

# ***BY-LAWS OF THE ANDERSON ISLAND CITIZENS' ADVISORY BOARD***

## **ARTICLE I** *Purpose and Goal*

The Anderson Island Citizens' Advisory Board, hereinafter referred to as the AICAB, created by Pierce County Ordinance 2004-25 shall serve in an advisory capacity to the Pierce County Council and Pierce County Executive.

The purpose of the AICAB is to facilitate a structured two-way communication process between the County and Island residents, property owners, and business owners regarding significant issues affecting the community within Pierce County's jurisdiction. Issues include, but are not limited to, land use, environmental regulations, infrastructure, schools, ferry service, and public safety.

The goal of the AICAB is to faithfully convey Island viewpoints and opinions, including minority views, on significant issues affecting Anderson Island.

## **ARTICLE II** *Composition*

The AICAB shall consist of ten voting members, drawn from each of the following Anderson Island organizations: Anderson Island Association, Anderson Island Crime Task Force, Anderson Island Historical Society, Anderson Island Community Club, Anderson Island Elementary School Booster Club (Parent Teacher School Association), Anderson Island Park and Recreation District, Anderson Island Fire and Rescue District, Anderson Island Quality of Life Committee, Riviera Community Club, and Tanner Electric Cooperative. These members are appointed by the Pierce County Executive and confirmed by Resolution by majority vote of the Pierce County Council.

## **ARTICLE III** *Terms of Office, Vacancies, and Removal from Office*

The first terms of the voting members of the AICAB shall be staggered as follows: Three members shall be appointed for two years, three members shall be appointed for three years, and four members shall be appointed for four years. Thereafter, members shall be appointed for four-year terms. No appointed member shall serve more than two consecutive full terms.

Vacancies occurring for any reason shall be filled by appointment by the Pierce County Executive for the remainder of the unexpired term(s), or, if the vacancy occurs less than three months from the termination date of a regular term, the successor shall be appointed for a full term.

The Pierce County Executive may remove any appointed member of the AICAB for inefficiency, neglect of duty, malfeasance, or three unexcused absences. A member of the AICAB may be referred to the Pierce County Executive by the Chair for consideration of removal from office upon the third unexcused absence. In addition, a member may be referred to the Pierce County Executive by the Chair for consideration of removal due to inefficiency, neglect of duty, or malfeasance at the recommendation of AICAB members, following majority (more than 50%) vote of the AICAB members present.

Should the need arise for replacement of a representative, the Chair shall facilitate nominations from the organization, the organization shall nominate a representative(s) and then forward such application(s) to the Pierce County Council for consideration and appointment.

#### ARTICLE IV *Officers*

The officers of the AICAB shall consist of Chair, Vice-Chair, Secretary and Treasurer, each elected by majority (more than 50%) vote of the AICAB members present. The term of office for all officers shall be one (1) year. If desired, a Recording Secretary may be appointed for the purpose of recording minutes during the AICAB meetings.

The duties of the Chair shall be as follows:

- ◆ Set agenda, convene and preside over all meetings of the AICAB.
- ◆ If so desired, appoint acting Chair to preside over AICAB meeting.
- ◆ Ascertain that sufficient notice of all AICAB meetings has been provided to the public.
- ◆ Designate committees and appoint committee chairpersons and/or members.
- ◆ Sign all instruments executed by the AICAB.
- ◆ Determine that a quorum exists, and note any unexcused absences.

The duties of the Vice-Chair shall be as follows:

- ◆ Discharge the duties of the Chair in the event of the Chair's absence from a meeting, resignation or removal from office.
- ◆ Serve as Parliamentarian.

The duties of the Secretary shall be as follows:

- ◆ Maintain complete and accurate minutes of the proceedings of all AICAB meetings, with provision to Board members, the Pierce County Executive and the Pierce County Council District #6 Representative in a timely manner. The usual method of transmittal shall be via electronic mail, with hard copy available upon request.
- ◆ Maintain a record of all incoming and outgoing correspondence.

