP, AND PURPOSE**

**NAME:** The official name shall be “The Island County Marine Resources Committee” (ICMRC), hereinafter referred to as “the Committee”.

**PURPOSE:** The Committee’s purpose is to investigate, research and identify local marine resources and marine resource and habitat problems; recommend remedial actions to Island County agencies & authorities; carry out such recommendations where so approved; and build local awareness of the issues and broad-based community support for the remedies.

**MEMBERSHIP:** Members of the Committee are those Thirteen (13) individuals appointed by the Board of Island County Commissioners (BICC) pursuant to its resolution No C-79-99-June 28, 1999, establishing the Committee. The Chair of the Board of Island County Commissioners (BICC) or his designee is also an ex-officio member of the Committee.

**VACANCIES:** In the event a vacancy of the committee membership occurs due to resignation or incapacity or other reason, the Chair of the MRC shall so notify the BICC and request appointment of a replacement as soon as possible. The MRC members, at their discretion, may either individually, or by Committee action, recommend potential replacements for any vacancies.

**ALTERNATES:** Each member may from time to time designate an Alternate to attend and participate in the Committee's meetings, functions, or activities so that the member is kept informed. Alternates may participate in an ex-officio non-voting capacity. The presence of an alternate at any meeting may be counted by the Chair for purposes of establishing a quorum.

#### **II. MEETINGS**

- A. All meetings of the Committee and/or its sub-committees shall be held in accordance with the Open Public Meeting Act, Chapter 42.30 RCW.
- B. All meetings shall be held at such times and locations as the Committee determines and for which public notice is provided, unless otherwise directed by the Chair. Regular meetings shall be held at such time and place as the committee or its Chair determines and shall be open to the public. Regular Meetings may be changed at the will of the Committee. Special meetings shall be at the call of the Chair or a majority of the Committee members in accordance with the provisions of Section 42.30.140 RCW, the Open Public Meetings Act.
- C. Committee member participation in all regular and special meetings, workshops and hearings of the full Committee is expected. When a Committee member must miss a meeting, the member should notify the Chair or the Vice Chair as soon as possible prior to the meeting.
- D. In the event that a Committee member has un-excused absences from Three (3) or more regular meetings, within any 12 month period or when a Committee member’s conduct adversely affects the business of the Committee, the MRC (by 2/3 majority vote) may,

through its Chair, and upon notice to the member, request the appointing County Commissioner(s) to review that Committee member's value to the committee's mission. This may include a recommendation for the removal and replacement of the member by the Board of Commissioners.

- E. Individual citizens, representatives of organized groups and neighboring areas are encouraged to present issues of concern. To that end the public shall be provided an opportunity to speak or comment on matters pertaining to the committee's mission at some time during every regular, special and workshop meeting.
- F. When a regular meeting day falls on a legal holiday, the Committee will convene at the call of the Chair in accordance with the special meeting provisions of Section 42.30.140 RCW, the Open Public Meetings Act.

### **III. ELECTION OF OFFICERS**

- A. The officers of the Committee shall consist of a Chair a Vice-Chair, a Secretary, and a Treasurer (or Financial officer). The Committee shall also recommend to the BICC by majority vote, a representative to the Northwest Straits Commission (NWSC).. Officers shall be elected by majority vote of the appointed voting members of the Committee. The Chair, Vice Chair, and Treasurer must be elected by majority vote from among the committee's voting membership. The Secretary may or may not be an official appointed committee member. The Committee may choose not to fill the positions of Secretary and Treasurer. If said positions are filled it shall be in the manner prescribed herein.
- B. The election of officers shall take place on the occasion of the first meeting of the Committee, In January of each year or as soon thereafter as practical. The term of each officer shall run for a period of one year, except that the Treasurer's Term may be for up to three (3) years. provided, however, that any officer may be removed at any time, for cause, by the Committee after a vote by a 2/3 majority of the Committee's total membership of record.
- C. A vacancy caused by the resignation or removal of any officer of the Committee during that person's term of office shall be filled for the remaining term of office by from amongst the membership by a new election of the Committee.
- D. The Committee may, by simple majority vote, hereafter create such other officers or positions as it deems fitting for its mission. Such other officers or positions shall be created by majority vote of the voting members of the Committee. Such other officers or positions include, but are not limited to, Executive Secretary, Executive Director, etc. whose duties, responsibilities, term of office, and method of appointment or election, shall be defined in any motion to create such positions or offices.

### **IV. CHAIR, VICE CHAIR, COMMITTEES, CONDUCT OF MEETINGS**

- A. The Chair shall preside over the meetings of the full Committee and exercise the powers usually incident to the office, retaining, however, to him/her self as a member of the Committee, the full right to have his/her own vote recorded in all deliberations of the Committee. The Chair, or a designee appointed "ad hoc" by the Chair in each instance, shall serve as the MRC's "Alternate" representative to the NWSC in those cases where the elected NWSC representative is unable to attend NWSC meetings.
- B. The Chair, with consent of the Committee, shall have the power to create standing or temporary committees of one or more members, charged with such duties, examinations,

investigations and inquiries relative to one or more subjects of interest to the Committee. No standing or temporary committee shall make any recommendation except to the Committee as a whole. The term "Consent of the Committee" whenever used in these by-laws, shall be deemed granted if no objections are raised to a procedural action of the Chair.

- C. The Chair shall take appropriate action to ensure that meetings are conducted in an equitable, orderly, and expeditious manner.
- D. The Vice-Chair shall, in the absence of the Chair, perform all the duties and exercise all the powers of the Chair. The Chair and the Vice-Chair, both being absent, the members present shall elect for that meeting a temporary presiding officer who shall have full powers of the Chair and Vice Chair if there is a quorum.
- E. The Chair may place reasonable limitations on questions and material presented by the public and time allotted to the subject before the Committee. The Chair, with consent of the Committee present at a meeting, may establish such rules for presentations and testimony to the Committee as may be deemed appropriate.
- F. In the conduct of formal hearings, The Chair shall require all speakers to state their names and addresses, and interest in the subject at hand. All speakers representing any specific organizations may additionally be required to present evidence authorizing such representation.
- G. Speakers or presenters claiming professional experience and knowledge regarding any matter before the committee may be required to provide evidence (written or oral) for the record identifying their level of expertise in the subject at hand.

## **V. SECRETARY AND RECORDS**

- A. The Secretary of the Committee May or may not be a member of the Committee but shall be elected by the committee of the whole at its option as described above .
- B. The Secretary, or person appointed by the Chair if no secretary is elected, shall keep a record of the attendance and proceedings of all meetings of the Committee, and its sub-committees when requested to do so; these records shall remain the property of the Committee; and
  - 1. The proceedings of all regular and special meetings may be recorded on magnetic tape when available, unless otherwise determined by the Chair or the Committee for cause. When any meeting is recorded the tapes thereof shall be retained by the Secretary (or the committee) as part of the official record of the committee.
  - 2. Minutes shall be prepared of all regular and special meetings and approved, subject to additions and corrections, at the next regular meeting of the Committee, unless waived and postponed by the Chair or Committee for cause.
  - 3. Sub-committees shall report on their meetings in either oral or written form to the Committee at such regular or special meetings as appropriate or upon request of the Chair.
  - 4. The record of the proceedings of the Committee and its sub-committees shall be maintained by the Secretary, or person appointed by the Chair if no secretary is elected, and include all oral and written testimony and exhibits received at

regular and special meetings of the Committee. Written "Minority Reports" on actions taken by the Committee may be submitted by any voting member or members no later than 14 days after a meeting at which action is taken and shall be maintained as part of the official record.

## **VI. TREASURER AND RECORDS**

- A. The Treasurer of the Committee, if elected, must be a voting member of the Committee and shall be elected by the committee of the whole at its option as described above.
- B. The Treasurer shall keep and maintain all financial records of the Committee in accordance with applicable laws of the State of Washington.

