

Grays Harbor County Marine Resources Committee (MRC) Bylaws

(Last Approved Update 11 October 2022)

1. Mission and Authority of the MRC

1.1 MRC Mission

The mission of the Grays Harbor County MRC is to understand, steward, and restore the natural function and economic vitality of the marine resources in Grays Harbor County for all citizens through research, action and outreach and education.

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 designated individual (alternate). If the MRC approves the request, then the alternate may, when requested by appointed MRC member, participate in MRC decisions on behalf of the appointed MRC member.

Designations will stay in force until such time that the MRC member makes written (email) request for a change in designation, or the alternate makes written (email) request to end their designation or the MRC member is no longer an appointed 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 may include reasons for resignation. The coordinator shall forward the letter to the Board of County Commissioners and initiate a process to fill the vacancy.

2.4 Attendance

Attendance of MRC members, staff, and visitors shall be determined by roll call 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 prior to the meeting. The chairperson shall monitor attendance.

If an MRC member or alternate misses three unexcused meetings in a row without advance notice to the chair or staff, the chair will notify the member and lead staff that their attendance is not consistent with these by-laws. The chair will notify the member and lead staff that their attendance record is unsatisfactory and the MRC board may revoke membership of the offending party and open the seat for a new appointment by the County Commissioners.

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, and ensure that all issues are given reasonable consideration by the MRC.

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.

The vice chair should be given priority consideration of ascending to Chair after a year or more service as vice chair.

3.3 Washington Coastal Marine Advisory Council

The MRC shall select one of its members or staff to serve as its representative on the Washington Coastal Marine Advisory Council. The representative shall serve until a successor is 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 Approval Process

MRC meeting protocol will follow Robert's Rules of Order. Following a motion, a second and discussion by MRC members, the MRC shall consider a decision. 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.

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 should 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 and posted on the website.

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 allow, 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 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 chair will act as the MRC's formal spokesperson. If an alternate spokesperson is needed, the vice chair will assume this role if appropriate, otherwise the MRC can designate a particular spokesperson for that specific issue as needed. Public statements by the chair, vice chair or designated spokesperson on behalf of the MRC should reflect the MRC's adopted recommendations and positions. If asked about a matter that the MRC has not discussed, then that should be the response.