The duties of the Treasurer shall be as follows:

- ◆ Serve as custodian of all monies and bank accounts belonging to the AICAB and maintain an accurate accounting of same.
- ◆ Provide quarterly financial reports to the Board members.
- ◆ Pay out monies upon presentation of bills. Any unbudgeted expenditure over \$100.00 shall require prior approval by majority (more than 50%) vote of members present, and must be signed by the Treasurer and countersigned by one additional officer.
- ◆ Each September the Treasurer shall prepare a year-end report for the closing fiscal year, and the annual budget for the upcoming fiscal year, with provision of same to the members of the AICAB, the Pierce County Council District #6 Representative and the Pierce County Executive.

The election of officers shall occur annually at the December AICAB meeting. The newly elected officers shall take office at the first regularly scheduled January meeting.

## ARTICLE V *Meetings*

As set forth in Chapter 2.61 of the Pierce County Code, the AICAB shall hold quarterly meetings, beginning in January of each year. If desired the AICAB may hold monthly meetings on the second Friday of each month. The venue for all AICAB meetings shall normally be the Anderson Island Community Clubhouse located at 11319 Yoman Rd, Anderson Island.

Public notification may be accomplished through postings on the AICAB sign at the Island General Store, on the AICAB website, on Island readerboard signs, email notification list, U.S. Postal Service mailings, communication box flyers, announcements posted on the ferryboat, or the online Community Calendar.

The Chair may call “special meetings” of the AICAB at the request of three or more Board members upon identification of a specific issue warranting attention prior to the next regularly scheduled meeting. Notice of “special meetings” shall consist of email or telephone notification to board members no less than 24 hours prior to the start of the “special meeting”.

All meetings shall be conducted according to Robert’s Rules of Order.

## ARTICLE VI *Voting and Quorum*

Each voting member of the AICAB shall be entitled to one vote on any matter duly before the Board. Votes are accorded solely to the AICAB members, not to the nominating organizations. The action taken by majority (more than 50%) of members

present at any given meeting shall constitute a recommendation, provided a quorum is present. A quorum of the AICAB for conducting business shall be a majority (more than 50%) of the currently appointed members. All votes shall be polled and recorded.

**ARTICLE VII**  
*Functions*

AICAB members shall serve in a capacity to facilitate a collaborative exchange between Pierce County and Island residents, property owners and business owners. The duties of the AICAB members as set forth in Pierce County ordinance No. 2004-25 shall include:

- A. Provide a forum for Island residents, property owners and business owners to communicate concerns;
- B. Articulate issues of concern and forward to the Pierce County Council and/or the Pierce County Executive;
- C. Devise a recommended plan of action for resolution of Island concerns;
- D. Update Island residents, property owners and business owners regarding issues of concern and Pierce County's responses;
- E. Invite Pierce County representatives to participate in regular "town hall" type meetings to discuss Island concerns; and
- F. Forward recommendations and suggested solutions to the appropriate Pierce County official(s).

**ARTICLE VIII**  
*Coordination with County*

The AICAB shall coordinate all matters relating to the Board's performance of its duties, including administration of the meetings, providing required notice, requesting appointments and reappointments, keeping records of meetings and decisions, documenting the Board's rules of procedure, and forwarding recommendations of the Board to the Pierce County Council District #6 Representative and to the Pierce County Executive.

**ARTICLE IX**  
*Amendments to the By-Laws*

The by-laws may be amended by a majority (more than 60%) vote of the AICAB members present. Any Board member may propose amendments to the by-laws by submitting such in writing to the By-Laws Committee or to the AICAB Chair, no less than thirty (30) days prior to a scheduled meeting, in order to allow sufficient time for consideration by all AICAB members prior to the meeting date.

**ARTICLE X**  
*Policies and Procedures*

Policies and procedures of the AICAB shall be set forth in the Operating Guidelines and may be approved and/or amended by the Board at any meeting as necessary.

*ARTICLE XI*  
*Limitation of Authority*

No Board member of the AICAB shall represent himself or herself as a spokesperson for the AICAB without prior and explicit approval by the Board members of the AICAB.

Neither the AICAB nor its officers shall be required to take specific action, track or report progress, form committees, or otherwise accept responsibility for issues or concerns raised between regular or special meetings.

The AICAB shall seek to facilitate citizen and County communication, but citizens with individual or time-critical concerns and issues are encouraged to take these directly to appropriate County officials and departments as warranted by individual circumstances.

Under no circumstances shall the AICAB or its members be compelled to act in an official capacity in any litigation arising from the actions or statements of citizens at regular or special meetings.