## **VII. QUORUM AND VOTING**

- A. A simple majority of the total voting members of the Committee shall constitute a quorum for the transaction of business. Any action taken by the committee when a quorum is present at any regular or special meeting, shall be deemed and taken as the action of the Committee, subject to the exception set forth in Paragraph B below. An action, petition or report to the public or to Public Agencies may only be approved by the passage of a motion for approval thereof, together with any associated written findings and recommendations.
- B. All Final Major Actions of the Committee approving or adopting formal reports, remedial plans, and/or other recommendations to the BICC shall minimally require the affirmative vote of seven (7) or more of the total voting members of the Committee at a duly constituted meeting of the Committee. The Committee shall to the maximum extent practical seek to achieve "consensus" of the total committee on all such Final Major Actions in at least one meeting of the whole before acting on a majority vote basis at a following meeting. Whenever a Final Major Action is taken by vote of the committee without reaching consensus, dissenting voting members shall be given the opportunity to present written minority reports to the official record within 14 days of the meeting at which action was taken.
- C. Voting will be by "ayes" and "nays", except where State Law, these Rules, or the Committee may require a ballot or roll call vote. A roll call vote shall be required on the call of any voting member. Any member may abstain from voting upon announcement thereof to the committee. Abstentions shall be part of the record of the proceedings. Any time a member present does not record his or her vote, by abstention or otherwise, it shall be counted and recorded as a vote with the majority for determining whether a motion passes or fails. In actions where a majority of the total voting members is required, abstentions may also be counted by the Chair, with the consent of the committee, as votes with the majority.
- D. **Proxies:** Voting by members or duly appointed alternates shall be either in person or shall be presented in written form at a regular or special meeting of the Committee or its sub-committees if it is appropriate, as determined by the Chair, for the matter at hand. There shall be no voting by proxy, i.e. the granting or delegation of one member's vote to another member, in the conduct of the Committees' business, unless a motion to suspend the rules for such purpose is appropriately approved.
- E. The Committee shall report at least annually to the Board of Island County Commissioners regarding the progress of the Committee and its mission.

**VIII. AGENDAS**

An agenda shall be prepared by the Chair and/or Secretary for each regular meeting and shall be distributed, at least by Electronic-mail, to all Committee members and the local press not later than 24 hours prior to the meeting. Agendas for special meetings shall be similarly provided at the discretion of the Chair , time allowing. Whenever possible notice of special meetings shall be provided by the most practical means to members and the local press at least 24 hours prior to such meeting.

**IX. RULES OF ORDER**

The latest edition of Roberts' Rules of Order is hereby adopted to govern the committee's formal proceedings in all matters not otherwise addressed herein. The implementation of "formal proceedings" for the purpose of this section shall be at the call of any member of the Committee unless a "motion to suspend the rules" as described in "Roberts Rules of Order" is adopted to the contrary by the committee as a whole. In most cases "formal proceedings need not be employed and meetings shall be conducted as determined most efficient by the Chair.

**X. AMENDMENT OR SUSPENSION OF THE RULES**

These By-laws and Rules of Procedure may be amended at any regular meeting of the Committee by a 2/3 majority vote of the entire voting membership. Proposals to amend the By-laws must be presented in writing (by Mail, FAX, or e-mail) to all voting members at least 14 days prior to a regular or special meeting at which action is to be taken on the proposal. Rules of procedure contained herein, including Roberts rules of Order, but excluding quorum or voting requirements, may be temporarily "suspended" for a given purpose at any meeting by adoption of a motion "to suspend the rules" as provided in Robert's Rules of Order, and requiring a 2/3 majority of voting members present at a meeting with a quorum in attendance.

**APPROVED AND ADOPTED THIS 19 DAY OF January, 2000.**

**JEFFERSON COUNTY  
MARINE RESOURCES COMMITTEE  
BUSINESS RULES**

Adopted by Resolution 99-001 on December 15, 1999  
Amended on August 16, 2000

The Marine Resources Committee of Jefferson County, Washington (constituted by the Jefferson County Board of County Commissioners' Resolution 45-99) adopts the following rules for the transaction of its business.

**1. Role and Function of the Marine Resources Committee (MRC)**

- 1.1. The role and function of the MRC is as stated in Exhibit A to the Jefferson County Board of County Commissioners~ Resolution 45-99, or as that resolution is amended.

**2. Committee Members and Officers, Appointment, Term of Office and Removal**

- 2.1. The MRC consists of fifteen members, including ex officio members, or as may be modified by amending the resolution, who are appointed by the Jefferson County Board of County Commissioners for staggered four-year terms of office. The officers of the MRC consist of a chair and a vice-chair, each serving one-year terms in office. The MRC representative to the Northwest Straits Commission also serves a one-year term.
- 2.2. The MRC may recommend to the Board of County Commissioners the removal of an MRC member for inefficiency, neglect of duty or malfeasance in office. The MRC will consider three consecutive absences of a member from the regularly scheduled monthly meetings of the MRC as neglect of duty unless permission has been granted by the chair of the MRC and so noted in the minutes of those meetings missed.

**3. Officers - Election of Officers - Succession**

- 3.1. Annually, at its first December meeting, the MRC will elect a chair, vice-c hair, and Northwest Straits Commission representative from its members. Officers and the Northwest Straits Commission representative will serve terms of one year, or until successors are elected.
- 3.2. Nomination of officers and the Northwest Straits Commission representative is from the floor and, where more than one nomination to an office is received, voting will be by secret ballot. Election of any officer and the Northwest Straits Commission representative requires a majority of the entire MRC.
- 3.3. In the event of a vacancy in the chair, the vice-chair will automatically succeed to the chair until an election for chair can be held. A vacancy occurring in the office of

chair, vice-chair or the Northwest Straits representative is filled by election, as defined above, to serve for the unexpired portion of the term.

- 3.4. An acting chair will be elected by the members present to serve during the absence of the chair and vice-chair.

#### **4. Officers - Duties**

- 4.1. The chair is the chief executive of the MRC and is responsible to appoint subcommittees and to conduct the business of the MRC between its meetings. The chair will sign documents of the MRC. The Northwest Straits Commission representative will represent the MRC on the Northwest Straits Commission. The chair is entitled to a single vote and shall retain the right and responsibility to participate in all deliberations and to vote on all matters. The vice-chair will act for the chair in the chair's absence.

#### **5. Meetings**

- 5.1. All meetings of the MRC shall be open to the public and all MRC actions shall take place in MRC meetings.
- 5.2. Regular meetings of the MRC are held on the third Wednesday each month at a place determined at the prior meeting. The MRC may substitute another day, time or place for the regular meeting and include such notification in the meeting call. If the business of a regular meeting cannot be completed, the MRC may designate a time for an adjourned meeting or may defer the business until the next regular meeting. If another day, time or place is selected public notice shall be given as follows:
  - 5.2.1. Posting of notice at the entrance(s) to the building where MRC meetings are customarily held; and
  - 5.2.2. Timely written request to the weekly local newspapers for inclusion in the community calendar sections of those papers.
- 5.3. Special meetings may be called by formal action of the MRC, by order of the chair or by written request to the chair by a minimum of three members. Notice of such special meeting is to be provided to all MRC members at a minimum of 10 days prior to the meeting and public notice will be provided as specified above.
- 5.4. Subcommittee work sessions may be scheduled as needed. At such meetings the public is welcome to attend but shall not ordinarily be allowed to participate unless specifically requested by the subcommittee chair.

## **6. Attendance**

- 6.1. To achieve its greatest effect, the MRC needs the regular attendance of its members at most or all meetings; the MRC benefits greatly from full participation of each member and keenly feels each absence.
- 6.2. In light of this, MRC members are expected and required to notify the chair of anticipated absence from any meeting of the MRC as far in advance of the meeting as possible. In the event that such notifications indicate that a quorum will not be present, the chair will ordinarily cancel or reschedule the meeting.
- 6.3. If the MRC determines a need, it will recognize an appropriately designated alternate in the event of a member's absence.
- 6.4. The tribal representative can appoint an alternate that can exercise that representative's voting privilege without the requirement for approval of the alternate by the MRC.
- 6.5 The chair will note concise written statements sent in lieu of an alternate when the topic addressed comes up on the agenda.

## **7. Quorum - Voting**

- 7.1. The decision making approach of the MRC will be by consensus. If consensus cannot be reached, the MRC will recognize a simple majority vote. Any dissenting opinions will be recorded and included in the meeting summary.
- 7.2. A simple majority of the total of the members currently appointed to the MRC constitutes a quorum for the conduct of MRC business. Voting is by voice vote, except where these rules or the MRC itself may require a ballot or roll call vote.

