

**CLALLAM COUNTY  
MARINE RESOURCES COMMITTEE  
BUSINESS RULES**

Adopted March 20, 2000  
Revised May 22, 2006  
Revised May 21, 2007

The Marine Resources Committee of Clallam County, Washington (being constituted by Board of County Commissioners' Resolution No. 58-1999, and re-established by Board of County Commissioners' Resolution No. 05-2007) adopts the following rules for the transaction of its business.

**1.0 Role and Function of the Marine Resources Committee (MRC)**

The role and function of the NMRC is as stated by the Board of County Commissioners' Resolution 58, 1999, or as that resolution is amended.

**2.0 Committee Members and Officers, Appointment, Term of Office and Removal**

- 2.1 The committee consists of fifteen members who are appointed by the Board of County Commissioners for staggered terms of office. The officers of the committee consist of a chair and vice-chair, each serving one-year terms in office.
- 2.2 Additional ex-officio members may participate as described in item IX of Board of County Commissioners' Resolution 58, 1999.
- 2.3 The MRC may recommend to the Board of County Commissioners the removal of an MRC member for inefficiency, neglect of duty or malfeasance in office. The MRC will consider three consecutive absences of a member from the regularly scheduled monthly meetings of the committee as neglect of duty unless permission has been granted by the chair of the MRC and so noted in the minutes of those meetings missed.

**3.0 Officers – Election of Officers – Succession**

- 3.1 Annually, at its first May meeting, the committee will elect officers. Nomination of officers is from the floor and, where more than one nomination to an office is received, voting will be by secret ballot. Election of any officer requires a majority of the entire committee.
- 3.2 In the event of a vacancy in the chair, the vice-chair will automatically succeed to the chair. A vacancy occurring in the office of chair or vice-chair is filled by election, as defined above, to serve for the unexpired portion of the term.
- 3.3 An acting chair will be elected by the members present to serve during the absence of the chair and vice-chair.

**4.0 Officers – Duties**

- 4.1 The chair is the chief executive of the MRC and is responsible to appoint subcommittees and to conduct business of the MRC between its meetings, in coordination with County staff. The chair will sign documents of the committee.

The chair shall also serve as the official spokesperson for the group in matters relating to the press. The chair is entitled to a single vote and shall retain the right and responsibility to participate in all deliberations and to vote on all matters. The vice-chair will act for the chair in the chair's absence.

- 4.2 The MRC will elect an official Representative to the NW Straits Commission, and an alternate representative. The Representative will be responsible to attend all NWS meetings, or arrange for an alternate; to act as spokesperson for the MRC at NWS meetings, and to report back to the MRC matters arising.

## **5.0 Meetings & Notices**

- 5.1 All meetings shall be open to the public and all MRC actions shall take place in MRC meetings.
- 5.2 Regular meetings of the MRC are held on the third Monday each month at a place determined at the prior meeting. The MRC may substitute another day, time or place for the regular meeting and include such notification in the meeting call. If the business of a regular meeting cannot be completed, the committee may designate a time for an adjourned meeting or may defer the business until the next regular meeting. If another day, time or place is selected public notice shall be given as follows:
  - a. Posting of a notice at the entrance(s) to the building where MRC meetings are customarily held; and
  - b. Publication of a legal notice in the county newspaper of the change to the MRC meeting schedule not less than ten calendar days prior to the meeting; and
  - c. Timely written request to the weekly local newspapers for inclusion in the community calendar sections of those papers.
- 5.3 Public notices shall be prepared and published in a timely manner to support scheduled meetings, in addition to posting the meeting notice and the agenda at the meeting place before the start of each meeting. Meeting calls including the agenda, meeting place and time, and other related materials, shall be mailed to the MRC members at least seven days prior to regular meetings and in a complete form to allow review by the members. The Board of County Commissioners shall also receive a copy of the agenda and related materials.
- 5.4 Special meetings may be called by formal action of the MRC, by order of the chair or by written request to the chair by a minimum of three members. Notice of such special meeting is to be provided to all committee members at a minimum of ten days prior to the meeting and public notice will be provided as specified in 5.2 above.
- 5.5 Subcommittee work sessions may be scheduled as needed. At such meetings the public is welcome to attend but shall not ordinarily be allowed to participate unless specifically requested by the subcommittee chair.

## **6.0 Attendance**

To achieve its greatest effect, the MRC needs the regular attendance of its members at most or all meetings; the committee benefits greatly from full participation of each member

and keenly feels each absence. In light of this, committee members are expected and required to notify the chair of anticipated absence from any meeting of the MRC as far in advance of the meeting as possible. In the event that such notifications indicate that a quorum will not be present, the chair will ordinarily cancel or reschedule the meeting.

## **7.0 Quorum – Voting**

- 7.1 A simple majority of the total of the members currently appointed to the committee constitutes a quorum for the conduct of MRC business. Voting is by voice vote, except where these rules or the MRC itself may require a ballot or roll call vote. All MRC members other than alternates or ex-officio shall be voting members.
- 7.2 The decision making approach of the MRC will be by consensus. Consensus is defined as a decision that allows each representative to say “The group I represent can live with the decision and accept it, regardless of whether it is exactly what I want.” If consensus still cannot be reached, the issue under consideration will be tabled until the next meeting where it will be addressed as old business. If at this time consensus as defined herein still cannot be reached on the issue, the MRC will recognize a simple majority vote. The minority opinion will also be forwarded to the Board of Clallam County Commissioners.

