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**RULES OF PROCEDURE
CHEHALIS RIVER BASIN FLOOD CONTROL AUTHORITY**

I. MEMBERSHIP

Membership of the Chehalis River Basing Flood Control Authority (Flood Authority) shall consist of one official representative from each of the Basin Governments, as designated in Section 4.0 of the Interlocal Agreement establishing the Flood Authority. Each basin government (entity) shall be entitled to one vote on all matters requiring group action or direction to Lewis County, acting as the Lead Agency.

II. MEETINGS

A. The Lead Agency will arrange and facilitate regular meetings of the Flood Authority.

B All meetings shall be held at the Lewis County Courthouse unless a special location elsewhere is approved by the Flood Authority one meeting in advance and notice is given of the changed location to the members of the Flood Authority and posted on the Flood Authority website.

C. Regular meetings shall be held not less than every three months, as called by the Chair and shall be open to the public. The Flood Authority encourages interested observers to attend meetings. Comments are welcome and will be considered by the Flood Authority.

D. The agenda for each meeting shall include the following:

- Call to Order
- Introductions
- Approval of Agenda and Minutes of Previous Meeting
- Public Comment – 3 min.
- Correspondence
- Reports
- Consent Items
- Old Business
- New Business
- Set Next Meeting Date, Time and Location
- Adjourn

Items for which Authority action is anticipated should be so noted on the agenda.

E. When a regular meeting day falls on a legal holiday, the Flood Authority will convene at the call of the Chair.

F. Minutes shall be taken at all meetings consistent with the Robert's Rules of Order and state

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requirements for open public meetings. Such minutes need not attribute comments or statements to individuals and need not be verbatim restatements of meetings. They need only reflect the decisions made and topics discussed.

- G. Minutes shall be taken at all Public Hearings consistent with Robert's Rules of Order and with state requirements for open public meetings.

III. OFFICERS

- A. The officers shall consist of a Chair and Vice Chair elected from the members of the Flood Authority.
- B. Terms shall run for one year, expiring January 1 of each year.
- C. Vacancies of an office caused by resignation, removal, or expiration of term of any officer during the term of office shall be filled for the remainder of the term by a majority vote of the Flood Authority.
- D. The Chair shall preside over meetings of the Flood Authority, with the Vice Chair presiding when the Chair is absent. In the event both are absent, members present may elect a temporary chair.

IV. MEMBER DUTIES

- A. If a member knows he or she will be absent from a scheduled meeting, the member shall inform staff in advance of the meeting.
- B. Flood Authority members agree that participating as a member is a priority in terms of their time and/or resource commitment.
- C. Flood Authority members will be advocates for the process.*

V. DECISION-MAKING

Except as modified by these Rules of Procedure, all meetings of the Flood Authority shall be conducted in accordance with Robert's Rules of Order. As adopted by the Flood Authority, decisions shall be made by verbal, informal consensus of those Flood Authority members who are present. No business can be conducted without a quorum present. Members may elect to approve a motion; approve a motion with concerns; disagree with a motion, but vote in favor in order to arrive at consensus; or disagree and vote against a motion, in which case there is not consensus. In the event a decision cannot be reached by consensus the Flood Authority can:

- A. Leave the issue unresolved.
- B. Table the decision for future consideration.

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C. Call for a formal vote of the Flood Authority membership present. A formal vote will be taken by motion and second. Consistent with the Interlocal Agreement establishing the Flood Authority, each represented entity, regardless of the number of members from each entity, shall be entitled to cast one (1) vote. A super majority vote of sixty (60) percent of the voting members shall decide the issue.

VI. QUORUM AND ROLE OF ALTERNATES

Alternates appointed by the respective member entities shall have full privileges of regular members. They may vote in lieu of the primary member on all matters and their presence counts for quorum requirements. Six members, each representing a separate member entity, shall constitute a quorum for the conduct of business. Action may be taken by a consensus of members present, consistent with Section V.

VIII. CONDUCT AT FLOOD AUTHORITY MEETINGS

- A. Flood Authority members will focus their discussions on the duties of the Flood Authority as outlined in the Interlocal Agreement establishing the Flood Authority.
- B. Flood Authority members agree to recognize the legitimacy of the interests and concerns of others, and expect that their interests will be respected as well. Flood Authority members will foster open discussion of issues, and in order to do this, members will respect each other's right to disagree.
- C. Each Flood Authority member commits to no personal attacks directed at individuals, member entities, and/or agencies.

IX. MEDIA COMMUNICATIONS

- A. Flood Authority members agree that to get maximum benefit, a climate that encourages candid and open discussion should be created. In order to create and sustain this climate, the members commit to not attributing suggestions, comments or ideas of another participant to the news media or non-participants.
- B. The Flood Authority agrees that media communications representing the Flood Authority's work will be by the Chair, staff, or a Flood Authority approved representative. Press releases need to be approved by the Chair, Vice-Chair, or appointed staff.

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X. PRIOR AGREEMENTS

The actions and decisions made by the Flood Authority shall be consistent with the Interlocal Agreement, signed by each member entity that established the Flood Authority, effective April 30, 2008. The Interlocal Agreement embodies the entire agreement between and among the parties comprising the Flood Authority and shall act as the basis for all actions and decisions of the Flood Authority.

XI. AMENDMENT

These Rules of Procedure may be amended at any regular meeting of the Flood Authority. Adoption of and amendment to the Rules of Procedure shall be by unanimous vote of a quorum of the members present.

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APPENDIX A

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Process and Procedure Guidelines

The following process and procedure guidelines to support Authority decision-making by providing timely provision of materials for Authority member deliberation on items coming before them should be used:

1. Emailing of agendas and materials should be done by Thursday or Friday at the latest of the week before the meeting;
2. In order to provide all needed materials with the agenda, staff and facilitator will provide a cut-off date for receiving them, so they can go out in the email with the agenda. Parties wishing to have materials included with the agenda will provide electronic copies to staff consistent with the cut-off date;
3. The facilitator or assigned staff will inform outside entities and scheduled presenters for meetings that the Authority asks them to provide materials in advance for the agenda mailing, rather than hand them out at the meeting and such material will be included in the agenda packet;
4. Items that are handed out at meetings should be kept to a minimum. Materials should be sent out, to the extent practical, in advance for review prior to a meeting;
5. Sufficient copies of materials for the public should be available at all meetings.