## **8. Conflicts of Interest**

- 8.1. Conflicts of interest will rarely arise as a matter of concern for MRC members; however, in the discussion, preparation and submittal of funding proposals for MRC projects it is possible that a conflict or the appearance of a conflict may arise.
- 8.2. A conflict of interest is defined as the possibility or appearance of possibility, and not just the actuality of a private benefit, direct or indirect, or the creation of a material personal gain or advantage to the member, family, friends or associates who hold some share of a members loyalty.
- 8.3. Any member who believes that he or she has a conflict of interest on any matter before the MRC must, as soon as the chair introduces the matter, announce that he or she has a conflict and promptly leave the room. The particulars of the conflict must not be disclosed.

- 8.4. A member who believes he or she may have the appearance of a conflict but who does not believe that an actual conflict exists nor that his/her ability to reach an unbiased conclusion is in any way compromised should, at the opening of the discussion, disclose the apparent conflict, declare that he/she does not believe he/she is biased in any way and ask if anyone in the audience would object to his/her participation in the matter. If there is an objection and the MRC would have a quorum without the member, the member should step down and leave the room. If there is no objection the member may remain and participate in the matter.
- 8.5. If a member has not disclosed any appearance of a problem but is challenged from the floor and the challenge has no basis in fact, the member should so state and may decline to step down. A member is not obliged to accede to groundless challenges. However, if there may be an appearance of conflict, the member should respond in accordance with the earlier instructions in this section.
- 8.6. A member who has questions about his or her participation in any matter to come before the MRC should direct those questions to the chair who may, if necessary, call upon the MRC for a decision. The MRC may call upon the prosecuting attorney for advice. The member, however, should begin his/her inquiries with the chair.
- 8.7. A member's absence due to possible or actual conflict of interest shall be an excused absence and the reason shall not be disclosed to the MRC or the public prior to or during the MRC's consideration of the item.

## **9. Order of Business - Meeting Procedure**

- 9.1. Call to order, roll call and determination of quorum
- 9.2. Agenda Items
  - 9.2.1. Minutes of previous meeting
  - 9.2.2. Old business
  - 9.2.3. Committee reports
  - 9.2.4. New business
  - 9.2.5. Discussion of next meeting date and agenda
  - 9.2.6. Announcements
  - 9.2.7. Observer Comments
- 9.3. Adjournment
- 9.4. The chair may alter the regular order of business in preparing the agenda when special circumstances and the efficient use of time dictate.
- 9.5. All meetings of the MRC shall be conducted pursuant to the Open Public Meetings Act (RCW 42.30, copy attached).

## **10. Minutes and Records**

- 10.1. Findings, recommendations, resolutions, etc., of the MRC are prepared at the direction of the chair. Copies will be provided to all MRC members in a timely manner for review and approval at the next regular MRC meeting. The minutes shall contain a summary record of topics discussed, motions, motion makers and seconders, resolutions, and other determinations of the MRC, and shall also contain details of time, place, type of meeting, members present, excused and absent without notice, speakers, and records of all votes, etc.
- 10.2. It shall be the responsibility of the chair to arrange for a recording secretary to be present at each MRC meeting, who shall prepare the minutes for MRC approval. All invoices shall be submitted to the Grant Administrator for payment from the funds allocated by the county for MRC operations.
- 10.3. Once approved, the official minutes, with associated materials attached, shall be signed by the chair and filed for the public record with the Board of County Commissioners.

## **11. Notice - Agenda**

- 11.1. The chair is responsible for ensuring that required public notices are prepared and published and in a timely manner to support scheduled meetings, and for posting the meeting notice and agenda at the meeting place before the start of each meeting.
- 11.2. The chair is responsible for ensuring that meeting calls, including the agenda, meeting place and time, and other related materials, are mailed to the MRC members at least seven days prior to regular meetings and in a complete form to allow review by the members of materials essentially identical to that which will actually be presented at the next meeting.
- 11.3. The Board of County Commissioners and the local press shall also receive a copy of the agenda and related materials.

## **12. Financial Support to Committee Members**

- 12.1. MRC members receive refunds for travel expenses while conducting MRC business they undertake, with approval of the chair, other than for their normal round-trip travel between their homes and regularly scheduled meetings. Any refunds are subject to approval by the grant administrator as being within the approved MRC operating budget.
- 12.2. The grant administrator will provide appropriate expense vouchers for reimbursement for MRC members' use upon request.

### **13. Parliamentary Procedure**

- 13.1. Robert's Rules of Order shall govern matters of procedure when consensus is not possible, except as otherwise provided in these rules or in Washington State law.

### **14. Amending Rules**

- 14.1. These rules may be amended at any meeting by a vote of the majority of the entire membership of the MRC, provided five (5) days' notice has been given to each MRC member.

## Exhibit A - Marine Resources Committee Powers and Duties

### **Powers and Duties**

To achieve the protection, preservation and restoration of the marine resources of San Juan County and to do so in furtherance of the benchmarks for performance identified in the Northwest Straits Marine Conservation Initiative, the Marine Resources Committee (MRC) shall:

1. Advise the San Juan County Council about research, educational and regulatory measures necessary to protect and restore the marine resources of the county.
2. Promote and guide specific actions necessary to achieve the protection and restoration of the marine resources of the county.
3. Advise the San Juan County Council about efforts that should be developed or encouraged to promote consistent conservation, protection and restoration of marine habitats and resources across county borders and the in the US/Canadian shared waters.
4. Help to assess the condition of marine resources and the need for preventive or corrective measures in concert with governmental, tribal, non-governmental, recreational and commercial interests.
5. Help to identify the needs, strategies and implications for the recovery of Puget Sound salmon and other marine species and habitats in and around the county in concert with the above-mentioned entities.
6. Work with marine managers active in the county in their governmental, tribal and nongovernmental roles to enhance and make public the state of marine resources and the marine ecosystem in the islands and to coordinate efforts to meet the goals of the San Juan County Marine Stewardship Area.
7. Annually identify actions needed and seek funding sources appropriate to the tasks which exceed the county's ability to fund adequately.
8. Work closely with the San Juan County Council and the county planning function to establish and implement local marine conservation, protection and restoration initiatives.
9. Coordinate with the Northwest Straits Commission on marine ecosystem objectives and participate in the activities of the Northwest Straits Commission.
10. Reach out to the general public and to key constituencies regarding the links between healthy resources and healthy habitats and how marine stewardship can play an important role in protecting marine habitats.

### **Reporting**

The MRC shall prepare a draft work plan for presentation to and approval by the San Juan County Council no later than January 31 each year, together with a report on the work conducted in the preceding year.

The MRC shall report to the San Juan County Council on the status of all MRC projects, external funding and projected funding needs for the following year by August 1 of each year. Such

report, together with funding needs that are not supplied by the county shall be forwarded to the Northwest Straits Commission not later than February 1 of the following year.

### **Membership**

MCR members shall be appointed by the San Juan County Council after soliciting nominees and recommendations for appointment from the MRC.

There shall be no more than fifteen and not fewer than nine members of the MRC. For voting purposes regarding any action by the MRC a simple majority of the membership shall constitute a quorum.

In addition to the Community Development and Planning Department (CDPD) Director the MRC should include representation by the following sectors of the local community to the extent possible:

- Relevant scientific expertise
- Tribal representation
- Town of Friday Harbor
- Port of Friday Harbor
- Commercial interests, including commercial fishers
- Recreational interests
- Conservation and environmental interests
- Citizens at large

### **Officers**

The MRC chair and vice-chair shall be selected by a majority of the MRC membership. The MRC shall also select a representative to the Northwest Straits Commission by a majority vote.

### **Terms**

Other than the CDPD Director, members shall serve four year terms.

## EXHIBIT "B"

## SAN JUAN COUNTY

MARINE RESOURCES COMMITTEE  
BUSINESS RULES

Adopted May 18, 1999  
Amended January 30, 2001

The Marine Resources Committee of San Juan County, Washington (being constituted by Board of County Commissioners' Resolution No. 23 - 1999) adopts the following rules for the transaction of its business. These rules were adopted by Resolution No. 59 - 1999 and amended by Resolution No. 14 - 2001.

1. Role and Function of the Marine Resources Committee (MRC)

The role and function of the MRC is as stated in Exhibit A to Board of County Commissioners' Resolution No. 23-1999, or as that resolution is amended.

2. Committee Members and Officers, Appointment, Term of Office and Removal

The committee consists of nine to fifteen members who are appointed by the Board of County Commissioners for staggered four-year terms of office. The officers of the committee consist of a chair and vice-chair, each serving one-year terms in office.

