

**PUBLIC UTILITY DISTRICT NO.1
OF
JEFFERSON COUNTY, WASHINGTON**

RESOLUTION NO. 2012 - 017

A RESOLUTION of the Board of Commissioners to establish a policy for the establishment of citizen boards, liaisons, blue ribbon work groups and citizen task forces.

WHEREAS, PUD#1 of Jefferson County is a Municipal Corporation organized under RCW 54 desires to improve the way the public relates to it and how the PUD reaches out to encourage citizen involvement; and

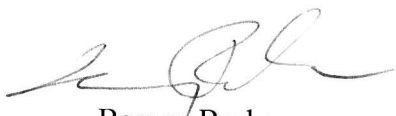
WHEREAS, PUD Board feels that the establishment of citizen committees, boards, liaisons, blue ribbon work groups and citizen task forces will accomplish that goal; and

WHEREAS, the PUD desires to establish procedures and policies governing committees, boards, liaisons, blue ribbon work groups and citizen taskforce groups established by the PUD Board of Commissioners; and

WHEREAS, the PUD#1 Board of Commissioners have reviewed and approved Attachment A to Resolution 2012-017 (COMMITTEES, BOARDS, WORK GROUPS & COMMISSIONS).

NOW, THEREFORE, the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington does hereby adopt Attachment A to Resolution 2012-017 **(COMMITTEES, BOARDS, WORK GROUPS & COMMISSIONS)** as the PUD policy for the formation and operation of PUD Committees.

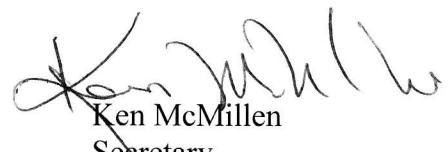
ADOPTED by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 1st day of October 2012



Barney Burke
President



Wayne G. King
Vice President



Ken McMillen
Secretary

ATTACHMENT A to PUD Resolution 2012 - 017

COMMITTEES, BOARDS, WORK GROUPS & COMMISSIONS

SECTION 1 Committees.

PUD#1 of Jefferson County is a Municipal Corporation organized under RCW 54 that has adopted a committee structure to improve the way the public relates to it and how the PUD reaches out to encourage citizen involvement. The procedures governing committees of the PUD, and all boards, liaisons, blue ribbon work groups and citizen taskforce groups established by the PUD Board of Commissioners shall be as follows:

(a) All standing committees shall be established or provided by PUD resolution. (Note: these committees are subject to change. No committees are required by state law)

(b) All PUD committees, boards, liaisons, blue ribbon work groups and citizens' task force groups and rules or operating procedures thereof shall be established by PUD directive. Such committees shall be subject to periodic review so as to determine whether the committee and its function continue to be appropriate and necessary.

(c) Committees, boards, liaisons, work groups and citizen's task force groups shall make a recommendation, when appropriate, on proposed services policies, resolutions and motions within their area of responsibilities or interest, before action is taken recommendation(s) which could lead to final action during the discussion of the business item on the PUD agenda.

(d) Appointments shall be made by the PUD Board members subject to PUD Board confirmation.

General Rules Applicable to Citizen Advisory Boards

SECTION 2 Definitions

An "Advisory Board" means any Committee or Commission created by the PUD Board to give advice on subjects and perform such other functions as prescribed by the PUD Board. Advisory Board also includes task forces, informal committees, or working groups formed by the PUD Board resolution for short periods of time or for specific tasks.

SECTION 3 Purpose and Applications

The purpose of this section is to establish general provisions applicable to all Advisory Boards. The provision of this resolution shall govern Advisory Boards unless otherwise specifically provided by motion or resolution of the PUD Board, or as may be required by state law. In establishing an Advisory Board, the PUD Board of Commissioners shall consider the following:

1. Scope of work, and clear task description
2. Term of board – sunset provision
3. Membership, nomination and confirmation process, and residency or other special member requirements
4. Terms of office
5. Relationship of the Board to the PUD Commission (who does Board report to)
6. PUD Board member liaison (if any)
7. Time frames for Board action on tasks
8. Time frames for PUD Board action; for example, periodic review or interim reports
9. Staffing (if any) and expenses, and which PUD Department bears any staffing responsibility or expense for Board
10. Any other matters appropriate to the board's work

SECTION 4 Scopes of Work

- A. Each Advisory Board, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the PUD Board to determine its effectiveness. This statement of purpose, as well as other information regarding duties and responsibilities, will be made available to all members when appointed.
- B. The PUD Board may determine any specific guidelines or tasks to be referred to the Advisory Board by motion or resolution
- C. Each Advisory Board shall develop a scope of work, within the jurisdiction and area of responsibility consistent with the PUD Board resolution forming the Board.

**SECTION 5 Memberships, Nomination and Confirmation Process,
and Residency Requirements.**

The number of members and any specific qualifications of each Advisory Board shall be set forth by resolution of the PUD Board of Commissioners.

Unless otherwise specifically provided by applicable resolution or motion, or as may be required by state law, the following procedures and requirements shall apply to all members of each Advisory Board.

