

WRIA 8 Salmon Recovery Council Operating Guidelines

**Approved March 15, 2007 by WRIA 8 Salmon Recovery Council
Revised March 20, 2014 by WRIA 8 Salmon Recovery Council**

A. Purpose of the WRIA 8 Salmon Recovery Council

The WRIA 8 Salmon Recovery Council will work to implement the ***Lake Washington/Cedar/Sammamish Watershed WRIA 8 Chinook Salmon Conservation Plan*** with the intent to recover Chinook salmon and other anadromous fish. The Council's efforts are part of the regional salmon recovery effort for Puget Sound Chinook.

Objectives:

- Provide a mechanism and governance structure for implementation and adaptive management of the ***Lake Washington/Cedar/Sammamish Watershed WRIA 8 Chinook Salmon Conservation Plan (WRIA 8 Plan)***.
- Support the collaborative efforts of local jurisdictions and other parties, including state and federal agencies, businesses, community groups, and other stakeholders, to implement the recommendations in the WRIA 8 Plan.
- Provide for the ongoing participation of citizens and other stakeholders in such efforts and to garner public support for WRIA 8 salmon conservation efforts.
- Track progress in implementing the WRIA 8 Plan and monitor the effectiveness of WRIA 8 implementation actions in improving habitat for Chinook salmon and adaptively managing WRIA 8 actions over time.
- Develop and articulate positions on issues related to salmon habitat and conservation and seek additional funding for WRIA 8 Plan implementation.

B. Responsibilities

WRIA 8 Salmon Recovery Council (All):

- Oversee and guide implementation of the WRIA 8 Plan.
- Adopt rules and procedures necessary for its operation.
- Review annual scope of work for service provider team.
- Review and recommend grant proposals to Salmon Recovery Funding Board.
- Establish standing or special committees to accomplish specific tasks (can include Council members and non-members).

Parties to the Interlocal Agreement (ILA) Only:

- Review and recommend King County Flood Control District Cooperative Watershed Management grant proposals to the King County Flood Control District Board of Supervisors.

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- Select from its members a Management Committee and assign duties to the Management Committee, which are expected to include overseeing the budget and service provider staff.
- Approve a scope of work and a memorandum of understanding that sets out services to be provided by the service provider.
- Establish and approve an annual budget.
- Perform other duties according to the ILA.

C. Membership

- Each participating jurisdiction shall choose an elected official as its voting representative to the WRIA 8 Salmon Recovery Council (Council). Each jurisdiction may also choose another elected official to serve as their alternate in the event that the regular representative cannot attend. Alternates are encouraged to attend and participate in meetings.
- If elected officials are unable to attend a meeting, they can also send a staff person to represent them. The staff person is allowed to vote and counts towards the quorum with the exception of voting on topics reserved for the parties to the ILA (budget, King County Flood Control District Cooperative Watershed Management Grant Funding, and work program and staffing).
- Council members should notify the Salmon Recovery Manager if they will not be able to attend a meeting and are sending an alternate in their place.
- The parties to the ILA have decided that it is appropriate and beneficial to the implementation and adaptive management of the plan to have “non-party” members to the ILA serve on the Council. Stakeholder members of the former WRIA 8 Steering Committee were originally appointed to serve on the Council.
- Nomination of new non-party members may be made by any member of the Council. Appointment requires either a consensus or dual majority of the party members to the ILA.
- A membership subcommittee made up of members of the WRIA 8 Salmon Recovery Council including both parties to the ILA and non-party members to the Council should conduct an annual review of the current membership of the Council and their participation levels, and make recommendations regarding future membership to the whole Council.

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D. Chairs / Positions

The Council will be led by a Chair and Vice Chair elected by the membership of the Council. The Chair must be an elected official representing a party to the ILA. The Vice Chair can be an elected official representing a party to the ILA or a Stakeholder member of the Council.

