

**BYLAWS OF THE KITSAP COUNTY AGRICULTURE
ADVISORY COUNCIL**

Adopted MONTH, DAY, YEAR

ARTICLE I. AUTHORITY

The Kitsap County Agriculture Advisory Council (the “council”) was established by Amended Resolution 011-2026, effective January 26, 2026. The council shall be governed by said resolution and these bylaws.

ARTICLE II. DUTIES AND RESPONSIBILITIES OF THE BOARD

The council is an advisory body to the board of county commissioners, county executive, and Department of Community Development with duties and responsibilities as set forth in resolution 011-2026. The council shall forward its advice and recommendations directly to one or more of these bodies, as appropriate, and copy said advice and recommendations directly to the Department of Community Development (DCD).

The council shall serve in an advisory role on the following matters:

- A. Rural and Resource Lands Chapter components of the Kitsap County Comprehensive Plan, and policies and strategies within the plan affecting agriculture or rural land use;
- B. County regulations or code affecting agricultural operations or production;
- C. County preparation and response to proposed legislation at the state level affecting agriculture in Kitsap County;
- D. The Rural Lands Analysis, including strategies to sustain farming;
- E. How a proposed Working Lands & Agriculture Overlay might support farming operations;
- F. How agritourism can engage the public and enhance farm viability, while addressing potential impacts and clarifying ambiguities in existing code;
- G. Land use compatibility strategies to maintain harmonious coexistence between farms and neighboring uses, including mitigating development impact on agriculture;
- H. Complaints from the community related to agriculture, livestock operations, development pressures, or regulatory ambiguities;
- I. Guidance to county regulatory agencies with regard to common, usual and customary agricultural and animal husbandry practices;
- J. Strategies and policies to encourage and promote the preservation of agricultural lands in Kitsap County
- K. Updates to the Kitsap County Critical Areas Ordinance, Master Shoreline Plan and Comprehensive Plan

- L. Other matters of agricultural policies which may be referred by the Board, or as may be raised by the council.

ARTICLE III. COUNCIL MEMBERSHIP

The council shall consist of eleven members appointed by the board of county commissioners pursuant to Resolution 011-2026. All members shall reside in Kitsap County or be active agricultural producers operating in Kitsap County. Council members shall consist of:

1. **Positions A, B, C: One person from each district (Districts 1, 2, and 3) serving as a Farmer — Agricultural Producer.**
Members in these positions must have demonstrated knowledge, experience, and interest in one or more of the following areas: forages and sod, fruits, vegetables, flowers, seeds, grasses, trees, fiber, freshwater fish, apiaries, and/or flowers.
2. **Positions D, E, F: One person from each district (Districts 1, 2, and 3) serving as a Farmer — Livestock Producer.**
Members in these positions must have demonstrated knowledge, experience, and interest in: horses, cattle, sheep, goats, swine, reindeer, donkeys, mules, llamas, hoofed animals (large or small—small defined as 150 lbs. or less), poultry, and/or ratites (e.g., emu).
3. **Positions G, H, I: One Agricultural Specialist representing each district (Districts 1, 2, and 3).**
Agricultural Specialists must have demonstrated knowledge, experience, or professional involvement in any of the following: value-added food production, animal nutrition/feed production, wholesale or retail agricultural marketing, produce buying, direct marketing, agricultural supply, agricultural finance, agricultural real estate, veterinary services, or related agricultural fields.
These positions **may also be filled by farmers and/or agricultural educators.**
4. **Position J & K: Two Youth Representatives.**
Youth representatives shall be high school or college age individuals with demonstrated experience, interest, or education in any agricultural topic listed above, such as participation in 4H, FFA, or comparable programs.

Potential members apply through an open application process. Appointments of members shall be made by the board of county commissioners from candidates recommended by the council, taking into consideration an intention to balance representation of the districts.

In the event the board of county commissioners is unable to find a candidate meeting the qualifications for a specific position, the council will assess applications at each meeting and coordinating with the district commissioner for appointment until all positions are filled.

Administrative Staff: One representative each from the Department of Community Development (referred herein as DCD) as well as WSU Kitsap Extension and the Kitsap Conservation District (referred herein as admin support staff) shall serve as advisors to the Council and shall be nonvoting members.

ARTICLE IV. TERMS OF APPOINTMENT AND VACANCIES

1. TERMS

Notwithstanding Resolution 011-2026, the council recommends and the board may appoint council members for an initial or regular term of two years. Terms shall be effective upon appointment by the board of county commissioners.

A council member shall not serve more than two consecutive two-year terms (or a total of four years) After a period of three years' absence from the council, a person may again be appointed to not more than two consecutive terms.

2. VACANCIES:

Vacancy Due to Absences

A council member's office shall be deemed vacant upon the member's third consecutive unexcused absence from regularly scheduled meetings. The vacancy shall occur automatically unless the council, by majority vote of the remaining members, votes to excuse one or more of the absences prior to the declaration of the vacancy.

Other Vacancies

A vacancy in a council member's office shall also occur upon resignation, removal, death, incapacity, or any other circumstance in which the member is unable or unwilling to complete the term of office.

Such vacancies shall be filled in accordance with the procedures established by the appointing authority and applicable law and shall be filled for the unexpired portion of the term.

ARTICLE V. OFFICERS

Officers of the council shall be a chair and vice-chair. Upon the startup of the council and continuing annually thereafter during the month of January, the council shall conduct an election of officers. Elections will follow Roberts Rules of order and will entail a majority vote to seat each officer position.

