

# BY-LAWS OF THE SOUTH HILL ADVISORY COMMISSION (SHAC)

(Approved September 11, 2023)

## **Article I**

### *Purpose and Goal*

The South Hill Advisory Commission, hereinafter referred to as the SHAC, was created by Pierce County Ordinance 98-82 and further amended by Ordinance 2022-42. The SHAC shall serve in an advisory capacity to the Pierce County Council and Pierce County Executive.

Consistent with Pierce County Code (PCC), the purpose of the SHAC is to facilitate a structured two-way communication process between the County and South Hill community plan area - herein referred to as South Hill, see Pierce County Comprehensive Plan, South Hill Community Plan, Map J-1: Community Plan Area - residents, property owners, and business owners regarding significant issues affecting the community within Pierce County's jurisdiction. Issues include, but are not limited to, land use, environmental regulations, infrastructure, schools, public safety, and annexation or incorporation.

The goal of the SHAC is to faithfully convey South Hill resident's viewpoints and opinions, including minority views, on significant issues affecting South Hill consistent with the functions outlined in PCC 2.45.116(C).

The SHAC shall recommend to the Pierce County Executive two members to serve as ex-officio non-voting members of the Pierce County Airport/Thun Field Advisory Commission for discretionary land use permit review.

## **ARTICLE II**

### *Composition*

The Composition of the South Hill Advisory Commission is described in PCC 2.45.030. The South Hill Advisory Commission shall consist of nine, and not fewer than five, members who shall be broadly representative of the community and the various interests associated therewith. Every appointed member shall reside in, own a business, or own property within the geographical boundaries set forth in the community plan, and a majority of the appointed members shall reside within the geographical boundaries set forth in the community plan. The members are appointed by the Pierce County Executive and confirmed by Resolution by a majority vote of the Pierce County Council.

Nothing in these by-laws prohibits the creation of subcommittees for discussion of topical materials. Subcommittees should be formed and dissolved by a majority vote of a quorum of the commission.

## **ARTICLE III**

### *Terms of Office, Vacancies, and Removal from Office*

Members shall be appointed for four-year terms per the Pierce County Charter and code. No appointed member shall serve more than two consecutive full terms.

The Pierce County Executive may remove any appointed member of the SHAC for inefficiency, neglect of duty, malfeasance, or three unexcused absences in one year. A member of the SHAC may be referred to the Pierce County Executive by the Chair for consideration of removal from office upon the third unexcused absence. In addition, a member may be referred to the Pierce County Executive by the Chair for consideration of removal due to inefficiency, neglect of duty, or malfeasance at the recommendation of SHAC members, following a majority (more than 50%) vote of the SHAC members present.

## **ARTICLE IV**

### *Officers*

The officers of the SHAC shall consist of a Chair, Vice-Chair, and Secretary, each elected by a majority vote of the SHAC members present. The term of office for all officers shall be one (1) year. If desired, a Recording Secretary may be appointed for the purpose of recording minutes during the SHAC meetings.

#### **The duties of the Chair shall be as follows:**

- Set agenda, convene, and preside over all meetings of the SHAC.
- Ascertain that sufficient notice of all SHAC meetings has been provided to the public.
- Designate committees and appoint committee chairpersons and/or members.
- Sign all instruments executed by the SHAC.
- Determine that a quorum exists and note any unexcused absences.
- Performs the act of coordination with Pierce County PPW and the Pierce County Executive's Assistant as outlined in PCC 2.45.116(C), (D), (E).

#### **The duties of the Vice-Chair shall be as follows:**

- Discharge the duties of the Chair in the event of the Chair's absence from a meeting, resignation, or removal from office.
- Serve as Parliamentarian using Robert's Rule of Order.

#### **The duties of the Secretary shall be as follows:**

- Create complete and accurate minutes of the proceedings and actions by the SHAC and transmit minutes to Pierce County PPW staff in a timely manner. The usual method of transmittal shall be via electronic mail, with a hard copy available upon request.
- Relay records of all incoming and outgoing correspondence to Pierce County PPW representative for records management.

The election of officers shall occur annually at the regular December meeting. The newly elected officers' terms shall take effect on January 1<sup>st</sup> of the following year. In the event the SHAC does not elect new officers, the current Chair, Vice Chair and Secretary shall serve until new officers are appointed by a majority vote of a quorum.

## **ARTICLE V**

### *Meetings*

The SHAC typically meets in the evening as advertised on the first Monday of every month (case dependent). Regularly scheduled meetings may consist of Pierce County PPW scheduled items or SHAC-determined agenda items per PCC 2.45.116(C). The meetings are held at various locations throughout the community unless otherwise noted. When practicable and consistent with the Open Public Meetings Act, meetings can be held in a hybrid format, allowing for in-person and remote attendance for commission members and the public. A hybrid meeting shall provide both in-person and remote opportunities for public comment. Procedures, links, meeting identifications, and passcodes for remote access should be included on the meeting notice and agenda. For quorum purposes, Commission members may have the option to attend and/or vote virtually when available.

Public notification may be accomplished through newspaper announcements (if required), email notification lists, Pierce County Boards, and the Commission website by Pierce County PPW staff, as noted in PCC 2.45.116(e)(1).

