

**BYLAWS
OF THE
PIERCE COUNTY REGIONAL COUNCIL**

ARTICLE I – Purpose

The purpose of the Bylaws is to govern the proceedings of the Pierce County Regional Council (PCRC or Council), consistent with the Interlocal Agreement which created the organization. In the event of a conflict between these Bylaws and the Interlocal Agreement, the Interlocal Agreement shall control.

ARTICLE II – Organization and Membership

Section 1. Organization: The PCRC shall be organized into a General Assembly; a Council; an Executive Committee; and other such task forces and committees as established by the Council, and including those set forth in these Bylaws.

The Executive Committee shall consist of the Chair and Vice Chair. The Executive Committee shall designate a regular time and place for its meetings, and shall appoint representatives to the other committees within the first quarter of each year. The Executive Committee shall have the authority to expend funds and enter into contracts on behalf of the Council.

Section 2. Members: Pierce County, each city or town in Pierce County, and the Port of Tacoma shall be a Member upon adoption of the Interlocal Agreement, provided however, a city or town partially located in Pierce County and partially in any other county must have a population of at least 500 persons or 500 employees in Pierce County before obtaining voting rights. Throughout these Bylaws, Members may be referred to as “Member Jurisdictions.”

Section 3. Ex Officio Associate Members: The Puyallup Tribal Council, Pierce Transit, and WSDOT Olympic Region shall be Ex Officio Associate Members. Ex Officio Associate Members may each provide a non-voting representative.

Section 4. Other Associate Members: Other non-municipal governments such as federal agencies, other state agencies, other tribes, school districts, and other special purpose districts may become Associate Members upon approval of the Council. Representatives of Associate Members are non-voting.

ARTICLE III – Officers

Section 1. The officers shall be a Chair and a Vice Chair.

Section 2. Chair: The Chair shall conduct the meetings of the Council and the Executive Committee, shall preside over meetings of the General Assembly, and shall be responsible for the preparation of the agenda for said meetings. The Chair shall ensure that the functions of the Council are carried out to the best of his or her ability.

Section 3. Vice Chair: The Vice Chair shall preside and perform the duties of the Chair in the absence of the Chair.

Section 4. Elections: The Chair and Vice Chair shall be elected by the Council from among the Council's Member Jurisdictions. The Vice Chair shall be from a different Member Jurisdiction than the Chair.

Section 5. Term: The Chair and Vice Chair shall serve for one year, and their terms of office shall begin at the beginning of the calendar year. In the event of a vacancy in the office of the Chair, the Vice Chair shall succeed to said office for the unexpired portion of the term. In the event there is a vacancy in the office of the Vice Chair, the Council shall elect from its membership a new Vice Chair to serve the unexpired portion of the term. In the event there is a vacancy in the office of the Chair and Vice Chair, the Council shall elect from its membership a new Chair and Vice Chair to serve the unexpired portion of the terms.

ARTICLE IV – The Council

Section 1. Purpose: The Council shall direct the affairs of the PCRC between the annual meetings of the General Assembly. The Council shall exercise all powers and managerial and administrative authority not reserved for the General Assembly.

Section 2. Composition: The Council shall be comprised of elected officials representing each Member Jurisdiction as defined in Article II, Section 2, above. In accordance with the Interlocal Agreement, Article IV, Section D, Member Jurisdictions shall have representatives as follows:

Pierce County: the County Executive and three (3) County Council representatives for a total of four (4) representatives;
City of Tacoma: three (3) representatives;
City of Lakewood: two (2) representatives;
City of Puyallup: two (2) representatives;
City of University Place: two (2) representatives; and
One (1) representative from each remaining Member Jurisdiction.

Each Ex Officio Associate Member and each Other Associate Member may designate a representative to serve on the Council.

Section 3. Appointment: Representatives to the Council shall be appointed as follows:

- (a) Each Member Jurisdiction shall choose from its elected officials its representative(s) and designated alternate(s) by its own appropriate process. The name and contact information of both the designated representative and his/her alternate, with a copy of the minutes of the Member Jurisdiction designating representative(s) and alternate(s), shall be transmitted to the Council Clerk by the first working day in February of each year.
- (b) Each Ex Officio Associate Member and Other Associate Members may designate a representative and alternate by its own appropriate process.
- (c) The name, mailing and e-mail address, telephone and fax numbers of all representatives and their designated alternates shall be filed in writing

with the Council, directed to the Council Clerk. Each Member Jurisdiction may change its designated representative or alternate not more than twice annually. Written notification from the Member Jurisdiction's chief executive or clerk of a change in representatives/alternates must be received by the Council Clerk at least ten (10) days in advance of a regular Council meeting and twenty (20) days in advance of a General Assembly.

- (d) Elected officials from Member Jurisdictions who are neither representatives nor alternates are encouraged to attend and participate in Council discussions, but may not vote.

