

**Kelso Stormwater Advisory Committee
Bylaws – Rules of Procedure**

**Adopted: July 30, 2008
Revised: November 6, 2013**

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Section 1 – Rules of Order

These rules establish the guidelines to be followed by all members of the Kelso Stormwater Advisory Committee (KSAC). Procedural and other questions may be answered by referring to these rules. The KSAC shall be governed by the most current version of Robert’s Rules of Order Newly Revised.

The KSAC acknowledges that it is advisory only and is not governed by the Open Public Meetings Act – RCW 42.30.

Section 2 – Name

The name of this organization shall be the “Kelso Stormwater Advisory Committee.”

Section 3 – Purpose

The purpose of KSAC shall be to help guide the development, implementation and later updates to the City of Kelso’s (City) Stormwater Management Program (SWMP).

Section 4 – Membership

The KSAC shall be composed of 7 members appointed by the City Manager as referenced in the Kelso Ordinance #08-3667. All members shall reside within a 40-mile radius of the City or shall be gainfully employed within the City limits.

For each term and by majority vote, the members of the KSAC shall elect a Chair and Vice-Chair and such other officers as may be necessary to conduct the committee’s business.

Section 5 – Term of Office

Members shall serve two year terms except the inaugural committee members. At least three of the inaugural committee members shall be appointed for a term to expire on December 31, 2009 and at least three members shall be appointed for a term to expire on December 31, 2010. There shall be no limitation on reappointments of committee members.

Those elected to the positions of Chair and Vice-Chair shall serve in such capacity for a period of one year, except for the first elected Chair and Vice-Chair, who shall serve a period of 1-1/2 years. At the end of the Chair's term, the Vice-Chair shall become Chair for the next term. There shall be no limitation on the number of times a member can be Chair or Vice-Chair.

In the case of a declared vacancy/resignation of the Chair, the Vice-Chair shall automatically serve the remainder of the Chair's term of office.

Section 6 – Responsibilities

The Chair shall preside over the KSAC and all KSAC meetings. The Vice-Chair shall perform this function in the absence of the Chair.

The KSAC shall serve as the primary group to recommend implementation of the prioritized strategies and goals that are described in Special Condition #5 of the NPDES Phase II Municipal Stormwater Permit.

The KSAC shall provide consultation with the City Stormwater Manager and may make recommendations to the City Council.

The City Stormwater Manager shall be responsible for orientation of new members to the committee's business prior to their first KSAC meeting.

Section 7 – Meetings

KSAC shall meet as a whole not less often than quarterly unless there is no business to be conducted as determined by the Chair and the City Stormwater Manager. Meetings shall commence at 4:00 p.m. and be held in the Kelso City Hall, unless otherwise noted. The KSAC may also meet at the call of the Chair, Vice-Chair, or City Stormwater Manager at any reasonable time upon request.

All meetings of the KSAC shall be open and public and all persons shall be permitted to attend any meeting of the KSAC. The meetings shall allow for public testimony.

Section 8 – Voting

Attendance by 57% of the KSAC shall constitute a quorum and minutes shall be kept of each meeting. All voting done by the KSAC shall be governed by a majority vote of the KSAC.

Section 9 – Attendance

Members of the KSAC may be excused from attending any meeting by contacting the Chair, Vice-Chair, or City Stormwater Manager. With no motion to excuse the absence of any member of the KSAC, the Chair is required to announce all absences for the record.

Any participating member of KSAC who has unexcused absences from three consecutive meetings of KSAC, or five meetings within one year, can be construed as voluntarily resigning from KSAC and this shall constitute grounds for removal of that member of the KSAC. The offending member may be so advised, and the contingent represented may be requested to make a substitute appointment.

Section 10 – Powers and Authorities

KSAC shall be an advisory body only and shall not have any power or authority to bind any City, County or any other governmental entity; nor to contract, sue or be sued, or to incur debt or other obligations; nor to hire or retain any employees or services. All authorities and powers of decisions and actions for administration of the SWMP and for the expenditure of funds from the stormwater management fund shall vest and remain with the City Council.

Section 11 – Amendments

These bylaws may be amended at any meeting of the KSAC by a two-thirds vote of the members present, provided that the amendment has been presented in writing and is included in the notice announcing the meeting at which the amendment is to be voted on.