The MRC may recommend to the Board of County Commissioners the removal of an MRC member for inefficiency, neglect of duty or malfeasance in office. The MRC will consider three consecutive absences of a member from the regularly scheduled monthly meetings of the committee as neglect of duty unless permission has been granted by the chair of the MRC and so noted in the minutes of those meetings missed.

3. Officers - Election of Officers - Succession

Annually, at its first May meeting, the committee will elect a chair and vice-chair from its members. Officers will serve terms of one year, or until successors are elected.

Nomination of officers is from the floor and, where more than one nomination to an office is received, voting will be by secret ballot. Election of any officer requires a majority of the entire committee.

In the event of a vacancy in the chair, the vice-chair will automatically succeed to the chair. A vacancy occurring in the office of chair or vice-chair is filled by election, as defined above, to serve for the unexpired portion of the term.

An acting chair will be elected by the members present to serve during the absence of the chair and vice-chair.

4. Officers - Duties

The chair is the chief executive of the MRC and is responsible to appoint subcommittees and to conduct the business of the MRC between its meetings. The chair will sign documents of the committee. The chair is entitled to a single vote and shall retain the right and responsibility to participate in all deliberations and to vote on all matters. The vice-chair will act for the chair in the chair's absence.

5. Meetings

All meetings shall be open to the public and all MRC actions shall take place in MRC meetings.

Regular meetings of the MRC are held on the first and third Wednesday each month at a place determined at the prior meeting. The MRC may substitute another day, time or place for the regular meeting and include such notification in the meeting call. If the business of a regular meeting cannot be completed, the committee may designate a time for an adjourned meeting or may defer the business until the next regular meeting. If another day, time or place is selected public notice shall be given as follows:

- a. Posting of notice at the entrance(s) to the building where MRC meetings are customarily held; and
- b. Publication of a legal notice in the official county newspaper of the change to the MRC meeting schedule not less than ten calendar days prior to the meeting; and
- c. Timely written request to the weekly local newspapers for inclusion in the community calendar sections of those papers.

Special meetings may be called by formal action of the MRC, by order of the chair or by written request to the chair by a minimum of three members. Notice of such special meeting is to be provided to all committee members at a minimum of 10 days prior to the meeting and public notice will be provided as specified above.

Subcommittee work sessions may be scheduled as needed. At such meetings the public is welcome to attend but shall not ordinarily be allowed to participate unless specifically requested by the subcommittee chair.

#### 6. Attendance

To achieve its greatest effect, the MRC needs the regular attendance of its members at most or all meetings: the committee benefits greatly from full participation of each member and keenly feels each absence.

In light of this, committee members are expected and required to notify the chair of anticipated absence from any meeting of the MRC as far in advance of the meeting as possible. In the event that such notifications indicate that a quorum will not be present, the chair will ordinarily cancel or reschedule the meeting.

In the event of an extended, excused absence of a member the Board may appoint an alternate. Alternates are encouraged to participate but are not voting members.

#### 7. Quorum - Voting

A simple majority of the total of the members currently appointed to the committee constitutes a quorum for the conduct of MRC business. Voting is by voice vote, except where these rules or the MRC itself may require a ballot or roll call vote. All MRC members other than alternates shall be voting members.

#### 8. Conflict of Interest

Conflict of interest will rarely arise as a matter of concern for MRC members; however, in the discussion, preparation and submittal of funding proposals for MRC projects it is possible that a conflict or the appearance of a conflict may arise.

Conflict of interest is defined as the possibility or appearance of possibility, and not just the actuality of a private benefit, direct or indirect, or the creation of a material personal gain or advantage to the member, family, friends or associates who hold some share of a member's loyalty.

Any member who believes that he or she has a conflict of interest on any matter before the committee must, as soon as the chair introduces the matter, announce that he or she has a conflict and promptly leave the room. The particulars of the conflict must not be disclosed.

A member who believes he or she may have the appearance of a conflict but who does not believe that an actual conflict exists nor that his/her ability to reach an unbiased conclusion is in any way compromised should, at the opening of the discussion, disclose the apparent conflict, declare that he/she does not believe he/she is biased in any way and ask if anyone in the audience would object to his/her participation in the matter. If there is an objection and the committee would have a quorum without the member, the member should step down and leave the room. If there is no objection the member may remain and participate in the matter.

If a member has not disclosed any appearance of a problem but is challenged from the floor and the challenge has no basis in fact, the member should so state and may decline to step down. A member is not obliged to accede to groundless challenges. However, if there may be an appearance of conflict, the member should respond in accordance with the earlier instructions in this section.

A member who has questions about his or her participation in any matter to come before the committee should direct those questions to the chair who may, if necessary, call upon the planning director for a decision. The planning director, in turn, may call upon the prosecuting attorney for advice. The member, however, should begin his/her inquiries with the chair.

A member's absence due to possible or actual conflict of interest shall be an excused absence and the reason shall not be disclosed to the MRC or the public prior to or during the committee's consideration of the item.

#### 9. Order of Business - Meeting Procedure

- a) Call to order, roll call and determination of quorum
- b) Agenda Items
  - 1) Minutes of previous meeting
  - 2) Public comments
  - 4) Committee reports
  - 5) New business
  - 6) Discussion of next meeting date and agenda
- c) Adjournment

The chair may alter the regular order of business in preparing the agenda when special circumstances and the efficient use of time dictate.

All meetings shall be conducted pursuant to the Open Public Meetings Act (RCW 42.30, copy attached).

#### 10. Minutes and Records

Findings and recommendations, resolutions, etc., of the MRC are prepared at the direction of the chair. Copies will be provided to all MRC members in a timely manner for review and approval at the next regular MRC meeting. The minutes shall contain a summary record of topics discussed, motions, motion makers and seconders, resolutions, and other determinations of the committee, and shall also contain details of time, place, type of meeting, members present, excused and absent without notice, speakers, and records of all votes, etc.

It shall be the responsibility of the chair to arrange for a recording secretary to be present at each MRC meeting, who shall prepare the minutes for MRC approval. All invoices shall be submitted to the Planning Director for payment from the funds allocated by the county for MRC operations.

Once approved, the official minutes, with associated materials attached, shall be signed by the recording secretary or the chair and filed for the public record with the Board of County Commissioners.

11. Notice - Agenda

The chair is responsible for ensuring that required public notices are prepared and published and in a timely manner to support scheduled meetings, and for posting the meeting notice and agenda at the meeting place before the start of each meeting.

The recording secretary is responsible for ensuring that meeting calls, including the agenda, meeting place and time, and other related materials, are mailed to the MRC members at least seven days prior to regular meetings and in a complete form to allow review by the members of materials essentially identical to that which will actually be presented at the next meeting.

The Board of County Commissioners and the local press shall also receive a copy of the agenda and related materials.

12. Financial Support to Committee Members

Committee members receive refunds for travel expenses while conducting MRC business they undertake, with approval of the chair, other than for their normal round-trip travel between their homes and regularly scheduled meetings. Any refunds are subject to approval by the Planning Director as being within the approved MRC operating budget.

The Planning Director will provide appropriate expense vouchers for reimbursement for MRC members' use upon request.

13. Parliamentary Procedure

Robert's Rules of Order shall govern matters of procedure when consensus is not possible, except as otherwise provided in these rules or in Washington State law.

14. Amending Rules

These rules may be amended at any meeting by a vote of the majority of the entire membership of the committee, provided five (5) days' notice has been given to each MRC member.

# **By-Laws and Rules of Procedure**

## **Skagit County Marine Resources Committee (SCMRC)**

### **INTRODUCTION**

Skagit County Marine Resources Committee (SCMRC) was established by Skagit County Resolution No. 17433 on May 4, 1999. Resolution No. 17682 on December 6, 1999 established official appointments to the SCMRC. The SCMRC was formed to bring together interest groups in Skagit County to discuss marine resource issues and determine action items relating to enhancing and protecting local marine habitat as stated in the goals of the SCMRC as enumerated in the August 20<sup>th</sup>, 1998 report to conveners and as adopted by the Skagit County Board of County Commissioners (BOCC) by resolution.

