

Stillaguamish Watershed Council (SWC)¹ 2015 Bylaws

February 2015

1.0 SWC Mission

The mission of the SWC is to restore and maintain a healthy, functioning Stillaguamish watershed by providing a local forum in which agencies, organizations, communities, and the public can engage in a collaborative watershed-based process of planning, prioritization, decision-making, and coordination. A key role for the SWC is acting as the local citizens committee for the Stillaguamish River Salmon Recovery Lead Entity organization, pursuant to the Washington State Salmon Recovery Act (RCW 77.85). The Stillaguamish Lead Entity is co-led by Snohomish County and the Stillaguamish Tribe. The co-lead entity focus is Chinook salmon recovery planning, implementation, monitoring, and adaptive management for the Stillaguamish watershed.

2.0 SWC Membership

The SWC is comprised of individuals representing citizens, landowners, interest groups, Tribes, local governments, state and federal natural resource management agencies, and non-governmental agencies that have interests in the health of the Stillaguamish watershed. Current member organizations and their representatives are listed in Appendix A.

2.1 SWC Membership Changes

Agencies, organizations, or interest groups may only be added or removed from the SWC when a minimum of half of the voting members or their designees are present to vote and a majority vote is achieved. Agencies and organizations will select their own representatives. The three citizen members will be selected from individuals with a primary residence in the watershed. and vacancies will be publicized. The SWC will appoint representatives from the North Fork, South Fork, and Mainstem. Any SWC decisions on membership shall be recorded in meeting summaries and documented with a revision to Appendix A.

2.2 Designee

There are occasions when a member is not able to attend regularly scheduled meetings due to conflicts. SWC members are encouraged to send a designated representative (designee) when they are not able to attend. A designee is strongly encouraged to familiarize themselves with the on-going work of the SWC prior to attending. When a regular member is absent, the designee may fully participate in discussions and shall have the same voting rights as the absent member.

¹ Formerly known as the Stillaguamish Implementation Review Committee (SIRC)

2.3 Resignation

Members or organizations may resign in good standing by sending a letter of resignation to the SWC Officers. Resigning members will provide the name of an interim/final replacement to represent their organization.

3.0 SWC Officers

The SWC shall elect a chairperson and vice-chairperson or co-chairs from the SWC membership. Nominations and elections shall be held at the first scheduled meeting of the year, and shall be effective for one year.

3.1 Representing the SWC

The SWC Officers are authorized to officially represent the SWC or to appoint an alternate representative to represent the SWC in a specified forum and to communicate a specified SWC position.

4.0 SWC Administration

Snohomish County and the Stillaguamish Tribe co-lead the Stillaguamish River Salmon Recovery Lead Entity organization. The County and Stillaguamish Tribe split Lead Entity duties and responsibilities pursuant to the Lead Entity contract. The County provides a Stillaguamish Lead Entity Coordinator who shall support regular SWC meetings by organizing meeting logistics and producing and distributing agendas and meeting summaries. The Coordinator shall also work with the SWC Officers, co-lead agencies, subcommittees, and members to set goals, facilitate meetings, coordinate the SRFB project application/review/and prioritization process, and support communications with Puget Sound Partnership initiatives.

4.1 Open Public Meetings

All SWC meetings and events shall be open to the general public. All SWC business shall be conducted in open session. Notice of upcoming meetings shall be published in local media.

4.2 General 2015 Meeting Schedule

The schedule for meetings of the SWC and its subcommittees is as follows:

TAG	Ad-hoc subcommittees as identified	SWC
Second Wednesday 9 a.m. to 12 noon (Stillaguamish NR Office)		Fourth Wednesday 1 p.m. to 4:00 p.m. (Stillaguamish NR Office)
Monthly meetings, except for August	As-scheduled by participants	Monthly meetings, except for December. November is the Third Wednesday

4.3 Agendas and Meeting Summaries

The SWC has adopted the following template for meetings of the full body, which are led by the (Co) Chair, Vice-chair, or their designee:

1. Opening (Lead Person) a. Introductions b. Review agenda c. Approve previous SWC meeting summary
2. Public Comment and Announcements
3. Action Items, Issues, and Subcommittee Reports a. Scheduled Agenda Item b. Other items from the floor
4. Project Reports/Presentations a. Scheduled Agenda Item b. Other items from the floor
5. Monitoring and Adaptive Management Reports a. Scheduled Agenda Item b. Other items from the floor
6. Education and Outreach Reports a. Scheduled Agenda Item b. Other items from the floor
7. Watershed Priorities and New Project Opportunities a. Scheduled Agenda Item b. Other items from the floor
8. Review of Actions/Commitments
9. Adjourn
10. After-meeting Networking and Integration

Suggested agenda topics should be provided to the staff Coordinator two weeks prior to a meeting. Agendas for SWC and subcommittee meetings should be published at least one week in advance. Agenda categories may change over time as necessary to address stakeholder issues. Written meeting summaries when approved by the SWC shall serve as the official public record of SWC discussions, decisions, and activities.

4.4 Subcommittees and Ad-hoc work groups

The SWC operates with both standing subcommittees and ad-hoc work groups that provide recommendations to the full SWC for decision-making. The SWC may create ad-hoc work groups to complete specific tasks. For example, to review and make preliminary ranking of proposed Salmon Recovery Funding Board projects. All ad-hoc work groups will have clearly defined tasks to accomplish by a specified date. Membership of ad-hoc work groups shall be open to the full SWC.

4.4.1 Stillaguamish Technical Advisory Group (STAG)

The STAG is a subcommittee of the SWC that provides scientific advice to the SWC on salmon recovery priorities. The STAG also serves as the local technical committee for the Stillaguamish Lead Entity organization.

4.4.2 SWC Ad-hoc Subcommittee

A SWC Ad-hoc Subcommittee will be identified when during a regular meeting of the full SWC it is decided that further development or investigation of an issue is warranted prior to voting on an action.

4.4.3 Stillaguamish Capacity Fund Subcommittee

The Stillaguamish Capacity Fund Subcommittee works with lead entity staff to oversee the Stillaguamish Capacity Fund, which is administered by the Stillaguamish Tribe to provide funding for local salmon recovery project development.

4.4.4 Stillaguamish Stewardship Subcommittee

The Stillaguamish Stewardship Subcommittee is a subcommittee of the SWC that provides advice to the SWC on implementation of the Stewardship Education and Outreach chapter of the Stillaguamish Watershed Chinook Salmon Recovery Plan.

4.5 Revision of SWC Bylaws

The SWC shall review and update these bylaws on an annual basis at the regularly scheduled January meeting, to become effective the following meeting. These bylaws may also be revised by the SWC at any other time deemed necessary.

5.0 SWC Scope of Authority and Decision - making

The SWC cannot direct specific tasks of its member groups. However, the SWC may review and comment on policies and actions that affect the Stillaguamish watershed. As the citizens committee for the Stillaguamish Co-Lead Entity organization, the SWC has final decision-making authority for the prioritized projects list that the Stillaguamish Co-Lead Entity submits each year to the Salmon Recovery Funding Board.

5.1 Process

SWC decisions are made by majority vote of SWC members, or their designees, present at a regularly scheduled meeting of the full body. Voting follows a motion, second, and a period of discussion involving members or their designee, and attendees from the general public, moderated by the SWC Officers.

5.2 Conflicts of Interest

SWC members or their alternates shall abstain from any vote on grant recommendations to any funding agency which may directly benefit their organization or interest group. However this does not prevent a SWC member from using their general expertise to educate and provide general information on the subject area or to advocate specific projects at SWC meetings.