The Chair and PPW may call “special meetings” of the SHAC as warranted or at the request of three or more Commissioners upon identification of a specific issue warranting attention prior to the next regularly scheduled meeting. Notice of “special meetings” shall consist of an email or telephone notification to Commissioners no less than seven (7) days prior to the start of the “special meeting.”

Outside of land use agenda items coordinated by PPW, the Commission has the authority to determine which items are placed on the agenda for meetings. Any Commissioner or member of the public can recommend an agenda item to the Commission at a SHAC meeting or via email to PPW. The SHAC members will vote at the current meeting to determine if the requested items will be on an upcoming meeting agenda.

All meetings shall be conducted according to Robert’s Rules of Order.

## **ARTICLE VI**

### *Voting and Quorum*

Each voting member of the SHAC shall be entitled to one vote on any matter duly before the Commission. The action taken by a majority of members present at any given meeting shall constitute a recommendation, provided a quorum is present. A quorum of the SHAC for conducting business shall be a majority of the currently appointed members. All votes shall be polled and recorded.

## **ARTICLE VII**

### *Functions*

SHAC members shall serve in an advisory capacity and facilitate a collaborative exchange between Pierce County and South Hill residents, property owners, and business owners.

**The functions of the SHAC as set forth in PCC 2.45.110 and 2.45.116 are as follows:**

- Serve as a public forum for presenting and discussing public projects and public services provided by Pierce County that affect South Hill, including, but not limited to, public works projects and law enforcement.
- Serve as a public forum to discuss items related to the potential annexation or incorporation of all or any portion of the South Hill Community Plan area within or outside the formal boundaries of the South Hill Community Plan.
- Serve as a public forum to discuss other issues of importance to the community, articulate and communicate issues of concern, and forward to the Pierce County Council and/or the Pierce County Executive.
- Invite County representatives to participate in regular “town hall” type meetings to discuss community issues.
- Devise a recommended plan of action for resolution of South Hill concerns.
- Forward recommendations and suggested solutions to the appropriate Pierce County official(s).

**ARTICLE VIII**

*Recommendations*

- The SHAC shall make recommendations as set forth in PCC 2.45.130.
- The SHAC shall also be authorized to make recommendations regarding public projects and services and other issues of importance to the community. All such recommendations shall require majority approval by a quorum of the SHAC and shall only be made after a properly noticed public hearing regarding the subject project, service, or issue has been held by the SHAC.

**ARTICLE IX**

*Coordination with County*

The SHAC shall coordinate all matters relating to the Commission’s performance of its duties, including administration of the meetings, meeting minutes including decisions made, documenting the Commission’s rules of procedure, and forwarding recommendations and decisions of the Commission by way of meeting minutes to the Pierce County Council District Representatives representing South Hill and to the Pierce County Executive.

**The SHAC shall also:**

- Coordinate and apply advanced notice to the PPW of agenda topics required for noticing and in accordance with PCC 2.45.116(C). The Commission shall prepare minutes of meetings and recommendations except for matters related to PCC 2.45.120. The Commission shall provide PPW with a copy of approved meeting

minutes. PPW will continue to support, prepare, and submit legal notices, and develop minutes relating to matters on pending land use applications and proposed Comprehensive Plan amendments and Community Plan amendments affecting the community plan area.

- As an advisory body to the County, the Commissions shall work with the County to ensure compliance with Chapter 42.30 RCW – Open Public Meeting Act, Chapter 42.56 RCW – Public Records Act, and other applicable state laws and county codes.
- Prepare by-laws outlining rules, procedures, and operating guidelines, including coordination of agenda topics, records, and notices. Following consultation with PPW, the establishment of the by-laws and guidelines and amendments to the by-laws and guidelines shall go into effect by majority vote of a quorum of the Commission.

**The county shall:**

- Be responsible for maintaining public records (minutes, correspondence, and emails) relayed by the Commission secretary to the county.

**ARTICLE X**

*Amendments to the By-Laws*

The by-laws may be amended by a majority vote of a quorum of the SHAC membership. Any Commission member may propose amendments to the by-laws by submitting such in writing to the By-Laws Committee or the SHAC Chair no less than twenty-eight (28) days prior to a scheduled meeting in order to allow sufficient time for consideration by all SHAC members prior to the meeting date.

**ARTICLE XI**

*Policies and Procedures*

Policies and procedures of the SHAC may be further set forth in the Operating Guidelines. They may be approved and/or amended by a majority vote of a quorum of the Commission at any meeting as necessary.

