

# KINGSTON COMMUNITY ADVISORY COUNCIL BYLAWS

## **Purpose and Structure:**

The Kingston Community Advisory Council has been formed to provide a forum for community discussion on the many issues and interests found in the community; to foster enhanced communication between the residents of the Kingston area and Kitsap County government; and to coordinate efforts of the many Council and community residents currently at work on improving the Kingston community. The Council will include representatives of the broad interests found in Kingston, who will work together in a proactive approach toward addressing the interests and concerns of the community.

## **Mission Statement:**

The Mission of the Kingston Community Advisory Council (KCAC) is to:

- Actively facilitate communication among the Kingston Community
- Mutually develop and promote a sense of community vision and pride
- Communicate to the County and other government entities the desires and concerns of the Kingston community
- Bring to the Kingston community issues and projects of the County and other government entities, and
- Provide feedback and recommendations to the County and other government entities regarding the community's response and concerns.

## **KCAC General Structure Membership:**

Membership is limited to 13 seats for voting representatives. Ten seats will be appointed at-large, a Kingston youth position will represent one vote, and two seats will be representatives of the following community organizations:

- Greater Kingston Kiwanis Club
- Kingston-North Kitsap Rotary Club

The Board of County Commissioners will formally appoint all members. Commissioners may remove a member at their sole discretion when they determine it is in the best interest of Kitsap County or impedes the functioning of the Council.

## **Non-Voting Membership:**

Five ex-officio positions shall be reserved for the Village Green, Port of Kingston, Port Gamble S'Klallam Tribe, North Kitsap School District, and the Greater Kingston Chamber of Commerce. Representation shall be determined by each entity.

Ex-officio members shall abstain from voting and making formal motions but may actively participate in all discussions, committees and other activities of the Council.

## **Staff:**

The County Commissioner will direct a County staff person to attend KCAC meetings (as needed) and be a resource and liaison to the Council. The staff person will also provide regular updates of County activities that relate to the Kingston community.

**Terms of Service:**

Members will be appointed to three-year terms with the exception of the Kingston Youth position, which shall be for one year. Ex-officio members shall serve at the direction of the organizations they represent and are not subject to terms. The County staff person serves at the pleasure of the County Commissioner and is not subject to a term.

**Officers:**

KCAC leadership will be the responsibility of two Co-Chairs, elected by a simple majority of the members to serve one-year terms (January to December). Responsibilities will include a) meeting supervision; b) agenda coordination and preparation; c) committee coordination; d) press and community spokesperson. A vacancy occurring mid-term will be filled by a simple majority vote for the balance of the term.

**Committees:** Committees will be formed as needed to address specific projects, interests or issues and may be disbanded as deemed appropriate. Community participation in committee work will be actively encouraged. A KCAC member will actively serve on each committee. All KCAC members shall participate on at least one committee.

Committees will provide updates and meeting summaries at regular council meetings. Written summaries are preferred and should be included with official meeting minutes. Committees may not make recommendations to Commissioners or other County departments. Recommendations must first receive full review and approval from the entire Council and be forwarded from the entire Council or Council Co-Chairs, not the Committee independent of the full Council.

**Attendance:**

Active, ongoing participation of the membership is critical to KCAC success. Each member is responsible to regularly attend and actively participate in KCAC meetings. Two unexcused absences in a 12-month period can be cause for membership termination; however, such a decision shall come from the Commissioner upon the recommendation of a majority of the members.

**Meetings:**

KCAC will meet for a minimum of 10 meetings each year on the second Wednesday of each month from 6:30 to 8 p.m. at the Village Green Community Center. Any changes in meeting date or location, or special meetings of the council, require advance public notification. Special meetings may be called at the discretion of the Co-Chairs not less than 24 hours prior to the time of the special meeting, but preferably with at least seven days' notice. A community town hall event may also be scheduled if designated in the annual work plan; the format and content of this event is to be determined by the KCAC.

All regular monthly meetings and special meetings will be open to the public in accordance with the Open Public Meetings Act, and public notice provided. The open public meetings requirement and open public attendance does not apply to meetings, including committee meetings, when less than a quorum of the Council membership is present.

Meetings may be conducted without a quorum present. However, a quorum will be required for formal recommendations and/or position statements, which will be taken by vote and noted for the record by the meeting Co-Chairs. A quorum will consist of one or more, greater than 50 percent of the non-vacant, voting membership seats (for example, if there are three vacant seats and 10 non-vacant seats, a quorum is six members).

An agenda should be distributed to the KCAC membership, Commissioner and County staff a minimum of one week prior to each meeting. Each agenda topic will be allocated a specific time frame. Each agenda will allow designated time for public comment. Minutes will be taken at each meeting and distributed to the membership prior to the next meeting. Final meeting minutes, as approved by a vote of the council, will become a part of the public record and posted on the Kitsap County website.

**Bylaw Amendments:**

KCAC will review these bylaws annually. If at that time, or at any other time, KCAC determines the bylaws require amendment, it will vote on the amendments at a regularly scheduled meeting. The Chairperson will provide the bylaw amendments, as approved by the KCAC, to the Commissioner, along with a recommendation that the Board of Commissioners approve the amended bylaws.

**ADOPTION**

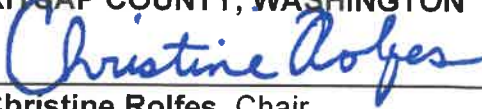
**Bylaws are in full force and effect when approved by the Board of County Commissioners.**

**BYLAWS APPROVAL**

Dated this September 8, 2025.



**BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON**

  
\_\_\_\_\_  
Christine Rolfes, Chair

  
\_\_\_\_\_  
Oran Root, Commissioner

  
\_\_\_\_\_  
Katherine T. Walters, Commissioner

Katherine T. Walters, Commissioner

ATTEST:

  
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Dana Daniels, Clerk of the Board

Dana Daniels, Clerk of the Board