

BYLAWS OF THE CHEHALIS BASIN LEAD ENTITY

Section 1: Name

The name of this board is the Chehalis Basin Lead Entity, hereinafter referred to as “Lead Entity.”

Section 2: Purpose and Geographic Area

The purpose of the Lead Entity is to fulfill the requirements of Chapter 77.85 RCW, Salmon Recovery, for Watershed Resource Inventory Areas 22 and 23.

Section 3: Organizational Structure

The organization of the Lead Entity shall consist of the Habitat Work Group, a Local Review Team Subcommittee, a Citizen Advisory Group Subcommittee, a Lead Entity Coordinator, and the Contracting Agent.

A. Habitat Work Group

(1) The Habitat Work Group consists of local technical experts and citizens that act as the steering body for the Lead Entity. Its responsibilities include setting policy directions for the Lead Entity, developing the Lead Entity strategy using critical pathways methodologies, and recommending to the Contracting Agent a prioritized Habitat Project List in accordance with RCW 77.85.050.

(2) The membership of the Habitat Work Group includes those members serving on the board at the time of the adoption of these bylaws. A roster of this membership follows in Section 7 of these bylaws.

(3) The Habitat Work Group may appoint additional members by majority vote. Members may represent, but are not limited to, government, the private sector, nonprofit organizations, and citizens-at-large. There is no limitation on membership concerning expertise.

(4) The officers of the Habitat Work Group shall consist of a Chair and a Vice-Chair. Officers shall serve a term of one year, elected by the membership by a majority vote. The Chair shall preside over meetings, appoint subcommittee chairs, and perform such other duties as assigned by the Habitat Work Group. The Vice-Chair shall perform all duties incumbent upon the Chair during his/her absence at meetings.

(5) The Habitat Work Group may establish additional subcommittees not established by these bylaws upon majority vote of the membership.

B. Local Technical Review Team

(1) The Local Review Team is a subcommittee appointed by the Habitat Work Group consisting of representative interests of counties, cities, state and federal agencies, conservation districts, tribes, environmental groups, business interests, landowners, citizens, volunteer groups, regional fish enhancement groups, and other habitat interests.

(2) The Local Review Team assists the Lead Entity in its technical work, including the review and recommendation of a Habitat Project List for inclusion in the Habitat Work Schedule. Membership on the Local Review Team is not restricted to members of the Habitat Work Group.

C. Citizen Advisory Group

(1) The Citizen Advisory Group is a subcommittee appointed by the Habitat Work Group consisting of individuals representing diverse community social, cultural, and economic values. Membership on the Citizen Advisory Group is not restricted to members of the Habitat Work Group.

(2) The purpose of the Citizen Advisory Group is to ensure that the priorities and projects of the Habitat Work Group reflect the interests and values of the citizens within the geographic scope of the Lead Entity. Citizen Advisory Group members review the Lead Entity strategy and Habitat Project Lists and make recommendations to the Habitat Work Group for appropriate action. The Citizen Advisory Group also makes recommendations to the Habitat Work Group regarding how to increase community support for implementation of habitat projects.

D. Contracting Agent

The Contracting Agent is the legal organization responsible for contracting with the Washington State Recreation and Conservation Office funding. The contracting agent is responsible for providing the Lead Entity Coordinator, purchasing supplies, and administering office space. The Lead Entity coordinator takes direction from the Habitat Work Group but reports to the Contracting Agent.

E. Lead Entity Coordinator

The Lead Entity Coordinator facilitates and coordinates Lead Entity efforts, including the responsibilities of the Habitat Work Group, the Local Review Team, the Citizens Advisory Group, and the Contracting Agent. Duties include, but are not limited to:

(1) Prepares the agendas for meetings, arranges for their distribution, and provides notice of time, meeting place, and agenda for all committee meetings;

(2) Circulates documents for review;

(3) Takes minutes of Lead Entity meetings;

(4) Works with the Habitat Work Group and the Contracting Agent to ensure that budgets and new contract documents are current;

(5) Supervises the entry of required data into state databases;

(6) Represents the Lead Entity at Salmon Recovery Grant review meetings;

(7) Represents the Lead Entity at related regional meetings during the year; provided, however, that if unable to attend, the Lead Entity Coordinator may use an alternate for such meetings;

(8) Signs documents on behalf of the Lead Entity upon authorization of the Contracting Agent.

Section 4: Meetings

Meetings of the Lead Entity shall be open to the public in accordance with the Washington Open Public Meetings Act, RCW 42.30. Meeting frequency, time, and location shall be at the discretion of the members. Minutes of each meeting shall be distributed to all members.

Section 5: Voting

(1) The Habitat Work Group and its subcommittees shall take action through the consideration and passage of motions or resolutions during meetings. Passage of a motion or resolution, with the exception of amending bylaws, requires a simple majority vote of those present at meetings.

(2) The Habitat Work Group will require a vote of two-thirds majority to amend bylaws or to exclude a project from moving forward during a current year's ground round. The Lead Entity Coordinator may coordinate such votes at meetings, by mail, or email.

Section 6: Member Code of Conduct

(1) All members of the Habitat Work Group and its subcommittees shall act in good faith to further the work of the Lead Entity in a manner that reflects the spirit and intent of these bylaws.

(2) The expression of diverse viewpoints is encouraged. Members shall treat each other with courtesy during meetings.

(3) Members will disclose their involvement with other organizations, with vendors, or any other associations that might produce a conflict of interest regarding a specific project proposal. Members with real or potential conflicts shall make this disclosure before the review of any project proposal. Where such a conflict arises during a meeting, the member shall refrain from all comment and shall leave the meeting during the related discussion and voting.

Section 7: Membership

The following are entities represented on the Habitat Work Group, and the individual members as of the update date of these bylaws:

Entity Represented	Habitat Work Group Member (as of 8/14/15)
Lewis County Conservation District	Bob Amrine
Washington Department of Fish and Wildlife	Amy Spoon
Quinault Indian Nation	Caprise Fasano
Chehalis Basin Fisheries Task Force	Lonnie Crumley
Citizen at Large	Brett Demond
Washington Department of Natural Resources	(Joe Arnett, pending)
The Nature Conservancy	TBD
The Wild Fish Conservancy	Jamie Glasgow
Mason County Conservation District	Gavin Glore
Heernet Foundation	Chanele Holbrook
Citizen at Large	Kathy Jacobson
City of Centralia	TBD
NW Indian Fisheries Commission	TBD
US Forest Service	TBD
US Fish and Wildlife Service	Miranda Plumb
Chehalis River Council	Rob Schanz
Chehalis Basin Partnership	TBD
Chehalis River Basin Land Trust	Janet Strong
US Army Corps of Engineers	TBD
Citizen at Large	(Jim Hill –pending)
Citizen at Large	(Bruce Treichler –pending)
Lewis County	Ann Weckback
Confederated Tribes of the Chehalis Reservation	Jason Gillie
Department of Ecology	Dustin Bilhimer
Grays Harbor Conservation District	Jeni Makaad
Citizen at Large	Mark Swartout
Citizen at Large	Omrah Bhagwandin
Thurston County	Charissa Waters
Thurston Conservation District	(TBD)

Section 8: Definitions

These bylaws adopt by reference the definitions included under RCW 77.85.010.