### **COMMITTEE STRUCTURE**

1. The SCMRC will consist of interest groups from Skagit County that are concerned about marine resource issues in the County. These interest groups include but are not limited to:
  - Local government
  - Economic interests
  - Recreational interests
  - Tribal interests
  - Environmental interests
  - Concerned citizens
  - Marine scientists
  
2. Meeting Communication: In the spirit of collaboration, participants will attempt to identify solutions that meet the interests of all. They will seek to:
  - clearly articulate their own interests;
  - respect the legitimacy of the interests of other participants;
  - make an effort to educate themselves about the issues and interests involved;
  - listen to, and hear what each participant is saying;
  - refrain from personal attacks or accusations;
  - take responsibility for assuring each member's interests are met.
  
3. The Board of Skagit County Commissioners appoints Committee members for 4-year terms.

**WE, THE MEMBERS** of the Marine Resources Committee of Skagit County, State of Washington, hereby adopt, publish and declare the following By-laws and Rules of Procedure.

## I. NAME, MEMBERSHIP, AND PURPOSE

**NAME:** The official name shall be “The Skagit County Marine Resources Committee” (SCMRC), hereinafter referred to as “the Committee”.

**PURPOSE:** The Committee’s purpose is to investigate, research and identify local marine resources and marine resource and habitat problems; recommend remedial actions to Skagit County agencies & authorities; carry out such recommendations where appropriate; and build local awareness of the issues and broad-based community support for the remedies as enumerated in the August 20<sup>th</sup>, 1998 report to conveners and as adopted by the Skagit Board of County Commissioners by resolution.

**MEMBERSHIP:** Members of the Committee are those individuals appointed by the Board of Skagit County Commissioners (BOCC) pursuant to its resolution establishing the Committee.

**ALTERNATES:** Each member may from time to time designate an Alternate to attend and participate in the Committee’s meetings, functions, or activities during his/her absence so that the member is kept informed. Designated Alternates are authorized to vote on behalf of the member they represent. The Chair for purposes of establishing a quorum may count the presence of an Alternate at any meeting. Whenever possible, the member should announce and/or introduce the designated Alternate prior to the occasion when the Alternate may need to participate in a vote.

## II. MEETINGS

*Statement of Intent:* A goal of the SCMRC is public awareness. To promote public confidence, all efforts shall be made to insure that all parties wishing a voice have their say. In addition all interested parties should be invited to hear all sides of any discussion.

Basic Rules:

- A. All meetings of the Committee and/or its sub-committees shall be held in accordance with the Open Public Meeting Act, Chapter 42.30 RCW.
- B. All meetings shall be held at such times and locations as the Committee determines and for which public notice is provided, unless otherwise directed by the Chair. Regular meetings shall be held on the second Thursday of each month beginning at such time and place as the Committee or its Chair determines and shall be open to the public. Meetings will be announced in local papers. Regular meetings may be changed at the will of the Committee. Special meetings shall be at the call of the Chair or a majority of the Committee members in accordance with the provisions of Section 42.30.140 RCW, the Open Public Meetings Act.
- C. Committee member participation in all regular and special meetings, workshops and hearings of the full Committee is expected. When a Committee member must miss a meeting, the member should notify the Chair or the Vice Chair as soon as possible prior to the meeting.
- D. In the event that a Committee member has un-excused absences from three (3) or more consecutive regular meetings, or when a Committee member’s conduct adversely affects the business of the Committee, the SCMRC (by 2/3 majority vote) may, through its Chair, request the appointing County Commissioner(s) to review that Committee member’s value to the Committee’s mission. This may include a recommendation for the removal and replacement of the member by the Board of Commissioners.

- E. Individual citizens, representatives of organized groups and neighboring areas are encouraged to present issues of concern. To that end the public shall be provided an opportunity to speak or comment on matters pertaining to the Committee's mission at some time during every regular, special and workshop meeting.
- F. When a regular meeting day falls on a legal holiday, the Committee will convene at the call of the Chair in accordance with the special meeting provisions of Section 42.30.140 RCW, the Open Public Meetings Act.

### **III. ELECTION OF OFFICERS**

- A. The officers of the Committee shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer (or Financial officer). The Committee shall also elect a representative and alternate to the Northwest Straits Commission per the NW Straits Initiative. Officers and the NWSC Representative shall be elected by majority vote of the appointed voting members of the Committee and must be elected from among the Committee's voting membership. The Secretary may or may not be an officially appointed Committee member. The Committee may choose not to fill the positions of Secretary and Treasurer. If said positions are filled it shall be in the manner prescribed herein.
- B. The election of officers and Northwest Straits Commission representatives shall take place on the occasion of the first meeting of the Committee, in January of each year or as soon thereafter as practical. Officers shall assume office upon election. The Northwest Straits Commission representatives shall take office upon expiration of the previous officers' terms. The term of each officer and NWSC representative shall run for a period of one year with a maximum of two consecutive years in any office. The term of the Northwest Straits Commission representative may be extended by SCMRC consensus for an additional year for the purposes of said representative serving as an officer of the Northwest Straits Commission. Any officer may be removed at any time, for cause, by the Committee after a vote by a 2/3 majority of the Committee's total membership of record.
- C. A vacancy caused by the resignation or removal of any officer of the Committee during that person's term of office shall be filled for the remaining term of office from amongst the membership by a new election of the Committee.
- D. The Committee may, by simple majority vote, hereafter create such other officers or positions as it deems fitting for its mission. Such other officers or positions shall be elected by the Committee from within or outside its membership as described above. Such other officers or positions include but are not limited to Executive Secretary, Executive Director, etc. whose duties and responsibilities shall be defined in any motion to create such positions or offices.

### **IV. CHAIR, VICE CHAIR, COMMITTEES, CONDUCT OF MEETINGS**

- A. The Chair shall preside over the meetings of the full Committee and exercise the powers usually incident to the office, retaining, however, to him/her self as a member of the Committee, the full right to have his/her own vote recorded in all deliberations of the Committee.
- B. The Chair, with consent of the Committee, shall have the power to create standing or temporary committees of one or more members, charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to the Committee. No standing or temporary committee shall make any recommendation except to the Committee as a whole. The term "Consent of the Committee" whenever used in these by-laws, shall be deemed granted if no objections are raised to a procedural action of the Chair, announced at regular scheduled meetings.

- C. The Chair shall take appropriate action to ensure that meetings are conducted in an equitable, orderly, and expeditious manner.
- D. The Vice-Chair shall, in the absence of the Chair, perform the duties incumbent upon the Chair. The Chair and the Vice-Chair, both being absent, the members present shall elect for that meeting a temporary presiding officer who shall have full powers of the Chair and Vice Chair if there is a quorum.
- E. The Chair may place reasonable limitations on questions and material presented by the public and time allotted to the subject before the Committee. The Chair, with consent of the Committee present at a meeting, may establish such rules for presentations and testimony to the Committee as may be deemed appropriate.
- F. In the conduct of formal hearings, The Chair shall require all speakers to state their names and addresses, and interest in the subject at hand. All speakers representing any specific organizations may additionally be required to present evidence authorizing such representation.
- G. Speakers or presenters claiming professional experience and knowledge regarding any matter before the Committee may be required to provide evidence (written or oral) for the record identifying their level of expertise in the subject at hand.

**V. SECRETARY AND RECORDS**

- A. The Secretary of the Committee may or may not be a member of the Committee but shall be elected by the Committee of the whole.
- B. The Secretary, or person appointed by the Chair if no secretary is elected, shall keep a record of the attendance and proceedings of all meetings of the Committee, and its sub-committees when requested to do so; these records shall remain the property of the Committee; and
  - 1. Minutes will be distributed to Committee members within 5 working days via. mail or email. Minutes shall be prepared of all regular and special meetings and approved, subject to additions and corrections, at the next regular meeting of the Committee, unless waived and postponed by the Chair or Committee for cause.
  - 2. Sub-committees shall report on their meetings in either oral or written form to the Committee at such regular or special meetings as appropriate or upon request of the Chair. A written summary will be part of the recorded minutes.
  - 3. The record of the proceedings of the Committee and its sub-committees shall be maintained by the Secretary, or person appointed by the Chair if no secretary is elected, and include all oral and written testimony and exhibits received at regular and special meetings of the Committee. Written "Minority Reports" on actions taken by the Committee may be submitted by any voting member or members no later than 14 days after a meeting at which action is taken and shall be maintained as part of the official record.

