

Grays Harbor County
Marine Resources Committee (MRC)
Bylaws

(Last Approved Update 19 January 2010)

1. Mission and Authority of the MRC

1.1 MRC Mission

A mission statement will be developed, approved and adopted according to these by-laws. At time of adoption, the mission statement will be inserted into this section and replace all text of Section 1.1. No re-approval of the by-laws will be required for this action.

1.2 Authorization for MRC

The MRC is established by Resolution Number 2009-14 and RCW 36.125

2. MRC Membership

2.1 General

MRC membership is determined by Exhibit A of Resolution Number 2009-14.

2.2 Alternates

Only appointed MRC members may participate in MRC decisions. MRC members may submit a written request to the MRC to participate through a designee. If the MRC approves the request, then the designee may, when requested by appointed MRC member, participate in MRC decisions on behalf of the appointed MRC member.

2.3 Resignation

MRC members may resign in good standing by sending a letter of resignation to the MRC and the coordinator. The letter shall include reasons for resignation. The coordinator shall forward the letter to the Board of County Commissioners and initiate a process to fill the vacancy.

2.5 Attendance

Attendance of MRC members, staff, and visitors shall be determined by signing in during the meeting. Attendance of MRC members shall be recorded in the meeting summary as present, excused, or absent. Excused absence of MRC members shall require notice to the chairperson, vice-chairperson, or a staff member. The chairperson shall monitor attendance. If an MRC member or alternate misses two meetings in a row without advance notice to the chair or staff, or if a member misses four meetings in a row, the chair will notify the member and lead staff that their attendance is not consistent with these by-laws. If, in the six months following such notice, the member or alternate again misses two meetings in a row without advance notice, or four meetings in a row, the chair will notify the member and lead staff that their attendance record is unsatisfactory.

3. MRC Leadership

3.1 Chairperson

The MRC shall select a chairperson from the MRC membership at the last regular MRC meeting of each year, or as soon as possible thereafter. The chairperson shall be selected based on his or her ability to conduct meetings, coordinate diverse interests and issues, and communicate with staff. The selected individual shall serve as chairperson until a successor is selected. There will be no limit to the number of terms a chairperson may serve.

The chairperson shall have the following duties: preside over MRC meetings, allow all MRC members the opportunity to speak and invite public comment during meetings, ensure that all issues are given reasonable consideration by the MRC, and set the meeting agenda and location.

3.2 Vice-chairperson

The MRC shall select vice-chairperson from the MRC membership. The vice-chairperson shall serve until a new vice-chairperson is confirmed by the MRC.

The vice-chairperson shall perform the duties of the chairperson at the chairperson's request or in the chairperson's absence and shall serve as assistant to the chairperson for the good of the organization.

3.3 Washington State Ocean Caucus

The MRC shall select one of its members to serve as its representative on the Washington State Ocean Caucus and another member to serve as an alternate. The representative and alternate shall serve until successors are selected.

4. MRC Decision Making

4.1 Scope of MRC Decision Making

The MRC has no legislative or administrative authority, cannot set policy, and cannot direct specific actions of any organization. However, the MRC may review policies and actions that affect the marine environment and may submit recommendations to Grays Harbor County.

4.2 MRC Decision Making Process

Following a motion and a second by MRC members, the MRC shall consider a decision using a "modified consensus" model. All efforts will be made to reach consensus and all members will be given an opportunity to ask questions and comment. Consensus means that all members share a sense that they have reached a common resolution, and all members "are willing to live with" the decision. If full consensus cannot be reached, the chairperson may call for the issue to be put to a vote. A vote shall require a simple majority to pass with the following exceptions:

The chairperson shall be selected or removed by consensus or two-thirds majority.

Changes to the MRC bylaws shall be decided by consensus or two-thirds majority.

4.3 Quorum

A simple majority of MRC members shall constitute a quorum for the transaction of business. Once a quorum is established for a meeting, the requirement for a quorum is met for all subsequent actions in that meeting. Decisions or actions shall not be taken without a quorum, but discussions can take place.

4.4 Conflicts of Interest

MRC members shall abstain from any decisions that may directly or indirectly benefit themselves. However, this does not prohibit an MRC member from using his or her general expertise to educate the MRC or provide general information to the MRC on a decision item.

5. MRC Administration

5.1 Open Public Meetings

All MRC meetings and events shall be open to the general public and all persons shall be permitted to attend. All decisions and action shall be taken in open session.

5.2 Public Comment

The chairperson may invite public comment at any time during MRC meetings.

5.3 Agendas and Meeting Summaries

Requests for agenda time must be sent to the coordinator at least one week prior to a meeting. The chairperson will approve the final draft agenda that will be sent to members at least one week before the meeting. Each Agenda shall include at least:

- Attendance
- New Business
- Public Comment

Meeting summaries shall serve as the official public record of MRC decisions and activities. Meeting summaries shall be prepared by coordinator and approved by the MRC at the following meeting.

5.4 Administrative Support

Grays Harbor County will provide MRC coordination support including planning and organizing meetings, leading/facilitating meetings, and recording and distributing meeting and activity summaries to those interested in MRC activities. The MRC coordinator will, as time and funding allows, manage tasks of the MRC, assign work to MRC volunteers, and assure timely completion of activities. The MRC coordinator is also responsible for coordinating with WDFW and for completing contract deliverables.

5.5. Subcommittees

The MRC may create ad hoc work groups to complete specific tasks. All ad hoc work groups shall have clearly defined tasks to be completed within a specific timeframe. Membership of ad hoc work groups shall be at the invitation of the MRC.

5.6 Revision of MRC Bylaws

The MRC shall review the effectiveness of these bylaws on an annual basis at the beginning of each new year. These bylaws may be revised by the MRC following the placement of issues for consideration on a regular meeting agenda.

5.7 Official Representation of the MRC

The chairperson and vice-chairperson are authorized to represent the MRC to others. Other MRC members may represent the MRC only when specifically authorized by the chairperson or vice-chairperson, or majority of the MRC.