

BYLAWS

1.0 Authority

At the March 18, 2010 meeting, Puget Sound Partnership (PSP) Leadership Council established the LIO as a mechanism to assist PSP in working directly with local communities to prioritize actions and implement the Action Agenda for Puget Sound. The Snohomish-Stillaguamish Local Integrating Organization (LIO) was formally recognized by the Puget Sound Partnership Leadership Council at their meeting of March 2012 to serve the following geographic regions:

- WRIA 5 (Stillaguamish), the majority of which is in Snohomish County and includes land in Skagit County (Pilchuck Creek, Deer Creek, and Upper North Fork Drainages)
- WRIA 7 (Snohomish), which is split between Snohomish County and King County (Snoqualmie and South Fork Skykomish watersheds)

2.0 Mission

The mission of the Snohomish-Stillaguamish LIO is to (1) coordinate with Puget Sound Partnership (PSP) and the other LIOs, and (2) facilitate the integration of local governments, tribes and other organizations strategies that advance the Action Agenda in WRIAs 5 and 7.

3.0 LIO Structure and Membership

3.1 Executive Committee

The *Executive Committee* will lead the Snohomish-Stillaguamish LIO and is responsible for (1) establishing a vision for the LIO based on local priorities, (2) maintaining accountability and oversight for the LIO, and (3) final decision making authority.

3.1.1 Membership

The Executive Committee is an inter-organizational group, with membership as follows:

Executive Committee Member Organization	# of Representatives
Local Governments	
King County	1
Snohomish County	1
City in the Action Area with a population equal to or exceeding 75,000	1
City from the King County portion of the Snoqualmie Basin	1
City from the Snohomish County portion of the Snohomish Basin	1
City from the Stillaguamish Basin	1
Port of Everett	1
Tribes	
Stillaguamish Tribe	1
Tulalip Tribes	1

3.1.2 Leadership

The Executive Committee shall each elect a chairperson and vice-chairperson, or co-chairs, to (1) preside over committee meetings, (2) develop the agenda with other committee members, (3) call special meetings, (4) cancel meetings and (5) serve as the committee spokesperson.

3.1.3 Terms

Executive Committee members serve a two year term.

3.1.4 Decision Making

The Executive Committee makes the decisions for the LIO. All decisions and recommendations made by the Executive Committee will be reached by consensus. Different degrees of consensus range from:

- Full endorsement: I like it.
- Endorsement with a minor point of contention: Basically, I like it.
- Agreement with reservations: I can live with it.
- Stand aside: I don't like it, but I don't want to hold up the group.
- Block: I can't live with it.

Whenever possible, the Executive Committee will incorporate the recommendations of the LIO Implementation Committee in their decision-making process.

Decisions made during a committee member's absence will not be revisited, unless exceptional reasons are presented and the Executive Committee agrees to revisit the issue. Absence from the meetings and failure to designate an alternate/designee or communicate views will be acknowledged as concurrence with the consensus outcome.

3.2 Implementation Committee

The *Implementation Committee* serves as an advisory body to the Executive Committee. The Implementation Committee is structured to serve its purpose of providing relevant information and recommendations by incorporating representation from groups with a working knowledge of the Puget Sound Action Agenda implementation in the Snohomish and Stillaguamish watersheds.

3.2.1 Membership

The Implementation Committee is a broad and inclusive representation of partners working on implementation of the Action Agenda, with membership as follows:

Implementation Committee Member Organization	# of Representatives
County or municipal health department	1
ECONet Snohomish	1
King County EcoNet*	1
King County	1-2
King Conservation District	1
Nongovernmental organizations	1-4
Other municipal representatives	1
Port of Everett	1
Representative of a small municipal planning department	1
Snohomish Conservation District	1
Snohomish County	1-2
Snohomish County Agricultural Advisory Board	1
Snohomish Marine Resources Advisory Committee	1
STORM (Stormwater Outreach for Regional Municipalities)	1
Snohomish Basin Salmon Recovery Forum	1
Snoqualmie Watershed Forum	1
Snoqualmie Tribe	1
Stillaguamish Clean Water District	1
Stillaguamish Tribe (Natural Resources Department)	1
Stillaguamish Tribe (Planning Department)	1
Stillaguamish Watershed Council	1
Tulalip Tribes (Natural Resources Department)	1
Tulalip Tribes (Planning Department)	1