**VI. TREASURER AND RECORDS**

- A. The Treasurer of the Committee, if elected, must be a member of the Committee and shall be elected by the Committee.
- B. The Treasurer shall keep and maintain all financial records of the Committee in accordance with applicable laws of the State of Washington.

- C. The treasurer shall report to the Committee on the status and dispersal of funds managed by Skagit County. The Committee shall report in writing to the Skagit County Commissioners if the Committee deems certain county expenditures to be inappropriate.

## **VII. QUORUM AND VOTING**

- A. A simple majority of the total-voting members of the Committee shall constitute a quorum for the transaction of business. Any action taken by the Committee when a quorum is present, at any regular or special meeting, shall be deemed and taken as the action of the Committee, subject to the exception set forth in Paragraph B below. An action, petition or report to the public or to Public Agencies may only be approved by the passage of a motion for approval thereof, together with any associated written findings and recommendations.
- B. The decision making approach of the SCMRC will be by modified consensus. All reasonable effort is to made to reach consensus. The rules below apply if consensus fails.
- C. If consensus has reached impasse then a motion from the floor may be made to call for a vote. That call for vote motion must be approved by a majority plus one. Approval of the measure requires a 2/3 majority. Whenever a vote is taken without reaching consensus, dissenting voting members shall be given the opportunity to present written minority reports to the official record within 14 days of the meeting at which action was taken.
- D. Voting will be by “ayes” and “nays”, except where State Law, these Rules, or the Committee may require a ballot or roll call vote. A roll call vote shall be required on the call of any voting member. Any member may abstain from voting upon announcement thereof to the Committee. Abstentions shall be part of the record of the proceedings. Any time a member present does not record his or her vote, by abstention or otherwise, it shall be counted and recorded as a vote with the majority for determining whether a motion passes or fails. In actions where a majority of the total-voting members is required, abstentions may also be counted by the Chair, with the consent of the Committee, as votes with the majority.
- E. Proxies: Voting by members shall be either in person or shall be presented in written form at a regular or special meeting of the Committee or its sub-committees if it is appropriate, as determined by the Chair, for the matter at hand. There shall be no voting by proxy, i.e. the granting or delegation of one member's vote to another member, in the conduct of the Committees' business, unless a motion to suspend the rules for such purpose is appropriately approved. As discussed under Paragraph “I” above, Designated Alternates are allowed to vote.
- F. Voting cannot be done at special meetings unless previously announced that a vote will occur.
- G. The Committee shall report at least annually to the Board of Skagit County Commissioners regarding the progress of the Committee and its mission.

## **VIII. AGENDAS**

An agenda shall be prepared by the Chair, Secretary and/or County Representative for each regular meeting and shall be distributed, at least by Electronic mail, to all Committee members and the local press not later than 24 hours prior to the meeting. Agendas for special meetings shall be similarly provided at the discretion of the Chair, time allowing. Notice of special meetings shall be provided by the most practical means to members and the local press at least 48 hours prior to each such meeting.

## **IX. FINANCIAL SUPPORT**

- A. Out-of-County travel and training expenses approved by the SCMRC for all SCMRC members shall be supported by the SCMRC fund, administered by Skagit County.
- B. Travel to and from regularly scheduled meetings and other events within Skagit County are not covered.

## **X. RULES OF ORDER**

The latest edition of Roberts' Rules of Order is hereby adopted to govern the Committee's formal proceedings in all matters not otherwise addressed herein. The implementation of "formal proceedings" for the purpose of this section shall be at the call of any member of the Committee unless a "motion to suspend the rules" as described in "Roberts Rules of Order" is adopted to the contrary by the Committee as a whole. In most cases "formal proceedings" need not be employed and meetings shall be conducted as determined most efficient by the Chair.

## **XI. CONFLICTS OF INTEREST**

Conflicts of interest will rarely arise as a matter of concern for SCMRC members; however, in the discussion, preparation and submittal of funding proposals for SCMRC projects it is possible that a conflict or the appearance of a conflict may arise.

- A. A conflict of interest is defined as the possibility or appearance of possibility, and not just the actuality of a private benefit, direct or indirect, or the creation of a material personal gain or advantage to the member, family, friends or associates who hold some share of a member's loyalty.
- B. Any member who believes that he or she has a conflict of interest on any matter before the SCMRC must, as soon as the chair introduces the matter, announce that he or she has a conflict and promptly leave the room. The particulars of the conflict need not be disclosed.
- C. A member who believes he or she may have the appearance of a conflict but who does not believe that an actual conflict exists nor that his/her ability to reach an unbiased conclusion is in any way compromised should, at the opening of the discussion, disclose the apparent conflict, declare that he/she does not believe he/she is biased in any way and ask if anyone in the audience would object to his/her participation in the matter. If there is an objection and the SCMRC would have a quorum without the member, the member should step down and leave the room. If there is no objection the member may remain and participate in the matter.
- D. If a member has not disclosed any appearance of a problem but is challenged from the floor and the challenge has no basis in fact, the member should so state and may decline to step down. A member is not obliged to accede to groundless challenges. However, if there may be an appearance of conflict, the member should respond in accordance with the earlier instructions in this section.
- E. A member who has questions about his or her participation in any matter to come before the SCMRC should direct those questions to the chair that may, if necessary, call upon the SCMRC for a decision. The SCMRC may call upon the prosecuting attorney for advice. The member, however, should begin his/her inquiries with the chair.

- F. A member's absence due to possible or actual conflict of interest shall be an excused absence and the reason shall not be disclosed to the SCMRC or the public prior to or during the SCMRC's consideration of the item.

## **XII. AMENDMENT OR SUSPENSION OF THE RULES**

These By-laws and Rules of Procedure may be amended at any regular meeting of the Committee by a 2/3 majority vote of the entire voting membership. Proposals to amend the By-laws must be presented in writing (by Mail, FAX, or e-mail) to all voting members at least 21 days prior to a regular meeting at which action is to be taken on the proposal. Rules of procedure contained herein, including Roberts rules of Order, but excluding quorum or voting requirements, may be temporarily "suspended" for a given purpose at any meeting by adoption of a motion "to suspend the rules" as provided in Robert's Rules of Order, and requiring a 2/3 majority of voting members present at a meeting with a quorum in attendance.

**APPROVED AND ADOPTED THIS 13<sup>th</sup> DAY OF July, 2006.**

## **NON-ADOPTED GUIDELINES FOR CONSENSUS DECISION MAKING**

### **1. Consensus Approach**

Consensus means that all parties involved in decision-making share a sense that they have reached a common resolution. Consensus implies that all participants in an action “are willing to live with” or “have no opposition.” to the overall action approved by the Committee.

### **2. Problem Solving Principles in Consensus Decision-Making.**

The objective is to reach consensus. Consensus is reached when all the participants agree or at least agree not to object. It is essential that each participant support the overall agreement. The participants may not agree with all aspects of an agreement; but they do not disagree enough to warrant their opposition to the overall package. Each participant agrees to be committed to the process and to participate in good faith. Acting in good faith means remaining honest throughout the process and contributing to the development of an outcome that accommodates the interests of all.

If, having negotiated in good faith, the participants find that they can reach agreement on a significant majority of the issues, but cannot agree on a limited number of issues, they may “agree to disagree” on those issues. They should describe clearly the areas of disagreements. They may indicate that further investigation is necessary on one or more of the unsettled issues. They may suggest that one or more of the unsettled issues be referred to some other decision-making process.

With respect to the issues on which a member withholds agreement, that member is responsible for explaining how his/her interests are adversely affected or how the proposed agreement fails to meet his/her interests. The member withholding agreement must propose alternatives and other members must consider how all interests may be met.

# **Snohomish County Marine Resources Advisory Committee (MRC) Bylaws**

Adopted by consensus March 20, 2002  
Amended by consensus November 16, 2005  
Amended by consensus January 17, 2007  
Amended by consensus June 15, 2011

## **1. Mission and Authority of the MRC**

### **1.1 MRC Mission**

The mission of the MRC, guided by sound science and the needs of the Northwest Straits marine ecosystem, is to address local marine resource issues, recommend actions to Snohomish County authorities, and build local awareness of the issues and support for actions.

### **1.2 Authorization for MRC**

The MRC is authorized by Snohomish County Chapter 2.800 and it participates in the Northwest Straits Marine Conservation Initiative authorized by the federal government in Public Law 105-384.