## **8.0 Conflict of Interest**

Conflict of interest will rarely arise as a matter of concern for MRC members; however, in the discussion, preparation and submittal of funding proposals for MRC projects it is possible that a conflict or the appearance of a conflict may arise. Conflict of interest is defined as the possibility or appearance of possibility, and not just the actuality of a private benefit, direct or indirect, or the creation of a material personal gain or advantage to the member, family, friends or associates who hold some share of a member’s loyalty.

Any member who believes that he or she has a conflict of interest on any matter before the committee must, as soon as the chair introduces the matter, announce that he or she has a conflict and promptly leave the room. The particulars of the conflict need not be disclosed.

A member who believes he or she may have the appearance of a conflict but does not believe that an actual conflict exists nor that his/her ability to reach an unbiased conclusion is in any way compromised should, at the opening of the discussion, disclose the apparent conflict, declare that he/she does not believe he/she is biased in any way and ask if anyone in the audience would object to his/her participation in the matter. If there is an objection and the committee would have a quorum without the member, the member should step down and leave the room. If there is no objection the member may remain and participate in the matter.

If a member has not disclosed any appearance of a problem but is challenged from the floor and the challenge has no basis in fact, the member should so state and may decline to step down. A member is not obliged to accede to groundless challenges. However, if there may be an appearance of conflict, the member should respond in accordance with the earlier instructions in this section.

A member who has questions about his or her participation in any matter to come before the committee should direct those questions to the chair who may, if necessary, call upon the planning director for a decision. The planning director, in turn, may call upon the Prosecuting Attorney for a decision.

A member's absence due to possible or actual conflict of interest shall be an excused absence and the reason shall not be disclosed to the MRC or the public prior to or during the committee's consideration of the item.

## **9.0 Order of business – Meeting Procedure**

- a. Call to order, roll call and determination of quorum
- b. Agenda items
  1. Review of meeting notes from previous meeting
  2. Committee reports
  3. New business
  4. Discussion of next meeting date and agenda
  5. Public comments (*at the discretion of the chair*)
- c. Adjournment

The chair may alter the regular order of business in preparing the agenda when special circumstances and the efficient use of time dictate.

All meetings shall be conducted pursuant to the Open Public Meetings Act (RCW 42.30, copy attached).

## **10.0 Meeting Notes and Records**

Findings and recommendations, resolutions, etc., of the MRC are prepared at the direction of the chair. Copies will be provided to all MRC members in a timely manner for review and approval at the next regular MRC meeting. The minutes shall contain a summary record of topics discussed, motions, motion makers and seconders, resolutions, and other determinations of the committee, and shall also contain details of time, place, type of meeting, members present, excused and absent without notice, speakers, and records of all votes, etc. All meetings shall be recorded; the tape record shall constitute the official record of the MRC.

Once approved, the meeting notes, with associated materials attached, shall be signed by the recording secretary or the chair and filed for the public record with the Board of County Commissioners.

## **11.0 Financial Support to Committee Members**

- 11.1 Committee members receive refunds for travel expenses while conducting MRC business they undertake, in accordance with Clallam County policy, other than for their normal round-trip travel between their homes and regularly scheduled meetings. Any refunds are subject to approval by the Department of Community Development as being within the approved MRC operating budget.
- 11.2 All invoices shall be submitted to the Department of Community Development for payment from the funds allocated by the county for MRC operations. The Department of Community Development will provide appropriate expense vouchers for reimbursement for MRC members' use upon request.

**12.0 Parliamentary Procedure**

Robert’s Rules of Order shall govern matters of procedure when consensus is not possible, except as otherwise provided in these rules or in Washington State law.

**13.0 Amending Rules**

These rules may be amended at any meeting by a vote of the majority of the entire membership of the committee, provided five (5) days’ notice has been given to each MRC member.

AMENDED THIS 21<sup>st</sup> DAY OF MAY, 2007.

MARINE RESOURCES COMMITTEE

\_\_\_\_\_  
Nathan West  
(Port Angeles City Council)

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Aleta Erickson  
(Commissioner District II)

\_\_\_\_\_  
Walt Blendermann  
(Sequim City Council)

\_\_\_\_\_  
Joe Schmitt  
(Commissioner District III)

\_\_\_\_\_  
Todd Ritchie  
(Port of Port Angeles Commission)

\_\_\_\_\_  
Roy Morris  
(Clallam Bay/Sekiu Community)

\_\_\_\_\_  
Vince Cooke  
(Makah Tribal Council)

\_\_\_\_\_  
(Commercial Fishers)

\_\_\_\_\_  
Doug Morrill  
(Lower Elwha Klallam Tribal Council)

\_\_\_\_\_  
David Croonquist  
(Sport Fishers)

\_\_\_\_\_  
Lyn Muench  
(Jamestown S’Klallam Tribal Council)

\_\_\_\_\_  
Ron Thom  
(Conservation/Environmental Interests)

\_\_\_\_\_  
(Commissioner District I)

\_\_\_\_\_  
Ed Bowlby  
(Academic Community)

\_\_\_\_\_  
(Development Community)