**ARTICLE XII**

*Limitation of Authority*

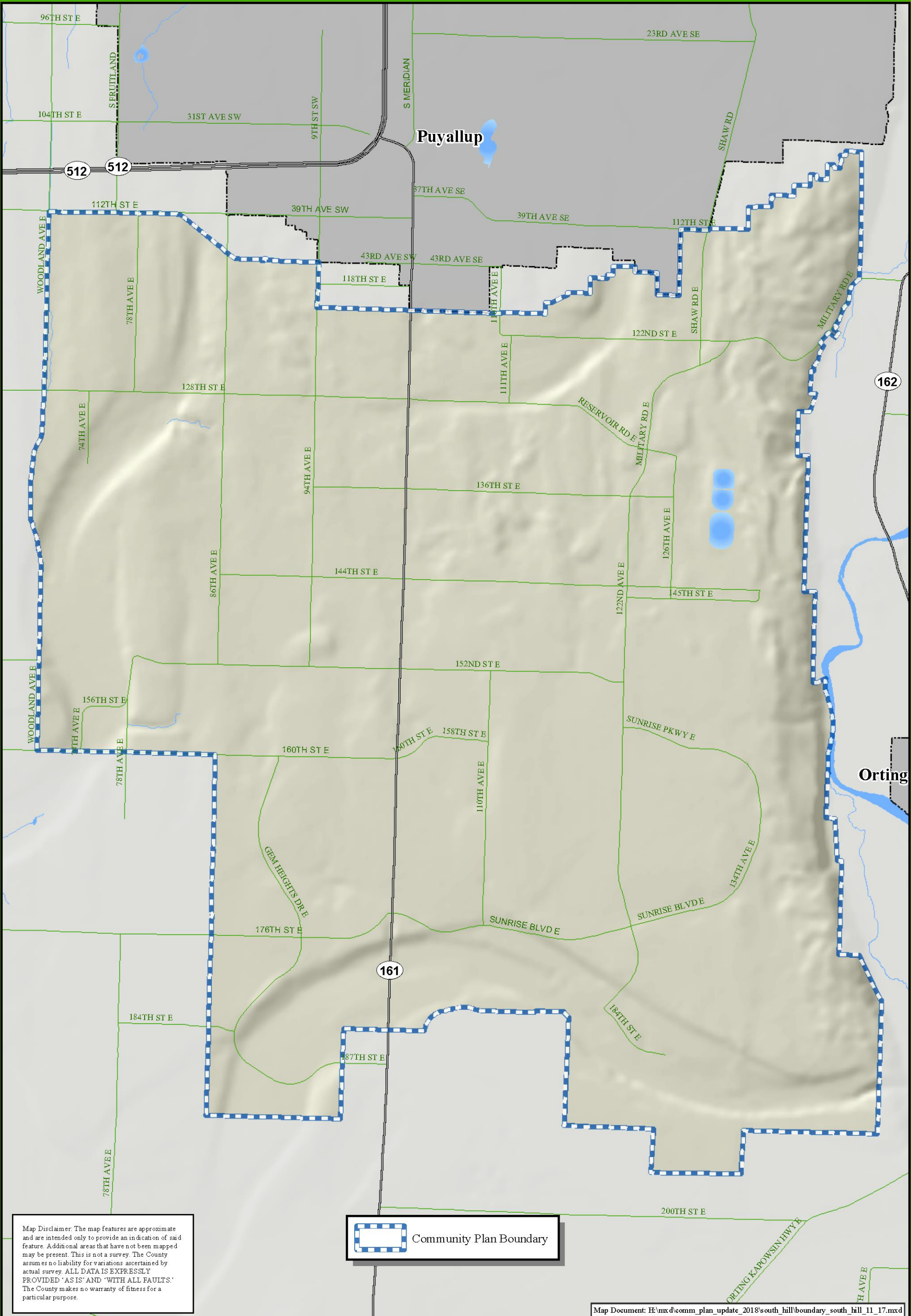
No Commission member of the SHAC shall represent themselves as a spokesperson for the SHAC without prior and explicit approval by a majority vote of a quorum of the Commission members of the SHAC.

Neither the SHAC nor its officers shall be required to take specific action, track or report progress, form committees, or otherwise accept responsibility for issues or concerns raised between regular or special meetings.

The SHAC shall seek to facilitate citizen and County communication, but citizens with individual or time-critical concerns and issues are encouraged to take these directly to appropriate County officials and departments as warranted by individual circumstances.

Under no circumstances shall the SHAC or its members be compelled to act in an official capacity in any litigation arising from the actions or statements of citizens at regular or special meetings.



Created in 1998, Ordinance No. 98-15, 98-82, Resolution 99-69; and the South Hill Community Plan was adopted in 2003, 2003-10s; and pursuant to PCC chapter 2.45. Amending 2.45.110, and adopting a new section 2.45.116, on June 22, 2022, Ordinance 2022-42, effective date September 1, 2022.

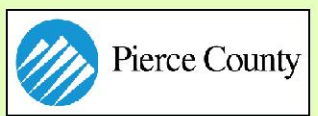


Map Disclaimer: The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may be present. This is not a survey. The County assumes no liability for variations ascertained by actual survey. ALL DATA IS EXPRESSLY PROVIDED 'AS IS' AND 'WITH ALL FAULTS.' The County makes no warranty of fitness for a particular purpose.

 Community Plan Boundary

Map Document: H:\mxd\comm\_plan\_update\_2018\south\_hill\boundary\_south\_hill\_11\_17.mxd

 County Boundary  
 Municipal Area



### Map J-1: Community Plan Area



Revision Date: 6/1/2016  
 Plot Date: 2/5/2018

