

KITSAP COUNTY COUNCIL FOR HUMAN RIGHTS BYLAWS

ARTICLE I—ESTABLISHMENT

The Kitsap County Council for Human Rights was formed in 1989 with the purpose and function established through adoption of Resolution No. 451-1994, by the Kitsap County Board of Commissioners (hereafter referred to as the County Commissioners).

ARTICLE II—MEMBERSHIP

- A. **Appointment:** Council for Human Rights members are appointed by the Board of County Commissioners to serve three-year terms; youth members are appointed to serve one year. Members appointed to fill vacancies shall complete new, full terms.
- B. **Voting Members:** Council membership shall consist of 17 voting members, reflecting a broad range of ethnic, religious, cultural, educational and civic groups. Each commissioner district will be represented by four members who reside in said district. Three members will be at-large; two members will be at-large youth members who serve one-year terms.
- C. **Removal:** All members serve at the pleasure of County Commissioners. The Council for Human Rights may recommend that County Commissioners remove a council member. Such recommendation must be established by majority vote of the current council membership, provided 15 days notice of the pending action has been provided to the members.
- D. **Resignation:** A Council for Human Rights member may resign by submitting written notice to the council, staff coordinator and County Commissioners.
- E. **Leave of Absence:** A Human Rights Council member may request in writing a leave of absence not to exceed six months.

ARTICLE III—OFFICERS

- A. The officers of the Council for Human Rights shall be the Chair and Vice-Chair and such other officers as may be deemed necessary by the council.
- B. **Chair:** The duties of the Chair shall be to preside at all Council for Human Rights meetings, to call special meetings, and to make assignments to committees as appropriate. The Chair shall also have other powers, duties and responsibilities as may be assigned by the Council for Human Rights membership.
- C. **Vice-Chair or Co-Chair:** The Vice-Chair shall preside at Council for Human Rights meetings in the absence of the Chair. In the event of the resignation or removal of the Chair, the Vice-Chair shall assume the position of Chair with all powers, duties and responsibilities for the remainder of the term. In lieu of a Vice-Chair, councilors may elect two Co-Chairs.
- D. **Secretary:** The Secretary shall record the minutes of meetings, upon approval of council, the Secretary shall submit minutes to the county staff coordinator for archival purposes. The Secretary will preside at meetings in the absence of the Chair and the Vice Chair or Co-Chairs.
- E. **Chair Pro-tempore:** A Chair Pro-tempore shall be elected by a majority of the members present to preside over a meeting in the absence of the Chair, Vice-Chair and Secretary.

- F. **Chair/Vice Chair Vacancies:** A special election will occur when both the Chair and Vice Chair positions have been vacated. At the next meeting of the Council, the Chair Pro tempore will preside over the meeting and special election.
- G. **Elections:** Elections shall be held annually at the Council's November meeting. The Chair and Vice-Chair shall be elected by a majority vote for a one-year term beginning on January 1 and ending on December 31 of the calendar year following election. All elections shall be by secret ballot. The Chairperson may vote in the election of officers. Any council member may audit the ballot.
- H. **Nominations:** The Chair shall appoint a nominating committee no later than September 30. Elections shall be held from a slate presented by the committee and nominations from the floor.
- I. **Removal:** A Council member may be removed from office by majority vote of the current council membership, provided that 15 days notice of the pending action has been provided to the affected officer and to the membership. The Board of Commissioners may remove a member when it determines that it is in the best interest of the Council or Kitsap County.

ARTICLE IV—COMMITTEES

- A. **Standing Committees:** Standing Committees may be established by a majority vote of the Council. The Chair of the Committee must be a Council member but community members outside of the Council may join the Committee. The Chair of the Committee will be identified during the Council's annual retreat in January. These committees will be reviewed annually for continuation and revision.
- B. **Ad-Hoc Committees:** The Chair of the Council for Human Rights may appoint committees as needed during any regular meeting. The Chair shall appoint a Council member as Chairperson of the committee. Committee membership shall consist of Council members, and may include other members of the community, as the Committee Chairperson deems necessary and appropriate.

ARTICLE V—MEETINGS

- A. **Public Meetings Law:** All meetings will be open to the public and all persons will be permitted to attend Council meetings. Open public meetings and open public attendance is not required at meetings when less than a quorum is present
- B. **Regular:** The regular meetings of the Council for Human Rights shall be held monthly, at a time designated by the council, and open to the public. The meeting agenda should be posted one full week prior to the council meeting and must include the opportunity for public comment.
- C. **Special:** Special meetings may be called by the Chair as deemed necessary. Special meetings also may be called whenever a majority of the current council membership requests the same in writing to the Chair. No less than 14 days notice of special meetings should be given to Council members.
- D. **Quorum:** A quorum shall consist of a majority of the total number of current, active members of the Council (does not include those on a leave of absence).
- E. **Voting:** All decisions of the Council shall be made by a majority vote of members, including the Chair who is entitled to one vote, at a meeting where a quorum is present. No proxy votes will be permitted.

- F. **Balloting:** Voting shall be conducted by voice.
- G. **Record of Meetings:** Written minutes of regular and special Council for Human Rights meetings shall be prepared and maintained by Kitsap County. Records of attendance, reports, and the names of motion makers will be included in the minutes. Minutes shall be open to the public.
- I. **Attendance:** Regular attendance at monthly meetings and retreats ensures the efficiency of council business.
- Excused Absence: A planned or emergency absence from a regularly scheduled meeting/event; excused with telephone call or email message to county staff or the council Chair prior to the scheduled meeting or event.
 - Unexcused Absence: Missed meeting or retreat without notification to staff or Chair. Three unexcused absences or three absences in a row per calendar year are justification for consideration by the council for removal recommendation per Article II – Membership, Paragraph C, Removal.
- H. **Decorum and Control** In the event any meeting is interrupted by an individual or individuals so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of the person or persons who are interrupting the meeting, the Chair may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by the majority vote of the members. In such a session, final disposition may only be taken on matters appearing on the agenda. The Chair may readmit an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

ARTICLE VI—REPRESENTATION

Council Position: The Chair, Vice-Chair, Co-Chairs or Chair's designee may speak on behalf of the Council for Human Rights only when representing positions officially adopted by the Human Rights Council.

ARTICLE VII—PARLIMENTARY AUTHORITY

Roberts' Rules of Order: The rules contained in Roberts' Rules of Order should guide the Council for Human Rights in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VIII—AMENDMENTS

Recommendations: The Council for Human Rights may submit recommendations to County Commissioners to amend these bylaws. Recommendations must have a majority vote of Council members present at any regular or special meeting, and such amendments must not conflict with pertinent laws, regulations, ordinances, or resolutions of the County, State, or federal governments. Proposed amendments should be distributed to Council members one week prior to the next meeting at which the amendment is to be voted on.

ARTICLE IX—ADOPTION

Approval: These bylaws are in full force and effect when approved by the County Commissioners.

BYLAWS APPROVAL

Approved this 11th day of March 2024



BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

Katherine T. Walters

KATHERINE T. WALTERS, Chair

Christine Rolfes

CHRISTINE ROLFES, Commissioner

Charlotte Garrido

CHARLOTTE GARRIDO, Commissioner

ATTEST:

Dana Daniels

Dana Daniels, Clerk of the Board