## **2. MRC Membership**

### **2.1 General**

MRC membership is determined according to the provisions of Chapter 2.03 and Chapter 2.800 of the Snohomish County Code.

### **2.2 Alternates**

Only appointed MRC members may participate in MRC decisions. MRC members may submit a written request to the MRC chairperson to participate through a designee. If the MRC approves the request, then the designee may participate in MRC decisions on behalf of the appointed MRC member.

### **2.3 *Ex Officio* Members**

To improve coordination within Snohomish County, the MRC may create *ex officio* MRC member positions. *Ex officio* members will be appointed at the first regular meeting of every calendar year for a term of one-year and may be reappointed in subsequent years. The *ex officio* member is expected to fully participate in discussions and to share their expertise with the MRC, but they may not participate in MRC decisions and they do not count toward the quorum. *Ex officio* members will meet the requirements of the Snohomish County Code (Chapter 2.03 SCC).

### **2.4 Resignation**

MRC members may resign in good standing by sending a letter of resignation to the chairperson. The letter shall include reasons for resignation. The chairperson shall forward the

letter to the designated Snohomish County staff lead for the MRC, who will initiate a process to fill the vacancy.

## **2.5 Attendance**

Attendance of MRC members, staff, and visitors shall be determined by signing in during the meeting. Attendance of MRC members shall be recorded in the meeting summary as present, excused, or absent. Excused absence of MRC members shall require notice to the chairperson, vice-chairperson, or a staff member. The chairperson shall monitor attendance.

If an MRC member or designated alternate has two consecutive unexcused meeting absences, or if the member/alternate misses four consecutive meetings, the chair shall notify the member that their attendance record is unsatisfactory. If, following such notice, the member/alternate is unable to attend consistently; the MRC will consider the position vacated and request that the County Council fill the remainder of the member's term with another appointee.

## **2.6 Elections**

Elections for MRC leadership positions will be held during the first regularly scheduled meeting in each calendar year, generally in January of each year.

# **3. MRC Leadership**

## **3.1 Chairperson**

The MRC shall select a chairperson from the MRC membership at the first regular MRC meeting of each year, or as soon as possible thereafter. The chairperson shall be selected based on his or her ability to conduct meetings, coordinate diverse interests and issues, and communicate with staff. The selected individual shall serve as chairperson until a successor is selected.

The chairperson shall have the following duties: preside over MRC meetings, invite public comment, allow all MRC members the opportunity to speak during meetings, ensure that all issues are given reasonable consideration by the MRC, and set the meeting agenda and location.

## **3.2 Vice-chairperson**

The MRC shall nominate up to two vice-chairpersons from the membership whose appointment must be confirmed by the MRC. The vice-chairperson(s) shall serve until a new vice-chairperson is confirmed by the MRC.

The vice-chairperson(s) shall perform the duties of the chairperson at the chairperson's request or in the chairperson's absence and shall serve as assistant to the chairperson for the good of the organization.

## **3.3 Northwest Straits Commission Representative and Alternate**

The MRC shall select one of its members to serve as its representative on the Northwest Straits Commission and another member to serve as an alternate. These appointments shall be

made at the first regular MRC meeting of each year, or as soon as possible thereafter. The representative and alternate shall serve until successors are selected.

#### **4. MRC Decision Making**

##### **4.1 Scope of MRC Decision Making**

The MRC has no legislative or administrative authority, cannot set policy, and cannot direct specific actions of any organization. However, the MRC may review policies and actions that affect the marine environment and may submit recommendations to Snohomish County.

##### **4.2 MRC Decision Making Process**

Following a motion and a second by MRC members, the MRC shall consider a decision using a “modified consensus” model. All efforts will be made to reach consensus and all members will be given an opportunity to ask questions and comment. Consensus means that all members share a sense that they have reached a common resolution, and all members “are willing to live with” the decision. If full consensus cannot be reached, the chairperson may call for the issue to be put to a vote. A vote shall require a simple majority to pass with the following exceptions:

The chairperson shall be selected by consensus or two-thirds majority.

Changes to the MRC bylaws shall be decided by consensus or two-thirds majority.

##### **4.3 Quorum**

A simple majority of MRC members, not counting the *ex officio* members, shall constitute a quorum for the transaction of business. Once a quorum is established for a meeting, the requirement for a quorum is met for all subsequent actions in that meeting. Decisions or actions shall not be taken without a quorum, but discussions can take place.

##### **4.4 Conflicts of Interest**

MRC members are required to abstain from any decisions that may directly or indirectly benefit themselves. However, this does not prohibit an MRC member from using his or her general expertise to educate the MRC or provide general information to the MRC on a decision item. Abstentions from voting will be noted in the meeting minutes.

#### **5. MRC Administration**

##### **5.1 Open Public Meetings**

All MRC meetings shall be open to the general public and all persons shall be permitted to attend. All decisions and action shall be taken in open session.

##### **5.2 Public Comment**

The chairperson may invite public comment at any time during MRC meetings.

##### **5.3 Agendas and Meeting Summaries**

Requests for agenda time must be sent to the chairperson or staff at least two weeks prior to a meeting. The chairperson will approve the final draft agenda that will be sent to members at least one week before the meeting. Meeting summaries shall serve as the official public record of MRC decisions and activities.

#### **5.4 Administrative Support**

Snohomish County provides administrative support and staffing for the MRC. Staff shall support regular MRC meetings by organizing meeting logistics and producing and distributing agendas, meeting summaries, and other supporting documentation.

#### **5.5. Subcommittees**

The MRC will establish a minimum of three subcommittees to develop and complete MRC work plans and projects. All MRC members shall fully participate in at least one subcommittee. Subcommittees will select a chair and meet separately from the MRC Meetings. Membership of subcommittees shall be at the appointment of the chairperson. Public involvement in subcommittees is encouraged.

The MRC may create additional *ad hoc* work groups to complete specific tasks. All *ad hoc* work groups shall have clearly defined tasks to be completed within a specific timeframe. Membership of *ad hoc* work groups shall be at the invitation of the chairperson.

#### **5.6 Revision of MRC Bylaws**

The MRC shall review the effectiveness of these bylaws on an annual basis at the beginning of each year. These bylaws may be revised by the MRC following the placement of issues for consideration on a regular meeting agenda.

#### **5.7 Official Representation of the MRC**

The chairperson and vice-chairperson(s) are authorized to represent the MRC to others. Other MRC members may represent the MRC only when specifically authorized by the chairperson or vice-chairperson.

**WHATCOM COUNTY**  
**MARINE RESOURCE COMMITTEE**  
**PROCESS AND PROCEDURAL AGREEMENT**

**1. Introduction**

This Process and Procedural Agreement contains the consensus of the Whatcom County Marine Resource Committee (“WCMRC”). It describes the process structure and procedural ground rules, which will govern the participants’ involvement. Participants are engaged in the process by choice, at the invitation of Whatcom County Government.

**2. Procedural Purpose**

The purpose of the WCMRC is as stated in the Murray-Metcalf Northwest Straits Citizens Advisory Commission Report to the Convenors, a copy of which is attached hereto as Schedule A, and by this reference is incorporated herein. Further guidance is as provided by the Northwest Straits Commission (the “NWSC”) and is attached hereto as Schedule B (“NWSC Benchmarks”) and incorporated herein.

**3. Participants, Membership and Meeting Participation**

The WCMRC is comprised of individuals who represent the following organizations or interest groups or who provide the following knowledge base:

- Tribal representatives (2);
- Local government elected-officials (3);
- Scientific experts in relevant fields (2);
- Affected economic interests (3);
- Affected recreational interests (2);
- Conservation and environmental interests (3);
- Citizens at large (2).

(a) Voting Alternates. The WCMRC will recognize appropriately designated alternates in the event of a representative’s prolonged absence. MRC members are encouraged to actively communicate anticipated prolonged absences so that an alternative can be identified. Designated alternates having voting authority must be appointed by the County Executive and confirmed by County Council by majority vote. Alternates must represent the same interests as the individual they replace. WCMRC members still retain their voting rights even if a voting alternate is appointed. The member and voting alternate may not both vote on any one issue.

(b) Non-Voting Alternates. At the discretion of each MRC member, an informational alternate can be assigned for the flow of information between the member, member’s organization or interest group, and the WCMRC. Non-voting alternates may not vote, nor may they participate in consensus decision-making.

