

Anderson Island Citizens' Advisory Board Operating Procedures and Guidelines

I. MEETING FORMAT

- A. The quarterly meeting shall normally commence at 7:00 p.m. with the first portion designated for AICAB business, with no provision for comments from the floor.**
- B. The second portion of the quarterly meeting shall normally begin at 8:00p.m. with designation for comments from the floor. This portion of the meeting shall be recorded, with announcement at the start of the meeting.**
- C. The AICAB Chair shall establish the rules for any public hearing and Board discussion of issues. The second portion of each meeting shall commence with the hearing and Board discussion of "Old Business," consisting of issues which the Board has not yet resolved or issues listed on the agenda under the heading of "Old Business." This will be followed by "New Business" consisting of items so listed on the agenda or which have not previously been brought to the attention of the AICAB.**
- D. Individuals wishing to comment from the floor will be encouraged to register their name, contact information and issue on the Speaker Signup Sheet prior to the beginning of the second portion of each meeting.**
- E. Speakers from the floor shall address the members of the public and Board from the podium, state their name, and may be requested to include pertinent information such as status of residency (on-island or off-island, full-time or part-time, etc. if applicable to issue)**
- F. Time limit per speaker may be at the discretion of the Chair.**
- G. There shall be no designated limitation on the number of speakers allowed per issue, unless the Speaker Signup sheet indicates an excessive number of speakers in relation to time constraints and additional issues to be discussed. Determination may be made at the discretion of the AICAB Chair.**
- H. All meetings shall be conducted according to Robert's Rules of Order, and in compliance with the Open Public Meetings Act of 1971 (RCW 42.30).**
- I. Miscellaneous Operational Details:
 - 1. Prior to each meeting: set up tables and chairs**
 - 2. Set up tape recording equipment****

3. **Public notification shall normally be posted no less than 5 days prior to a meeting, shall be in accordance with AICAB By-Laws, and may consist of the following:**
 - a) **Flyers - design and print**
 - b) **Posting on bulletin boards at Island General Store and Riviera Community Club**
 - c) **Distribution to communication boxes**
 - d) **Posting on ferry**
 - e) **Posting on readerboard at Island Store**
 - f) **Posting on readerboard at Nelson's Corner**
4. **Following each meeting: put away tables and chairs**
5. **Following each meeting: sweep floor**

J. All AICAB meetings shall be conducted in public locations. The venue for quarterly meetings shall normally be the Anderson Island Community Clubhouse. The venue for committee meetings may be determined by the committee chair.

II. MEETING MINUTES

- A. **The Recording Secretary shall take written minutes during the AICAB business portion of each meeting and shall record the following information:**
 1. **Date, time and location of the meeting**
 2. **Time meeting called to order**
 3. **Listing of AICAB members present and absent, and name/title of guest speakers.**
 4. **Brief summary of standard agenda items Adoption of Agenda, Approval of Minutes, Treasurer's Report, Old Business and New Business.**
 5. **All motions and names of members moving and seconding motion.**
 6. **The results of all votes**
 7. **Time of adjournment**
- B. **The Recording Secretary shall provide a draft copy of the minutes to the AICAB Secretary normally within 7 days of the meeting, and the AICAB Secretary shall forward such draft to the AICAB members for review, via electronic mail or by distribution of hard copy.**
- C. **AICAB members may notify the AICAB Secretary of requested corrections or additions to the minutes.**
- D. **The minutes may be formally approved at the next AICAB meeting by majority vote (more than 60 percent) of the AICAB members in attendance.**

- E. Following Board approval, a copy of the minutes shall be forwarded via electronic mail to the Office of the Pierce County Council District #6 Representative.**
- F. One hard copy of the minutes shall be retained on file by the AICAB Secretary and one hard copy shall be retained by the AICAB Chair.**
- G. The second portion of the meeting (Comments from the Floor) shall be recorded. The recording shall be retained for future reference of public comment.**
- H. Upon request by the public, a copy of the recording may be provided for a fee of the actual duplication cost.**

III. COMMUNICATION WITH THE COMMUNITY

- A. Information pertaining to AICAB meetings and issues may be provided to the public through articles printed in the Island Sounder newsletter and/or the newsletter of the Office of the Pierce County Council District #6 Representative. Articles shall normally be submitted by the AICAB Chair.**
- B. Notification of AICAB meetings shall normally be posted no less than 5 days prior to the meeting date on the bulletin boards at the Island General Store and the Riviera Community Club.**
- C. Notification of AICAB *quarterly* meetings may be posted on the ferry.**
- D. At the AICAB quarterly meetings a signup sheet may be provided for individuals requesting notification of future AICAB meetings who might not have access to such information conveyed through the previously established public notification methods.**
- E. Speak-Up forms may be used to voice their concerns regarding specific issues. The Speak-Up form shall include section for identification of issue as well as a section for suggestion of solution. Signature is required on all forms in order to facilitate contact from a member of the AICAB should further information be necessary. Speak-Up forms should be mailed or hand-delivered to the AICAB Chair, who may present stated concerns to the Board members at the next AICAB meeting.**
- F. A communication box containing Speak-Up Forms shall be located on the exterior wall of the Island General Store.**

IV. ISSUES

- A. Issues may be collected through the following methods:**
 - 1. Presentation at AICAB meeting**
 - 2. Speak-Up forms**
 - 3. Electronic mail**
 - 4. Written correspondence**

- B. Issues in need of clarification, research or documentation may be referred to a committee for further development. Such referral does not constitute acceptance of the issue by the AICAB.**

- C. Issues scheduled for discussion at the next quarterly meeting may be announced to the public via AICAB flyers posted on the Communication Board at the Island General Store and/or through articles printed in the Island Sounder newsletter.**

- D. The AICAB may determine action on an issue as it deems appropriate.**

- E. Issues may be referred to the County through the following methods:**
 - 1. The AICAB Chair may refer Board-approved issue to the Office of Pierce County Council District #6 Representative with supporting written documentation,**
 - 2. Individual(s) sponsoring issue may serve as spokesperson(s) to the County for presentation at meetings designated for review of issue.**

V. COORDINATION WITH ISLAND BOARDS, COMMITTEES, AND ORGANIZATIONS

- A. Issues within the purview of an existing island Board, committee or organization (such as AIA Ferry or Road Committees, A.I. Park and Recreation District, A.I. Fire & Rescue District, A.I. Crime Task Force, etc.) may be referred to the appropriate committee for resolution at committee level. If such committee is unable to resolve through customary channels of operation, the committee Chair may refer the issue to the AICAB for review and consideration.**

VI. REVIEW OF PERMIT APPLICATIONS

- A. Pierce County Planning and Land Services Department (PALS) shall provide notification of the following types of permits to the AICAB Chair:**

**Conditional Use Permits
Planned Development Districts
Planned Unit Developments
Nonconforming Use Permits
Public Facility Permits
Shoreline Substantial Development Permits
Shoreline Nonconforming Use Permits
Shoreline Conditional Use Permits
Rezones
Plat Alterations
Zoning Variances
Shoreline Variances
Wetland
Preliminary Plats**

- B. The AICAB Chair may refer permit applications to appointed AICAB member(s) for review.**