

SKAGIT COUNTY FLOOD CONTROL ZONE DISTRICT

ADVISORY COMMITTEE OPERATING RULES AND PROCEDURES

I. PURPOSE OF THE ADVISORY COMMITTEE

The Advisory Committee is a multi-stakeholder body, which upon request by the District Board of Supervisors, provides policy guidance and recommendations on Skagit County flood control matters, such as funding, planning for flood control improvements, including improvements that also benefit threatened or endangered species, constructing improvements, maintaining improvements, and other flood-related matters that may come before the Advisory Committee. Pursuant to Revised Code of Washington (RCW) Chapter 86.15, the Skagit County Board of Commissioners is the Board of Supervisors for the District.

II. STRUCTURE OF THE ADVISORY COMMITTEE

Membership

The membership of the Advisory Committee shall consist of and represent the following interest areas: Dike and Drainage Districts, environmental, and land use. Advisory Committee membership cannot exceed fifteen (15) individual members, and the interest areas represented can be expanded and/or revised at any time at the discretion of the District Board of Supervisors.

Chair and Vice-Chair

The Advisory Committee shall select from among its members a chair person to chair the Advisory Committee and to oversee and conduct its meetings. The Advisory Committee shall select a vice-chair person from its members to perform the functions of the chairperson in the event of the chairperson's absence. Chair and Vice-Chair positions shall be for a one-year period renewable on an annual basis at the discretion of the Advisory Committee. If neither the Chair nor the Vice-Chair is present for a scheduled meeting, then the Advisory Committee members present shall appoint an acting Chair to preside at such meeting. The Chair shall open, adjourn and close the meetings, direct the work of the Advisory Committee, call upon members to speak, put matters to a vote, announce the results of the voting, and conduct all other related matters of the Advisory Committee.

Subcommittees

The Advisory Committee may form special or standing subcommittees to perform duties related to the Skagit County Flood Control Zone District when appropriate and necessary. Each established subcommittee shall be assigned a written purpose and specific area of responsibility. Subcommittees shall report to the Advisory Committee as necessary on their progress, findings and recommendations. Special subcommittees shall cease to exist upon completing its specific task. Standing subcommittees shall remain active until such time that the Advisory Committee concludes their work has been accomplished.

III. ADVISORY COMMITTEE MEMBER ROLES

In its advisory capacity to the Board of Supervisors, the Advisory may:

- a. Contribute to effective and efficient meetings
- b. Actively participate and represent views of constituents in the development of Advisory Committee recommendations as requested by the District Board of Supervisors
- c. Actively communicate with constituents
- d. Seek to identify flood control projects with multiple benefits, including projects that benefit salmon recovery efforts
- e. Otherwise serve the District Board of Supervisors as requested.

IV. DECISION PROCESS

Decision Making

On advisory matters requiring a decision, members shall make every effort to reach agreement by consensus. Decisions shall be made by a majority vote of members present. Voting shall be by voice vote unless otherwise agreed to by the Advisory Committee. Recommendations of the Advisory Committee shall be submitted within two (2) weeks of the decision to the District's Board of Supervisors. Points of contention and disagreement will be noted in the record and forwarded with the recommendation.

Voting

Each Advisory Committee member, including the Chair and Vice-Chair, shall have one (1) vote on all matters brought before the Advisory Committee for decision. Each Advisory Committee member is entitled to designate and assign a proxy in their absence to vote on all matters brought before the Advisory Committee. Each Advisory Committee member shall notify the Chair in writing of their absence from any scheduled Advisory Committee meeting and shall provide the name and title of the person designated as their proxy. Persons designated as Advisory Committee proxies shall announce their position at the beginning of meetings that they are attending as proxies.

Quorum

One-half plus one of the voting members of the Advisory Committee, including designates, will constitute a quorum for the purposes of voting on all matters that are brought before the Advisory Committee.

V. MEETING STRUCTURE AND FORMAT

Meetings

The Advisory Committee shall meet as often as necessary, but no less than annually, not later than September 30th of each year, to review the status of flood planning, constructing improvements, including improvements that benefit recovery of threatened or endangered species, and to make budget and work program recommendations for the following calendar year. Special meetings of the Advisory Committee will be called at such time as determined necessary by the District Board of Supervisors. All meetings of the Advisory

Committee are open to the public and records of its meeting are available upon request.

Agenda

Staff from Skagit County shall, in consultation with the members of the District's Technical Committees, be responsible for preparing an agenda for all regular and special meetings of the Advisory Committee. Each member of the Advisory Committee shall be provided with a copy of the agenda and supporting material in advance of the meeting. The agenda and supporting materials shall become, once approved, a permanent part of the record of each meeting.

Minutes

Staff from Skagit County shall be responsible for taking and documenting the minutes from all regular and special meetings which, among other things, shall record the names of the Advisory Committee members present, the name of each proxy and the member he represents, and all decisions from the Chair. The minutes shall be made available for review by the Advisory Committee prior to the next scheduled meeting and subsequently reviewed and approved during the meeting's regular order of business.

Place of Meetings

Meetings of the Advisory Committee will be held at varying and appropriate locations within the geographic boundaries of the District.

Other Attendees

Other attendees may enter into discussions of the Advisory Committee to answer questions to provide advice on technical matters, and address other relevant matters as requested by the Advisory Committee.

VI. PUBLIC INVOLVEMENT

Public Notification

All regular and special Advisory Committee meetings will be advertised in the newspaper of record for Skagit County at least one week prior to convening.

Public Comment

A brief public comment period will be provided at the beginning of each Advisory Committee meeting to address any oral or written communication from the ratepayers or residents within the District's jurisdiction. Anyone wishing to address the Advisory Committee shall first secure the permission of the Chair. Each person recognized by the Chair for the purpose of addressing the Advisory Committee shall state their name and address, and limit their comments to three (3) minutes. Only agenda items may be addressed by the public. All remarks shall be addressed to the Advisory Committee as a body and not to any member thereof.

VII. OTHER RULES AND PROCEDURES

Term

These operating rules and procedures shall remain in effect and/or be modified at the discretion of the District Board of Supervisors.

General Rules

Robert's Rules of Order shall be accepted and followed during meetings convened by the Advisory Committee.

Amendments

These rules and procedures are intended to be comprehensive. When an issue arises not foreseen by these operating rules and procedures, the Advisory Committee may consider recommending to the District Board of Supervisors amending these rules and procedures. Any recommended amendment shall comply with RCW Chapter 86.15.

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