1. Chair and Vice Chair

- Duties of Chair and Vice Chair:
 - Chair to lead the WRIA 8 Salmon Recovery Council.
 - Vice Chair to lead the WRIA 8 Salmon Recovery Council when Chair is unable to attend.
 - Both confer with members of the WRIA 8 Salmon Recovery Council between regular meetings on significant issues that require a timely response.
 - Both confer with the WRIA 8 Salmon Recovery Manager on agenda development and issues of the WRIA 8 Salmon Recovery Council.
 - Both provide advance notice to the WRIA 8 Salmon Recovery Manager and the other Chair if unable to attend an upcoming meeting.
 - Both sign letters or statements agreed to by the WRIA 8 Salmon Recovery Council.
 - The Chair serves on the WRIA 8 Management Committee. The Vice Chair may also serve on the WRIA 8 Management Committee if they are an elected official representing a party to the Interlocal Agreement.

2. Regional WRIA 8 representative to Shared Strategy's Puget Sound Partnership's Puget Sound Salmon Recovery Council

- The Council will elect a representative.
- Duties include:
 - Attend Puget Sound Salmon Recovery Council meetings and advocate for funding and policies that support WRIA 8 Plan implementation.
 - Confer with WRIA 8 staff and members of the WRIA 8 Salmon Recovery Council between regular meetings on significant issues that require a timely response.

3. WRIA 8 Management Committee

- The party members of the ILA shall choose five elected officials or their designees to serve on a Management Committee.
- The Management Committee membership should represent the diversity of local governments that are parties to the ILA. Membership should include both large and small jurisdictions as well as jurisdictions from the different geographic areas of the watershed.
- Duties: oversee the funds contributed by the participating jurisdictions and service provider team in accordance with the adopted annual budget and other duties as assigned by the party members of the ILA.

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E. Voting

- Chart below clarifies who will vote on which topics:

Voting Activity	Parties of the ILA	Entire Group
Budget	<input checked="" type="checkbox"/>	
Committee Directions		<input checked="" type="checkbox"/>
Correspondence*		<input checked="" type="checkbox"/>
Elections		<input checked="" type="checkbox"/>
Funding—KCFCD	<input checked="" type="checkbox"/>	
Funding—SRFB		<input checked="" type="checkbox"/>
Funding—Other		<input checked="" type="checkbox"/>
Technical Direction		<input checked="" type="checkbox"/>
Work Program and Staffing	<input checked="" type="checkbox"/>	

* Comments on legislation, correspondence to political entities, etc.

- **Decisions shall be made by consensus as much as possible.** Consensus may be reached by unanimous agreement of the party members to the ILA at the meeting, or by a majority recommendation agreed upon by the active party members, with a minority report.
- **A quorum of active party members to the ILA to the Council must be present to make a binding vote.** Quorum exists if a majority of the party members are present provided that party positions left vacant on the Council shall not be included in calculating the quorum. In addition, positions will be considered vacant on the third consecutive absence and shall not be included in calculating a quorum until that time in which the party member is present.
- For topics that all members of the Council vote on, voting will be determined by consensus or a majority of the party members (as described above) and a majority of the non-party members.

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- **In the event that consensus cannot be reached on a vote, any party who does not accept a majority decision may request weighted voting** as described in the WRIA 8 ILA section 5.1.2 (below). This voting technique was not needed in the first six~~teen~~ years of WRIA 8 collaboration and can hopefully be avoided in the future.

5.1.2 In the event consensus cannot be achieved, as determined by rules and procedures adopted by the **WRIA 8 Salmon Recovery Council**, the **WRIA 8 Salmon Recovery Council** shall take action on a dual-majority basis, as follows:

5.1.2.1 Each party, through its appointed representative, may cast its weighted vote in connection with a proposed **WRIA 8 Salmon Recovery Council** action.

5.1.2.2 The weighted vote of each party in relation to the weighted votes of each of the other parties shall be determined by the percentage of the annual contribution by each party set in accordance with Subsection 4.2.1 in the year in which the vote is taken.

5.1.2.3 For any action subject to weighted voting to be deemed approved, an affirmative vote must be cast by both a majority of the active party members to this Agreement and by a majority of the weighted votes of the active party members to this Agreement. No action shall be valid and binding on the parties to this Agreement until it shall receive majority of votes of both the total number of active party members to the Agreement and of the active members representing a majority of the annual budget contribution for the year in which the vote is taken. A vote of abstention shall be recorded as a “no” vote.