

Eastern Washington Stormwater Group

By-Laws

05/10/2018

- I. **Purpose** – The Eastern Washington Stormwater Group (EWSG) is an ad-hoc group of municipal stormwater permittees formed to share knowledge and collaborate in the implementation of the Eastern Washington Phase II Municipal Stormwater General Permit (Permit).

- II. **Mission Statement** – *The Mission of the Eastern Washington Stormwater Group is to provide an influential unified voice and support for Eastern Washington Municipal Stormwater Permittees by sharing resources and communicating common interests and needs related to stormwater permit requirements.*

- III. **Membership** – Membership is voluntary. Eastern Washington Cities and Counties that are municipal stormwater permittees that decide to participate in the EWSG shall designate members to attend and represent their jurisdiction at regular meetings.
 - A. Current Membership
 1. Cities (18): Asotin, Clarkston, East Wenatchee, Ellensburg, Kennewick, Moses Lake, Pasco, Pullman, Richland, Selah, Spokane, Spokane Valley, Sunnyside, Union Gap, Walla Walla, Wenatchee, West Richland, Yakima
 2. Counties (6): Asotin, Chelan, Douglas, Spokane, Walla Walla, Yakima

 - B. Term Limit – There is no term limit for membership.

 - C. Members – The Members shall have sufficient ability to represent their respective jurisdiction in regular meetings. The Members’ duties include:
 - Regular and punctual attendance
 - Notify Chair if unable to attend regular meetings
 - Follow By-Laws and Ground Rules
 - Active participation and contribution in meetings
 - Express any concerns at regular meetings or directly to Chair as soon as possible
 - Support the Mission Statement

 - D. Chair – The Chair shall be elected by the EWSG members by simple majority vote at a regular meeting for a one (1) year term. The duties of the Chair include:
 - Arrange regular meetings
 - Call to order and facilitate regular meetings
 - Develop and distribute agenda to members two (2) weeks prior to regular meetings
 - Distribute meeting notes and sign-in sheet to members

- Serve as single point of contact for members to request additions to agenda
 - Serve as single point of contact for guests to request to be considered to be added to agenda
 - Serve as single point of contact for non-members (except the Washington State Department of Ecology (Ecology)) wishing to distribute information to members that does not require group decision making. This may include meeting/event notification, training opportunities, and surveys.
 - Remain open and receptive to concerns of members, seeking resolution as soon as possible
 - Responsible for communicating group decisions
 - Responsible for ensuring By-Laws and Ground Rules are upheld, maintained, and available upon request
 - Serve as single point of contact for requests for most current member contact list
 - Assign Scribe duties as needed.
- E. Vice-Chair – The Vice-Chair shall be elected by the EWSG members by simple majority vote at a regular meeting for a one (1) year term. The duties of the Vice-Chair include:
- Perform Chair duties in absence of Chair
 - Perform Scribe duties in absence of Scribe
 - Maintain Liaison list
 - Maintain membership contact list and provides it to Chair as changes occur
- F. Scribe – The Scribe shall be elected by the EWSG members by simple majority vote at a regular meeting for a one (1) year term. The duties of the Scribe include:
- Perform Vice-Chair duties in absence of Vice-Chair
 - Provide a sign-in sheet at each regular meeting to document attendance
 - Take meeting notes
 - Email completed sign-in sheet and meeting notes to Chair within one (1) week after the meeting
- G. Interim Positions – In the event that an elected position becomes vacant, an election will be held at the next regular meeting.
- H. Liaison – Members who are involved in other groups/committees/processes that wish to share information with EWSG members during regular meetings.
- I. Decision Making – All decisions will be reached by consensus of the members in attendance. When consensus cannot be reached a formal vote of the members will take place. Each permittee represents one vote and a regional group will represent the number of members in the group as long as they are signatory to an Interlocal Agreement (ILA). A quorum is required for any group decisions to be made.

IV. Meetings

- A. Regular Meetings – Meetings of the EWSG shall be held monthly on the second Thursday of the month and only cancelled by the Chair when necessary.
- B. Agenda – Agenda shall be prepared and distributed to the members by the Chair two (2) weeks in advance of the regular meetings. Agenda will include the following:
 - Date, time, location
 - Chair, Vice-Chair, Scribe
 - Schedule of items to be discussed
- C. Notes – Meeting notes will be taken by the Scribe and submitted to the Chair for distribution. Meeting notes will include the following:
 - Date, time, location
 - Chair, Vice-Chair, Scribe
 - Copy of sign-in sheet (Members present)
 - Members absent
 - Members represented by proxy via ILA
 - Topics discussed
 - Actions taken and/or assigned
 - Decisions made
- D. Open Public Meetings Act – Per RCW 42.30.030, the regular meetings of the EWSG are not defined as “public meetings.”
- E. Quorum – A quorum is required to be present for decision making or elections to occur at regular meetings. A simple majority of the members of the EWSG shall constitute a quorum.
- F. Guests – Members may invite guests to attend meetings provided:
 - a. The Member notifies Chair and requests that the Guest be put on the agenda.
 - b. The group decides to allow Guest to attend meeting(s).

V. Communication

- A. Unless an ILA is signed, no member shall speak on behalf of another member with respect to EWSG business.
- B. No member shall portray themselves as representing the EWSG.
- C. The Chair shall not distribute correspondence to members on behalf of Ecology.
- D. The EWSG’s expectation is that Ecology will maintain its own correspondence distribution lists and communicate directly with members on all matters.
- E. Members shall be responsible for communicating directly with other members.
- F. Conflict Resolution: 1) Bring issue directly to Member; 2) If not resolved, bring issue to the Chair; 3) If not resolved, bring issue to the Group via agenda item.

G. The Membership contact list shall be made available by the Chair to anyone upon request.

VI. Elections – Elections shall be held annually at the regular meeting in May. There are no term limits.

VII. By-Laws – These By-Laws may be amended at any regular meeting by following the decision making process.