- A. Each person at the time of nomination and continuing uninterrupted thereafter while servicing on a Advisory Board, shall be a resident of and /or work in Jefferson County
- B. Each person to be appointed shall be nominated by a PUD Board of Commission Commissioner for a specific numbered position on each Advisory Board.
- C. Each person shall be deemed appointed and shall commence service after confirmation by the PUD Board of Commissioners or on the effective date of the previous member's resignation, or on the expiration of the existing term for the position, as applicable.
- D. Each confirmation motion by the PUD Board of Commissioners shall include ending date and term for the position to which the person is appointed and such information shall be entered into the Council minutes
- E. At the expiration of a member's term, the member may hold over and continue to serve as a member until the member or a successor is appointed and confirmed by the PUD Board of Commissioners

SECTION 6 Officers – Identification and Election

Each Advisory Board shall elect from its membership a presiding officer who shall be referred to as chairman, chairwoman, or chairperson, as determined appropriate by the Advisory Board, and such officer shall serve for one year, or until the Board discontinues its operation, whichever is shorter. The Advisory Board may elect other officers as it deems necessary and such officers shall be set forth in rules of procedure adopted by the Advisory Board.

SECTION 7 Quorums, Transaction Business

A majority of the appointed members of the Advisory Committee shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry any proposition

SECTION 8 Terms of Office and Vacancies

Appointments to boards shall be provided for in the resolution establishing or providing for a board. Vacancies shall be filled by the Board of Commissioners for the unexpired term in the same manner as the original appointment. Membership vacancies other than through expiration of term shall be filled for the unexpired term. Any member may be removed by the PUD Board action based on PUD Board decision that removal is in the best interests of the PUD. Removal should not occur for disagreement with an official recommendation of the board or its members.

SECTION 9 Conflicts of Interest

If any members of an Advisory Board conclude that they have a conflict of interest or an appearance of fairness problem with respect to a matter pending before the Advisory Board so that they cannot discharge their duties on such an Advisory Board, they shall disqualify themselves from participating in the deliberations and the decision-making process with respect to the matter.

SECTION 10 Liaisons and Representatives

PUD Commissioners representative may be available to each Advisory Board for the purpose of providing a constructive relationship between the PUD Board and the Advisory Board without implying direction, review, or oversight of the activities of the Advisory Board.

SECTION 11 Procedures, Records, and Minutes

Rules of order not specified by statute or PUD resolution shall be governed by Robert's Rules of Order, as the same may be amended or updated. The Advisory Board may adopt supplemental rules of procedure. The Advisory Board shall provide for the taking of minutes and maintaining the records of all regular and special meetings. Any Advisory Board may establish standing or ad hoc committees comprised of Board members to assist in accomplishing its duties and responsibilities. Committee minutes shall be filed with the PUD within 10 days of approval.

SECTION 12 Meetings

Each Advisory Board shall hold regular public meetings at such times and places as it deemed advisable or as provided for in the resolution establishing the board. All meetings of the entire body and of any subcommittee or taskforce of the Advisory Board shall be subject to all requirements of the Washington Open Public Meetings Act, and shall be open to the public, and shall be held at a public place at a regularly scheduled time, or at a special meeting time following notice as set by the PUD Manager. Notice of all meetings shall be provided for publication. No meeting shall be scheduled without at least 48 hours notice to the PUD's office unless special arrangements are otherwise made with the PUD Manager.

SECTION 13 Communications to the PUD Board of Commissioners.

Expressions of an Advisory Board's position, recommendation or request for any action shall be in the form of a resolution, motion, or other written communication, setting forth the reasons, facts, policies, and/or findings of the body supporting the communication, and shall be directed to the PUD Board of Commissioners and Manager.

Communications from such boards, commissions and bodies to the PUD Board shall be acknowledged by the Board President, who shall state: "So noted for the record", and thereafter the PUD Minute recorder shall make an appropriate notation in the minutes. Should any member of the PUD Board of Commissioners determine that any such communication be officially answered by the PUD Board of Commissioners, the PUD Board President shall place the matter on the agenda under New Business for the current meeting or any subsequent meeting.

SECTION 14 Compensation and Reimbursement of Expenses

Members of Advisory Boards shall serve without compensation. Members shall be reimbursed for authorized travel expenses incidental to that service, which are authorized by the PUD Manager or by the PUD Board of Commissioners resolution or motion. Members should seek pre-authorization for any proposed expense.

SECTION 15 Lobbying Efforts

Lobbying efforts by any Advisory Board on legislative or political matters should first be checked for consistency with existing PUD policy by contacting the PUD Manager. In the event a position is taken that differs from that of the PUD's policy, an Advisory Board cannot represent that position publicly or before another body, for example, the State Legislature or the Board of County Commissioners. An Advisory Body is free to communicate positions to the PUD Board on matters pertaining to the Body's purpose and function. A member of the Advisory Board is not authorized to speak for the Board, unless the Board has expressly authorized the member's communication. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the PUD , or as a member of the Advisory Board.