Newly elected officers assume office immediately upon election. An officer may not serve more than two consecutive one-year terms in either office. After a period of two years out of office, he or she may be considered for re-election to the position held previously. If a vice-chair moves into the chair position, that is considered Year One of a new office.

The chair has the responsibility of presiding at the board meetings, developing the agenda with assigned county staff, calling special meetings, canceling meetings, and shall be the spokesperson for the board.

The vice chair serves as acting chair when chair is absent or position is vacant.

Vacancies

In the event of a vacancy in the office of chair, the vice-chair automatically becomes the chair. A vacancy occurring in the office of vice-chair is filled by election from the current serving members to serve for the unexpired portion of the term.

Presiding Officer in Absence of Officers

In the absence of both the Chair and Vice Chair at a meeting, the members present shall elect a Chair *pro tempore* from among those present to preside for that meeting only.

ARTICLE VI. QUORUM AND ATTENDANCE

A majority of the current seated voting members shall constitute a quorum. In the case of a tie the chair - or in their absence vice chair - shall cast the deciding vote. In the event a quorum is not present at a meeting, no formal action or official business may be conducted. Members present may proceed to hear and discuss agenda items on an informal basis.

Members present, and members absent, shall be noted in the minutes. Three absences in a calendar year for regular meetings, will result in a decision by the council that the member be removed and replaced with another representative (see Article IV. Terms and Vacancies)

ARTICLE VII. DECISION MAKING AND OPERATING PROCEDURES

Council members are expected to remain informed on all relevant issues. The decision-making process will strive to ensure that each member's perspective is heard, respected, and thoughtfully considered. Formal actions may only be taken when a quorum is present.

Any council member or group of members may submit a minority opinion for the official record. Minority opinions must clearly identify the specific issue, proposed code language, or policy being

opposed, along with the rationale for the dissenting view. When possible, the minority report should also include preferred alternative language or options. All members supporting the minority opinion shall be listed within the document.

In addition to these bylaws, the council will adopt a set of operating guidelines that outline expectations for meeting conduct and define how both the council and assigned county staff will fulfill their respective responsibilities. These guidelines may be approved and/or amended by the majority vote of a quorum of the council members.

ARTICLE VIII. MEETINGS

1. Open Meetings

All meetings of the council shall be open to the public and conducted in accordance with the Open Public Meetings Act.

2. Regular Meetings

- a. The council shall meet in person at least six times per calendar year, including no fewer than one meeting per quarter.
- b. The council shall determine the meeting location, which must be accessible to the public as required by law.
- c. Notice of the meeting location and time shall be posted on the council's website no fewer than seven (7) days prior to each meeting.

3. Special Meetings

Special meetings may be called by the chair or, in the chair's absence, by the vice chair, after consultation with Department of Community Development (DCD) staff.

Council members shall receive at least forty-eight (48) hours advance notice of any special meeting.

The chair may cancel a scheduled meeting when no business requires council action or when weather or other conditions make meeting impracticable. DCD Staff shall notify council members of any cancellation.

All special meetings shall be open to the public in accordance with the law.

4. Meeting Locations

To support broad community participation, the council should make reasonable efforts to hold regular meetings at various locations within the county, particularly those accessible to the agricultural community.

5. Agendas

Meeting agendas shall be approved in advance by the chair or vice chair, in consultation with DCD staff.

Agenda items may be requested by council members, referred by the Board of County Commissioners (BOCC) or the County Executive, or carried over from prior meetings or established work plans.

If urgent matters arise after the agenda has been posted, the council shall determine at the beginning of the meeting whether and how such matters will be addressed.

6. Minutes

The council shall keep, review, approve, and publish minutes of all meetings. Minutes shall provide a summary of business conducted and actions taken.

7. Subcommittees

The council may establish subcommittees as needed to examine specific issues.

Recommendations to form a subcommittee shall be presented to the full council for concurrence prior to submission to the Board.

Subcommittees shall operate under the same rules and procedures established for the council unless otherwise directed.

ARTICLE IX. REPORTING TO THE BOARD OF COUNTY COMMISSIONERS

At least once per year, the council, with assistance from DCD staff and admin support staff, will submit to the Kitsap County Board of County Commissioners an annual work plan to prioritize work and an annual report to advise on agricultural policy issues and recommendations of the council.

ARTICLE XII. MEETING SUMMARIES AND THE PUBLIC RECORD

Meeting summaries of proceedings of all official meetings shall be recorded by admin support staff for approval by the council. DCD staff will make the minutes part of the permanent public record and posted online. Such minutes shall generally consist of a written meeting summary, including a listing of attendees (council members and the public) and member absentees, an overview of the discussion, and a record of any actions taken. Council members must approve the written meeting summary at the following meeting. The agenda, approved meeting summary including the record of actions taken, shall constitute the record of proceedings.

ARTICLE XIII. AMENDMENT OF BYLAWS AND ARTICLES

The council shall develop and may from time to time revise bylaws acceptable to the BOCC and county executive; provided that such bylaws shall not conflict with state or county law. The bylaws shall at a

minimum address matters such as required attendance at meetings, selection of a chair and vice-chair, scheduling of meetings, quorum requirements and decision-making procedures. Any change to the bylaws requires the changed language to be introduced at one meeting and voted on at the following meeting. These bylaws may be amended by an affirmative vote of the majority of voting members.

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