

KGI WATERSHED COUNCIL CHARTER AND BY-LAWS

1. NAME

The Key Peninsula-Gig Harbor-Islands Watershed Council shall be called the KGI Watershed Council. After the full initial citation, subsequent references to the KGI Watershed Council in any document may be made as KGI or the Council.

2. MISSION

The mission of the Council is to preserve, protect and restore the Key Peninsula-Gig Harbor-Islands Watershed through activities that foster collaboration and involvement.

3. TASKS AND RESPONSIBILITIES

- Pursue implementation of the KGI Watershed Action Plan and the KGI Watershed 5-Year Action Agenda.
- Track water quality-related efforts within the KGI Watershed
- Provide local agencies with technical assistance for their water-related planning activities and programs.
- Serve in an advisory capacity to local jurisdictions and agencies.
- Educate the public and local agencies about water quality and quantity issues specific to the KGI Watershed.
- Host public forums to discuss water issues and help resolve conflicts between diverse interests.
- Improve communication among affected private individuals, interested citizens, business/industry, and representatives of local, state and federal agencies.
- Track the health of the watershed.
- Track ongoing monitoring of environmental health indicators.
- Provide the community with updates on changes in the watershed.
- Adopt and implement a work program, then evaluate work program progress.
- Seek funding to support program development and implementation, including funding from agencies represented on the Council.
- Administer the Lu Winsor Environmental Grant program
- Monitor and evaluate the effectiveness of Council activities.

4. GEOGRAPHIC COVERAGE

The watershed lies between Case Inlet on the west and Dalco Passage and The Narrows on the east. The watershed's northern boundary is in southern Kitsap County, and the southern boundary is formed by the Nisqually Reach, Puget Sound, and Cormorant Passage. The watershed contains approximately 101,000 acres, or 158 square miles of land, and about 179 miles of shoreline. It is composed of two large peninsulas and many islands. The three largest islands are Fox, McNeil (state-owned), and Anderson. The watershed also includes a number of smaller islands, including Raft, Herron, Cutts, Eagle, Gertrude, Tanglewood, and Ketron. It includes the incorporated city of

Gig Harbor, as well as the unincorporated communities of Burley, Home, Vaughn, Rosedale, Longbranch, Lakebay, Key Center, Lake Holiday, and Purdy. The majority of the watershed falls within Pierce County with about a quarter of the area falling within Kitsap County.

5. MEMBERSHIP

All interested persons shall be welcome as members. All residents or other participants in the KGI Watershed will be considered members of the KGI Watershed Council. The Council membership is intended to come from the broadest cross-section possible of individuals, organizations, and governments.

6. MEETINGS

General: The general meetings shall be held monthly at 4 pm at Peninsula Light Company unless otherwise arranged by sufficient notice.

Annual Planning Meeting: One annual planning meeting will be held to develop the Council's annual work plan. The Executive Committee of the Council shall set the time and place of the meeting.

7. QUORUM

The Council shall use a consensus based decision making process. Consensus shall be defined as having no meeting participants actively opposed to the proposed direction. If consensus cannot be reached, the Council may decide to delay discussion of the item until a later date or vote on the issue. Voting by a 2/3 majority rule of members present will only be used when all efforts to reach agreement by consensus fail. A quorum of the Council shall consist of not less than seven (7) Council members and shall include the chair or vice-chair.

8. OFFICER RESPONSIBILITIES

The KGI Watershed Council Executive Committee will provide continuity to the KGI Watershed Council by establishing a core group of diverse, committed members. The officers of the Executive Committee shall consist of a Council chair, vice-chair, secretary/treasurer, as many as three (3) directors, and, as necessary, committee chairs and vice-chairs.

The Council chair, with the assistance of the vice-chair and other Executive Committee members, shall be responsible to guide the Council and its committees in accordance with the provisions of these by-laws. The term of office for all officers shall be one year. The Council chair, vice-chair, secretary/treasurer and directors shall be elected by the membership of the Council each year.

The Council will select a chair or vice-chairs to serve as spokesperson(s), help determine Council agendas, arrange Council meetings, enforce ground rules, and perform other tasks as assigned by the Council. The Council may select other officers as needed.

9. COMMUNICATION

The intent of this section is to ensure that official Council communications are a) consistent with adopted Council positions, b) accurately represent decisions made by the Council, and c) are expressed in a manner that is respectful of Council members, partner organizations, and community members. The following procedures and guidelines should be followed for written and electronic communications produced for and in the name of the Council.

- a) When a need for a written or electronic product representing the Watershed Council is identified, it is recommended that the following steps be taken:
 - i. Bring the issue to the attention of the Council or the Executive Committee with a request for action.
 - ii. If approved by the Council or Executive Committee, preparation of the requested product will be referred to a staff member or Council member for development.
 - iii. The draft product will be presented to the Council for approval at the monthly meeting of the Council.
 - iv. If time is limited and a full Council meeting is not scheduled before a product is required, approval by the Executive Committee members may substitute for review by the full Council.
 - v. Upon approval, resulting products may be posted, printed, signed, and distributed as appropriate.
- b) Correspondence will be sent on official Council letterhead, which only the Chair, or those authorized by the Chair, may utilize and sign.
- c) Requests for comment from the media on behalf of the Council will be directed to the Chair. If the Chair is unavailable, requests may be referred to the Vice Chair. Also, the Chair may authorize other Council members or staff to provide comments or information to the media.
- d) All members of the Council retain their right to express their personal concerns on any given issue provided they do not claim to represent the Council unless expressly authorized to do so.

10. COMMITTEES

The Council may create committees to address tasks or issues. The Council may decide to dissolve committees. All committee chairs shall take guidance from and be responsible to the Council chair for the efficient operation of their respective committees. The chairs and vice- chairs of Council committees shall be elected by the consensus of the members of the respective committees.

The Council may form subcommittees and task groups to perform certain functions or focus on specific issues. The Council also will identify technical advisors who can provide technical data and assistance, and call on these experts as needed.

11. AMENDMENTS

These by-laws may be amended by a 2/3 vote of the Executive Committee but only after the proposed amendment has been read to the Committee at its most recent meeting.

