



*Beaver Lake Management District (BLMD) Advisory Board*

# Bylaws

Approved 05-13-2024

## **ARTICLE I: INTRODUCTION**

These bylaws are adopted by the Beaver Lake Management District Advisory Board (“Board”) to guide the operation of the Lake Management District (“LMD”) and Board Meetings. It is the intention of the Board that these bylaws be periodically reviewed as needed. These bylaws may be amended at any time by a majority vote of the Board.

## **ARTICLE II: PURPOSE**

The Board provides guidance in meeting the needs of the Beaver Lake Watershed by overseeing the implementation of the LMD program and assisting the City of Sammamish in establishing annual budgets and work plans for the use of LMD revenues and expenditures. The Advisory Board will meet regularly as determined by the Board, propose annual budgets for LMD expenditures to the City of Sammamish, and educate its neighbors on LMD issues.

## **ARTICLE III: MEMBERS AND ELIGIBILITY**

The Board consists of five voting members (“Board Members”) who are appointed by the City Council.

To be eligible to be a Board member, one must own property in the Beaver Lake Watershed.

## **ARTICLE IV: OFFICERS**

### **A. Officers:**

The elected officers of the Board consist of a Chair and Vice Chair. The Vice Chair serves in the absence of the Chair. In the absence of both the Chair and Vice Chair, the members present shall elect a chair Pro-Tempore.

### **B. Election Process:**

The election of officers is conducted at the first meeting of the year. The candidate for an office who receives the highest number of votes is elected. The results are recorded in the Minutes.

### **C. Term of office:**

The term of office for Chair and Vice Chair is one (1) year with the possibility of re-election; for Chair Pro-Tempore, the term shall be only for the meeting at which appointed. In the event of a vacancy in an office, a replacement Chair and/or Vice Chair shall be elected to serve the unexpired term of the vacant office(s). In the event the election is not conducted at the first meeting of the year, the Chair and Vice Chair remain in office until the next election is conducted.

### **D. Chair/Vice-Chair Duties:**

The Chair serves as the presiding officer and acts as chair at all meetings of the Board. The Chair may participate in all deliberations of the Board in the same manner as any other member and is expected to vote in all proceedings unless a conflict of interest exists. The Chair has no veto power. The Chair shall serve as a spokesperson to the City Council and when necessary, to the public and/or media.

## **ARTICLE V: RESPONSIBILITIES OF BOARD MEMBERS**

### **A. Attendance:**

Each Board Member shall strive to attend all Board meetings in person, to read materials beforehand, and to participate fully in the meeting.

1. Board Members should inform the other Board Members and the staff liaison of their intended absence as soon as possible.
2. Absences will be noted in the minutes of the meeting.

### **B. Code of Ethics:**

Each Board member is required to comply with the State of Washington Code of Ethics for Municipal Officers ([RCW 42.23.070](#)) and the City of Sammamish Code of Ethics (Sammamish Municipal Code Ch. 2.85).

### **C. Public Records Act:**

Each Board Member is required to comply with the Washington Public Records Act ([RCW 42.56](#)). Paper and electronic records related to the functional responsibility of the recipient or sender as a public official constitute a public record, which is subject to public inspection in accordance with RCW 42.56. Board Members should send and receive messages related to City business through the City's email system. Emails and/or text messages transmitted through personal accounts and devices are public records and must be retained accordingly.

### **D. Conflicts of Interest:**

If an actual or perceived conflict of interest exists that affects the work of the Board, it is each member's responsibility to openly describe the issue, and refrain from any subsequent Board participation, deliberation, or voting on the subject.

## **ARTICLE VI: MEETING DATES**

### **A. Regular Meetings:**

The regular meetings of the Board are normally held quarterly on Mondays from 5:30 to 7:00 p.m.. The staff liaison is responsible for providing public notice of the meeting.

**B. Special Meetings:**

Special meetings may be held when determined by the Board or staff. Special meetings are limited to specific topics listed on the agenda that is included in the notice; other topics may not be added after the notice is given. The staff liaison shall prepare a notice for the special meeting stating the time, place and business to be transacted. The staff liaison shall provide notice of the special meeting in accordance with the Open Public Meetings Act ([RCW 42.30](#)).

**ARTICLE VII: AGENDA AND ORDER OF BUSINESS FOR MEETINGS**

A copy of the agenda and accompanying materials for each meeting shall be published in advance by the staff liaison not less than four (4) business days prior to the date of the meeting.

The regular Board Meetings will include the following business items in this order:

- Call to Order
- Roll Call
- Approval of Agenda
- Approval of Meeting Minutes
- Public Comment
- Staff Reports
- Business
- Selection of next meeting date(s)
- Adjourn

Upon motion of the Board Members, the agenda may be amended as needed. If no corrections are offered to the Meeting Minutes or if no amendments are offered to the proposed agenda, the minutes or agenda are deemed to be adopted. When the Chair proposes the adjournment of the meeting, if no objection is made, the meeting is deemed adjourned.

In the event of a procedural question, the Chair may refer to Roberts Rules of Order for guidance.

**ARTICLE VIII: QUORUM, MOTIONS AND VOTING**

A majority of the Board (three members) shall constitute a quorum for the purpose of conducting business.

Except where expressly stated otherwise, a motion passes when the majority of the votes cast are in favor of the motion.

#### **ARTICLE IX: MEETING MINUTES AND RECORDS**

The approved meeting minutes serve as the official record of the meeting. A draft of the meeting minutes shall be provided to the Board Members for initial review and correction. Approval of the meeting minutes will occur at a regular Board meeting.

#### **ARTICLE X: PUBLIC COMMENT**

At regular meetings, public comment is limited to three (3) minutes per individual, or five (5) minutes per group.

#### **ARTICLE XI: OPEN PUBLIC MEETINGS ACT**

All regular and special meetings of the Board are open to the public and shall comply with relevant provisions of State Law such as the Open Public Meetings Act and Public Records Act.

#### **ARTICLE XII: RESIGNATION AND REMOVAL**

A Board Member resigns by sending a written notice to all Board Members, the staff liaison and the City Clerk. Board Members must resign if they no longer own property in the Beaver Lake Watershed.

The Board may recommend to the City Council that a Board Member be removed for absence from more than three consecutive regular meetings or for neglect of duty, improper conflict of interest, malfeasance in office or other just cause.