

# MANCHESTER COMMUNITY COUNCIL (MCC) BYLAWS

Last rev: 06/22/04

## ARTICLE I

### Introduction

- Section 1. The Manchester Community Council (hereafter referred to as MCC, or Council) is a voluntary participation, self-directed citizens' group.
- Section 2. The MCC's role will be to continue the efforts begun in the development of the Manchester Sub-Area Plan, strengthen bonds within the community, and other issues such as:
- A. Land use, growth management, and zoning
  - B. Public utility service delivery
  - C. Transportation improvements
  - D. Parks and recreation
  - E. Design standards
  - F. Public safety
  - G. Taxes and fees
  - H. Environmental protection
  - I. Other related matters.
- Section 3. The MCC will function to increase public participation in the implementation of the Manchester Community Plan.
- Section 4. The MCC recognizes the importance of existing community groups. The creation of this Council is not intended in any way to diminish their participation and recognition by Kitsap County.

## ARTICLE II

### Mission Statement

The MCC will promote a sense of community by identifying, promoting, and conveying community concerns and issues to the Board of County Commissioners (BOCC), and advise the citizens of the County's land use plans, policies and actions. The MCC will also work independently to achieve results on issues within the Manchester Sub-Area.

## **ARTICLE III**

### **Purpose**

- Section 1. The purpose of the MCC is to provide enhanced citizen-to-County and County-to-citizen communication within the Manchester area by providing a forum in which the citizens can discuss items of mutual concern and explore mutually agreeable solutions.
- Section 2. The MCC will strive to:
- A. Facilitate and improve communication between the community and the County Commissioners.
  - B. Promote a sense of community.
  - C. Advise the Board of County Commissioners and government agencies of the desires and concerns of the community.
  - D. Bring to the community, issues and projects of the County and convey the community response to the BOCC.

## **ARTICLE IV**

### **Boundaries**

- Section 1. The MCC boundaries are all the contiguous territory within the Manchester area as defined in the Sub-Area Plan.
- Section 2. These boundaries may change over time based on community input and comment, as approved and recognized by the BOCC.

## **ARTICLE V**

### **Members**

- Section 1. Any person meeting the requirements noted below in Article VI-Section 4, upon payment of annual dues, shall become a voting member of the MCC.
- Section 2. Annual dues will be established by the Executive Board and will be payable on January 1<sup>st</sup> of each year. Members who have not paid dues by February 1<sup>st</sup> will no longer be considered voting members until payment of dues and will not be provided with further notice. Student members will be exempt from dues payment.
- Section 3. If an otherwise eligible person make it known to the Executive Board that they cannot afford the dues, the Executive Board may waive the dues on a case by case basis.

## **ARTICLE VI**

### **Representation**

- Section 1. The MCC Executive Board will be composed of 9 members made up of five officers and four members at large residing, working, owning businesses, or owning property within Manchester.
- Section 2. In making candidate nominations to the MCC Executive Board, consideration will be given to areas of interest, geographic mix, and gender balance.
- Section 3. Members of the Executive Board will be nominated by a nominating committee of the MCC and approved by an election of members in good standing. Except during the organizing year when elections will be held upon organizing the MCC. The elections shall take place at the November meeting, with new officers taking on their responsibilities at the January meeting. Any group of three members in good standing may act as a nominating committee to provide alternate candidates.
- Section 4. Members shall be residents, property owners or business owners in the Manchester Sub-area.
- Section 5. Officer nominations will be made in a manner as to provide representation from a cross-section of the community and a geographic mix.
- Section 6. Members will bring issues of interest to the Council, which will relay discussions and positions back to the community and the County.
- Section 7. As part of the nomination process, residents interested in serving on the Council Executive Board may apply to the MCC Secretary.
- Section 8. The initial terms of service will be one year for 3 members, two years for 3 members and three years for 3 members, except in the organizing year, when all terms will be for just one year.
- Section 9. Once revolving terms have been established, all terms will be for three years.
- Section 10. Terms of office will run from January 1 through December 31.
- Section 11. The membership will have the option to re-elect members at the end of their term of office.

## **ARTICLE VII**

### **Status**

- Section 1. The MCC will act as a citizen advisory body to the BOCC.
- Section 2. The MCC will recommend, but not make ultimate decisions, regarding any matter of public policy, procedure, or regulation.