(c) Written Comment. Written comment sent in lieu of an alternate’s presence will be noted by the committee chair (the “Chair”) when the topic it addresses comes up on the agenda.

Written comment must be submitted to the Chair and/or Lead Staff prior to the meeting at which the topic is to be discussed. Written comment may be emailed. Written comment will be no more than 100 words and will clearly identify the agenda topic, which it addresses. Written comment will be considered during the discussion and consensus process, but the member forfeits the right to participate in the final consensus decision or vote when absent.

- (d) Meeting Attendance. Members or voting alternates are expected to attend all WCMRC meetings. If a member or voting alternate is unable to attend a meeting, the member shall notify the Chair or Lead Staff. If a member misses two consecutive meetings without having notified the Chair or Lead Staff, the member will be contacted. If a member misses three or more consecutive meetings without having notified the Chair or Lead Staff, the member will be contacted regarding strategies for participation, alternate designation, or resignation. If a member misses 50% of the meetings within a twelve-month period without having notified the Chair or Lead Staff, the member will be contacted regarding strategies for participation, alternate designation, or resignation. If a member has prolonged absences even if he/she has notified the Chair or Lead Staff, the designation of a voting alternate will be encouraged pursuant to the procedure outlined in Section 3a of this agreement.

#### 4. **Decision-Making Approach**

- (a) Definition of Consensus. Decision making approach will be by consensus. Consensus means that all parties involved in decision-making share a sense that they have reached a common resolution. Consensus for the table will be seen as an agreement that all participants in the decision-making process “are willing to live with” or “have no opposition.” Every member or voting alternate in attendance will be given an opportunity to voice his or her decision.

Consensus is reached when the participants agree on a package of provisions that address the entire range of issues. It is essential that each participant support the overall agreement. The participants may not agree with all aspects of an agreement, but they do not disagree enough to warrant their opposition to the overall package. Each participant agrees to be committed to the process and to participate in good faith. Acting in good faith means remaining honest throughout the process and contributing to the development of an outcome that accommodates the interests of all.

If, having negotiated in good faith, the participants find that they can reach agreement on a significant majority of the issues, but cannot agree on a limited number of issues, they may “agree to disagree” on those issues. They should describe clearly the areas of disagreements. They may indicate that further investigation is necessary on one or more of the unsettled issues. They may suggest that one or more of the unsettled issues be referred to some other decision-making process.

With respect to the issues on which a member or voting alternate withholds agreement, that member or voting alternate is responsible for explaining how his/her interests are adversely affected or how the proposed agreement fails to meet his/her interests. The member or voting alternate withholding agreement must propose alternatives and other members must consider how all interests may be met.

- (b) Alternatives to Consensus. If full consensus is not reached all members or voting alternates

will address dissenting voices by fully exploring the issues and interests they have raised that directly relate to the decision. If consensus cannot be reached, the Chair will call a special meeting prior to the next scheduled meeting or the Chair will table the decision until the next meeting. If, at the next special or scheduled meeting, consensus cannot be reached, the group will recognize simple majority vote. Dissenting opinions will be recorded and included in the meeting summary.

- (c) Roll Call. At the request of a member, voting alternate, or the Chair, roll can be called for positions when needed.
- (d) Quorum. Decisions will be made by those who are at the table. Absent members or voting alternates will not block the progress of the group in reaching decisions. The representatives or alternates present will constitute a quorum. The presence of 8 voting members or voting alternates is considered a quorum. The existence of quorum is determined at the beginning of the meeting. In the event members or voting alternates leave during the established time period of the meeting, reducing the number of members to fewer than 8, the quorum requirement is still met.
- (e) Revisiting Decisions. Decisions made at previous meetings may be reopened for discussion only upon agreement of the members or voting alternates at the current meeting by using the decision making approach defined above or by a motion from the Chair.
- (f) Timeline for Decision-Making. Decisions will be made at the meeting following the one at which a topic was discussed. This allows members to consider the topic and become more informed if necessary. Exceptions to the one-month delay in decision-making described above are: (1) when a subcommittee, which has been charged with a task by the WCMRC, makes a recommendation; or (2) when the WCMRC directs staff to assume a work task. In these two situations the WCMRC may make a decision at the same meeting at which the item is introduced and discussed. The WCMRC may, by consensus, agree to eliminate the one-month delay in decision-making on a case-by-case basis. If there is a consensus that a decision can be made at the same meeting at which the discussion item has been introduced, the WCMRC may do so.

## **5. Meeting Protocol**

- (a) Meeting Communication. In the spirit of collaboration, participants will attempt to identify solutions that meet the interests of all. They will seek to:
  - Clearly and concisely articulate their own interests;
  - Respect the legitimacy of the interests of other participants;
  - Make an effort to educate themselves about the issues and interests involved;
  - Listen to, and hear what each participant is saying;
  - Refrain from personal attacks or accusations;
  - Take responsibility for assuring each member's interests are met.
- (b) Meeting Frequency. The WCMRC will meet monthly on the 1<sup>st</sup> Thursday, from 6:00 p.m. to 8 p.m. At the discretion of the MRC members, additional meetings may be called provided there is consensus among MRC members or voting alternates.
- (c) Agendas and Summary Notes. Proposed agenda items must be submitted to the Chair or

Lead Staff two weeks prior to the next scheduled meeting. Meeting agendas will be distributed to MRC members one week prior to the scheduled meeting. Presentation, discussion, and decision items will be clearly identified. The decision-making process occurs as described in 4(f) above. The agenda will be posted to the web site prior to each meeting. Meetings will be posted in the Bellingham Herald Almanac.

Meeting activities will be captured in a meeting summary. This summary will be distributed to MRC members prior to the next scheduled meeting. Meeting summaries will include a brief summary of each agenda item with action items identified. Summaries are not intended to be verbatim but rather synopses of major issues that arose during the meeting. Audio transcripts are discretionary.

(d) Meeting Process. The MRC meetings will proceed in the following manner:

- Public comment period.
- Establish quorum.
- Review and approve agenda.
- Presentation, discussion, decision, and standing agenda items.
- New business.
- Action item review.
- Tentative agenda items for future meetings.

(e) Visitors. Meetings are open to the public. Time will be provided for public comment at each regularly scheduled meeting. Introductions and public comment shall be at the beginning of the meeting. Each speaker shall have approximately three (3) minutes at the discretion of the committee members. The MRC may also call on individuals to give information as needed and the requested by MRC members.

Suggestions for future speakers shall be forwarded to the Chair or Lead Staff to pursue and schedule. Invitations and scheduling of guest speakers for the meetings will also be handled through the Chair and Lead Staff.

(f) Subcommittees. At the discretion of the MRC, subcommittees may be formed to address items outside regularly scheduled meetings. Subcommittee volunteers will be expected to actively contribute to work products. Each MRC subcommittee will give a brief summary of activities at each regularly scheduled meeting. Public participation in subcommittees is welcome.

## **7. Conflict of interest**

In order to avoid a members obtaining an unfair competitive advantage, MRC members or voting alternates may not be involved in decision-making or development of detailed project scopes of work that may result in financial gain. It is the responsibility of the member or voting alternate to identify such conflict. The MRC reserves the right to reject proposals from members or voting alternates who may have a conflict of interest.

**This agreement endorsed on \_\_\_\_\_, 2006 in Bellingham, Washington,  
on behalf of the following members of Whatcom County Marine Resource Committee.**

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Chris Fairbanks  
Relevant Scientific Expertise

---

Buck Meloy  
Economic Interest

---

Scott McCreery  
Economic Interest

---

Mark Herrenkohl  
Economic Interest

---

Wendy Steffensen  
Conservation/ Environmental Interest

---

Andrea Olah  
Conservation/ Environmental

---

Jon-Paul Shannahan  
Conservation/ Environmental Interest

---

Ron Akeson  
Recreational Interest

---

Gerald Larson  
Recreational Interest

---

Bob Cecile  
Citizen-At-Large

---

Amy Kraham  
Citizen-At-Large

---

Dan McShane  
Whatcom County Council

---

Barbara Ryan  
Bellingham City Council

---

Harlan James  
Lummi Nation

---

Bob Kelly, Jr.  
Nooksack tribe

---

Erika Stroebel  
Whatcom County Ex-Officio

---

Michael Stoner  
Port of Bellingham Ex-Officio

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Clare Fogelsong  
City of Bellingham Ex-Officio