*proposed position

3.2.2 Leadership

The Implementation Committee will select a chairperson to preside over committee meetings, work with the LIO Coordinator to prepare meeting agendas, and make recommendations to the Executive Committee. The LIO Coordinator will assist the chairperson in facilitating the committee meetings.

3.2.3 Subcommittees

The Implementation Committee can establish ad hoc committees and work groups to advise or advance the Action Agenda priorities not currently coordinated by existing forums or committees.

3.2.4 Terms

Implementation Committee members serve a two year term.

3.2.5 Decision Making

The Implementation Committee makes recommendations to the Executive Committee on matters within its purview. All decisions and recommendations made by the Implementation Committee will be reached by consensus. Where agreement cannot be reached by consensus, the Implementation Committee will submit majority and minority reports to the Executive Committee.

3.3 State and Federal Agency Participation

State and Federal agencies are invited to participate in the LIO Committees, but will not have voting privileges.

3.4 Membership Guidelines

3.4.1 Selection of representatives and alternates or designees

Agencies, tribes, and non-governmental organizations select their own representatives, and one alternate/designee for each representative, on the Executive Committee and Implementation Committee.

3.4.2 Responsibilities

Each LIO Committee member should:

- Support the mission of the LIO;
- Represent the interests of their respective agency or organization, rather than their own personal interests;
- Attend or have their alternate/designee attend LIO Committee meetings regularly;
- Review background materials provided in advance of the meetings and be ready to participate in discussions; and
- Work cooperatively with other members, recognizing that working within a diverse group can mean balancing competing objectives and compromising.

3.4.3 Position Changes

Implementation Committee member positions can be changed by action of the Executive Committee. Executive Committee members can be changed by action of the Executive Committee.

3.4.4 Resignation

Members or organizations within either of the Committees may resign in good standing by sending a letter of resignation to the Executive Committee via the LIO Coordinator.

Resigning members should provide the name of an interim/final replacement to represent their organization.

4.0 LIO Operating Procedures

4.1 Open Public Meetings

All meetings of the Implementation and Executive Committees are open to the general public. All decisions and actions will be taken in an open session. Meeting information will be posted in advance on the Snohomish-Stillaguamish LIO webpage, which is accessed through Snohomish County's home page at www.snoco.org, search "LIO".

4.2 Public Comment Periods

A period of time will be set aside during each Executive Committee meeting and Implementation Committee meeting for public comment. The Chair, Acting Chair, or meeting facilitator will invite public comment during the meeting.

4.3 Administrative Support and Meeting Materials

Snohomish County is responsible for administrative support for the Snohomish-Stillaguamish LIO, and maintaining the public record. Snohomish County staff will work in collaboration with the LIO Executive Committee and Implementation Committee to (1) arrange regular meetings, (2) develop meeting agendas, (3) facilitate meetings as required, (4) perform staff assignments, (4) develop and distribute meeting summaries and other materials, and (5) submit to PSP all LIO Committee contact information, electronic versions of all updated local materials, quarterly progress reports for grant activities, bi-annual reports, invoices and any other contract deliverables for grant-related activities. Additional handouts may be submitted for consideration to the LIO Coordinator, who will copy, distribute and add these to the project record.

4.4 LIO Performance Evaluation

The Implementation and Executive Committees will discuss and reflect on the performance of the LIO at their first meeting of each calendar year. These Bylaws will be reviewed and potentially modified consistent with findings from the performance evaluation.

5.0 Amendment of the Bylaws

The LIO Executive Committee and Implementation Committee shall review the effectiveness of these Bylaws on an annual basis.