## **ARTICLE VIII**

### **Advisory Council Duties**

- Section 1. The MCC will have the following key functional duties:
- A. Serve as a communication body between the Board of County Commissioners and the citizens of Manchester.
  - B. Assist with area-wide planning and land use matters
  - C. Advise the BOCC on the expenditure of capital improvement funds within the boundaries of the community council's area.
  - D. Perform tasks, if requested, by the BOCC.
  - E. Address issues related to the Manchester Sub-area Plan.
  - F. Communicate with the Port, Manchester Community Association, Library Friends and other key groups on issues related to Manchester.
  - G. Interact with the Fuel Depot staff.
  - H. Address other issues as needed.

## **ARTICLE IX**

### **Officers and Duties**

- Section 1. The MCC will elect from its membership a Chair, First Vice Chair, Secretary, Treasurer, Past Chair, and four members-at-large (or key sub-chairs) to act as the Executive Board members. At the organizing year election however, there will be five members at large since there will be no Past Chair.

Section 2. The Chair shall:

- A. Preside at all meetings of the Council and serve as official spokesperson for the Council.
- B. Set the agenda for all regular and special meetings of the Council with input from the Executive Committee and MCC membership.
- C. See that all orders and resolutions of the Council are carried out.
- D. Carry out all functions required of the Chair by these Bylaws
- E. Perform such other duties as from time-to-time may be assigned to the Chair by the Council.

Section 3. The First Vice-Chair shall:

- A. Take the place of the Chair and perform the Chair's duties whenever the Chairman is absent or unable to act.
- B. Perform such other duties as the Chairman or Council may from time-to-time delegate.
- C. Be the likely designee as the next year's Chairman.

Section 4. The Secretary shall:

- A. Be responsible for correct and summary minutes of all meetings and actions of the Council and the Executive Board.
- B. Take attendance at all meetings and record in the minutes.
- C. Keep a correct and complete record of the minutes and actions of the Council and the Executive Board.
- D. Ensure to the posting, publishing, serving, and otherwise distribution of notices of all meetings of the Council.
- E. Ensure that copies of these Bylaws are made available for public inspection.
- F. Attend to such correspondence as may be required.
- G. Perform all duties incident to the office of Secretary of the MCC.

Section 5. The Treasurer shall:

- A. Keep a correct and complete record of the names, mailing addresses, E-mail addresses, telephone numbers, dues payment status, and other pertinent information for all Council members.

- B. Hold all funds of the MCC in a separate bank account.
- C. Present a report of current treasury status at each monthly MCC meeting.
- D. Prepare an annual budget for approval by the MCC at the January meeting.

Section 6. Election and Terms of Officers:

- A. The Council shall elect officers from its membership at the regular meeting each November after the initial year.
- B. Terms of office are for three years (except as noted in Article VI for initial organizational start-up).
- C. Each officer shall serve in that capacity until replaced at the regular January meeting.
- D. If any officer's position becomes vacant for any reason the position shall be filled by the Council, from among its members, at a special meeting or at the next regular meeting after the vacancy becomes known.

## **ARTICLE X**

### **Executive Board**

- Section 1. The Executive Board of the MCC shall consist of the Chair, First Vice Chair, Secretary, Treasurer, Immediate Past Chair, and four members of the Council elected from the MCC each January.
- Section 2. The Executive Board shall meet upon the call of the Chair or upon request of any three members of the Executive Committee.
- Section 3. The Executive Board shall assist the Chair and the Council in planning for regular and annual meetings of the Council and other appropriate duties.

## **ARTICLE XI**

### **Recall of Officers and Executive Board**

- Section 1. Any officer of the MCC or Executive Board member may be recalled from his/her office upon a majority vote of a quorum of the MCC members.
- Section 2. Election to replace said officer shall take place at the next regular meeting.

## **ARTICLE XII**

### **Meetings, Location, and Times**

- Section 1. Meetings of the MCC should be held at a time, place, and manner to facilitate public participation and participation by appropriate County staff.
- Section 2. Meetings of the Council shall be held on a regular basis.
- Section 3. Special Meetings of the Council may be called by the Chair, three members of the Executive Board, or initiated by any five members of the Council upon seven days written notice to all MCC members.
- Section 4. The MCC shall establish processes and procedures as needed to conduct its meetings.
- Section 5. Meetings will follow the Roberts Rules of Order.
- Section 6. All meetings of the Council and of the Executive Board will be open to the public, unless the topic for discussion concerns personnel matters.