Section 4. Notice: An agenda with supporting materials shall be mailed (all reference to mail in this document include e-mail or U.S. mail) at least seven (7) days in advance of all regularly scheduled Council meetings; provided however, that if the Chair or any five (5) representatives of Member Jurisdictions determine that an emergency exists, they may make a finding to that effect in which event a special meeting may be held on facsimile, e-mail, or written notice delivered to each representative at least five (5) days in advance. The agenda for a special meeting shall be limited to those items specified in the notice.

Section 5. Quorum: A quorum of the Council shall consist of representatives from one-third of the Member Jurisdictions.

Section 6. Voting: Each representative (or his/her alternate) of a Member Jurisdiction shall have one vote. All actions of the Council will be by simple majority vote unless otherwise provided by law or in these Bylaws.

Section 7. Absence of voting representatives: A designated representative of a Member Jurisdiction or that representative's designated alternate must be present to vote at a Council meeting. If a representative or alternate has three (3) consecutive absences, the Council may request that a new representative be appointed by the Member Jurisdiction. When a representative/alternate is not present at a Council meeting, the Member Jurisdiction may designate a staff person from the Member Jurisdiction to appear and participate at the Council meeting, but staff may not vote.

ARTICLE V – The General Assembly

Section 1. Purpose: The purpose of the annual meeting of the General Assembly will be to hear an annual report, adopt an annual work program, and take action on such matters as the Chair or Council may determine.

Section 2. Composition: The General Assembly shall be comprised of elected officials from the legislative authorities of the Member Jurisdictions and the chief elected officials from the Member Jurisdictions. Ex Officio Associate Members and Other Associate Members, and staff from the various jurisdictions, are encouraged to participate in General Assembly meetings, but do not vote.

Section 3. Notice: Written notice and the agenda of all General Assembly meetings shall be mailed to all representatives and alternates at least ten (10) days prior

to the meeting; provided however, that if the Chair or Council determines that an emergency exists, they may make a finding to that effect in which event a meeting may be held with notice delivered to each Member Jurisdiction at least 24 hours before the meeting.

Section 4. Date: The General Assembly shall meet at least annually, at a time and place designated by the Council.

Section 5. Quorum: A quorum of the General Assembly shall be met if representatives from at least fifty percent (50%) of the Member Jurisdictions are present.

Section 6. Voting: Actions voted upon shall be approved by simple majority vote, except as specified in the Interlocal Agreements, these Bylaws, or by requirement of state or federal law.

Section 7. Special Voting Process: If requested by three representatives from three different Member Jurisdictions, the special voting process shall be required for the following actions:

- a. Adoption of the annual work program; and
- b. Action to overturn an amendment to the Bylaws.

Under the special voting process, action by the General Assembly shall require a majority vote from each of the following: a majority vote of the Pierce County representatives who are present, a majority vote of the City of Tacoma representatives who are present, and a majority vote of the other representatives of Member Jurisdictions who are present.

ARTICLE VI – Committees

Section 1. Committees: The Chair may appoint or the Council may, by majority vote, direct the Chair to appoint standing, ad hoc, or special task forces or committees to advise the Council in its functions and responsibilities.

Section 2. Membership: Membership of task forces and committees may include representatives from Member Jurisdictions, representatives from Ex Officio Associate Members, representatives from Other Associate Members, elected officials, local government staff, citizens, professionals in the field, and other experts. Voting rights of a task force or committee shall be in accordance with the voting rights for “members” as set forth in Article II, Section 2.

Section 3. There are three standing Committees in addition to the Executive Committee: the Growth Management Coordinating Committee (GMCC), the Transportation Coordinating Committee (TCC), and the Operations Committee.

The GMCC shall serve as an advisory committee to the Council and provide advice and recommendations on growth management issues.

The TCC shall serve as an advisory committee to the Council and provide advice and recommendations on transportation and infrastructure issues.

The Operations Committee shall provide advice and recommendations on proposed budgets, contracts, committee membership, items for the Council agenda, and other items and issues as assigned by the Executive Committee. The Chair, Vice Chair, or designee shall chair the Operations Committee.

ARTICLE VII – Work Program

Section 1. The Council shall recommend the annual work program for review, revision, and adoption by the General Assembly.

Section 2. The Council shall control and monitor all expenditures and budget available funds in accordance with the adopted work program and shall have the power to amend the work program to meet unanticipated needs or changed conditions.

ARTICLE VIII – Open Meetings

All meetings of the Council shall conform to the Open Public Meetings Act, Chapter 42.30 RCW. The Council shall adopt procedures to ensure appropriate public notice of all meetings.

ARTICLE X – Amendments to Bylaws

These Bylaws may be amended at any regular or special meeting of the Council; provided however, that a copy of the proposed amendment has been mailed to each Member Jurisdiction and each representative to the Council at least fifteen (15) calendar days prior to the meeting at which the vote to amend is taken. Any amendment(s) of the Bylaws shall be effective immediately upon adoption by the Council, provided that the General Assembly may take action to overturn such amendment(s) at the next meeting.

Adopted by the Pierce County Regional Council;

25 February 2016
(Date)

Joe Foney
(Officer)

Walt Orndorff
(Officer)