## **ARTICLE XIII**

### **Quorum and Voting**

- Section 1. A quorum shall be at least 67% of the members attending the previous monthly meeting, and not less than ten members of the MCC.
- Section 2. Passage of motions shall be by a majority vote of those members present and voting.
- Section 3. The Council may choose to handle specific issues by consensus.

## **ARTICLE XIV**

### **Annual Meetings**

- Section 1. The MCC will invite the BOCC and staff from the Kitsap County Department of Community Development to an annual meeting to review topics of common concern and discuss ways to refine the process.
- Section 2. The Council shall sponsor at least two community town meetings annually.
- Section 3. All meetings will be open to the public, except as noted in Article VII Section 6 and public notification of these meetings shall be made as directed by the Chair.

## **ARTICLE XV**

### **Attendance**

- Section 1. It is the responsibility of each MCC member to maintain regular attendance at Council meetings in order to provide continuity and to allow the regular conduct of business.
- Section 2. Any Executive Board member or Sub-Committee Chair with two consecutive unexcused meeting absences is subject to recall as described under Article XI.

## **ARTICLE XVI**

### **Sub-Committees**

- Section 1. The MCC may create such ad hoc sub-committees, as it deems necessary or appropriate.
- Section 2. The Council shall appoint a member of the Council as chairperson for each sub-committee so created.
- Section 3. The Council shall appoint to each sub-committee such persons, in such numbers, as willing, and as the Council deems appropriate or necessary.
- Section 4. The Executive Board shall describe or delineate the functions and duties of each sub-committee. The chairperson of each sub-committee may designate such functions and duties for the sub-committee as the chairperson deems necessary or appropriate within the range of functions and duties described or delineated by the Executive Board.
- Section 5. The Council may invite citizens of the Manchester area to serve on Council sub-committees.

## **ARTICLE XVII**

### **Non-Discrimination**

The MCC shall not discriminate against any person or group per the Revised Code of Washington (RCW).

## ARTICLE XVIII

### Conflict of Interest and Ethics Rules

- Section 1. Members of the MCC shall not participate in any discussion or decision in which the Council member, any member of their immediate family, or any partner or close business associate, has a conflict of interest, direct or indirect, except as noted in Section 4.
- Section 2. No member of the Council may accept any gift, favor, loan, retainer, entertainment, or other thing of value when such acceptance would result in a conflict of interest, real or apparent.
- Section 3. Definitions:
- A. Immediate family member includes parent, spouse, domestic partner, dependent children, other dependent relatives, and other dependent members of the same household.
  - B. A conflict, or apparent conflict, of interest shall be deemed to exist whenever a reasonable and prudent person would believe:
    - I. That a thing of value has been or is being given for the purpose of influencing an action of the Council or an official act of a Council member, or
    - ii. That a Council member, any member of his or her immediate family, or any partner or close business associate, has a material financial interest in a matter being discussed or decided by the Council.
  - C. Participation in a discussion or decision includes any discussion of an issue or matter before Council members, whether in a Council session or not. The presence of a Council member during any discussion or deliberation shall be deemed to constitute participation, except that a Council member may participate in any public meeting or session of the Council as set forth below.
- Section 4. A Council member having a conflict of interest, as described above, may at any public meeting of the Council or a committee, after disclosing the conflict to those present, observe the discussions and deliberations of the Council, and speak from the audience in the same manner as any member of the public who is present.

## **ARTICLE XIX**

### **Rules of Parliamentary Procedure**

The rules contained in the current edition of Roberts Rules of Order, as adopted by the Executive Board shall govern the MCC in which they are not inconsistent with these Bylaws or any special rules of order the Council may adopt.

## **ARTICLE XX**

### **Amendments**

These Bylaws may be amended by a vote per Article XIII. The proposed amendment shall be submitted in writing for discussion at the previous, regular meeting of the Manchester Community Council prior to the regular meeting at which it is to be considered for adoption.

Originally Adopted: June 22, 2004

Latest Amendment: None