

# Stillaguamish Implementation Review Committee (SIRC)

## Bylaws

Adopted by consensus January 9, 2002

### 1. Mission and History of the SIRC

#### 1.1 SIRC Mission Statement

The mission of the SIRC is to restore and maintain a healthy, functioning Stillaguamish watershed by providing a local forum in which agencies, organizations, communities, and the public can engage in a collaborative watershed based process of decision making and coordination (adopted by the SIRC on November 15, 2000).

#### 1.2 Organizational History of the SIRC

The SIRC was established as a local stakeholder group in the early 1990s to oversee implementation of the 1990 Stillaguamish Watershed Action Plan. The Action Plan included seventy-one recommendations for controlling non-point source pollution in the Stillaguamish watershed. Twenty-one state agencies, local governments, tribes, and interest groups confirmed their commitment to implement the recommendations by signing statements of concurrence. Most of these original recommendations have been implemented, including the creation of the Lower Stillaguamish River Clean Water District to address water quality and water quantity issues.

In the mid 1990s, with leadership from the Stillaguamish Tribe and Snohomish County, the SIRC began addressing salmon habitat restoration issues in the Stillaguamish watershed. Since 1999, the SIRC has served as the local citizens committee for recommending prioritized lists of salmon habitat restoration projects to the Washington State Salmon Recovery Funding Board. The SIRC has final oversight authority for lead entity products, including salmon habitat project lists and the habitat restoration work schedule. This oversight authority is granted to the SIRC by Snohomish County and the Stillaguamish Tribe, which together serve as the Stillaguamish Lead Entity. Through a grant from the Washington Department of Fish and Wildlife, Snohomish County provides staff to serve as the Stillaguamish Lead Entity Coordinator.

The SIRC is also the local forum for public input on Snohomish County's long term salmon conservation planning effort for the Stillaguamish watershed. The SIRC will continue to implement the approved plan and will address future problems as they arise at a watershed scale.

## **2. SIRC Membership**

### 2.1 Eligibility for Membership

The SIRC shall be composed of stakeholders representing citizens, landowners, interest groups, tribes, local governments, and state and federal natural resource management agencies that have interests in the Stillaguamish watershed. Each SIRC member shall support the stated mission of the SIRC. SIRC members representing organizations shall faithfully represent the interests of their respective constituency group or organization rather than their own personal interests.

Participating SIRC members are listed in Appendix A.

### 2.2 Alternates

Each SIRC member is encouraged to appoint one standing alternate representative and to notify the chairperson of the appointment. SIRC alternates are encouraged to regularly attend SIRC meetings so they will be familiar with the ongoing work of the SIRC. When a regular SIRC member is absent, the alternate may fully participate in SIRC meetings including making decisions, whether by consensus or vote.

### 2.3 SIRC Membership Changes

Agencies, organizations, or interest groups may be added to or removed from the SIRC according to the process outlined in section 4 of these bylaws. Agency and organizational representatives will be selected by their respective agencies and organizations. The three citizen members shall be selected from individuals with a primary residence in the Stillaguamish watershed. Citizen vacancies shall be publicly advertised. The SIRC shall strive to maintain citizen member representation from the three distinct areas of the watershed: the North Fork, South Fork and Lower Floodplain. Citizen representatives shall be approved by majority decision of the SIRC. Any decisions to change the SIRC member organizations shall require a written justification to be included in the public record of SIRC decisions.

### 2.4 Resignation

Members or organizations may resign in good standing by sending a letter of resignation to the chairperson. The letter of resignation shall include reasons for resigning.

#### 2.5 Attendance

Attendance of SIRC members shall be determined by a roll call at the beginning of each regular meeting. Attendance of SIRC members shall be recorded as present, excused, or absent.

Attendance of SIRC members, SIRC staff members, guests of the SIRC, and the general public shall be recorded by staff. Any SIRC members arriving after the roll call shall be responsible for informing staff of their attendance before the end of the meeting. Excused absence of SIRC members shall require notice to the chairperson, vice-chairperson, or a staff member. The chair shall monitor attendance. If a SIRC member (or their alternate) fails to attend regular meetings, the chairperson shall call for the SIRC to review that membership. The SIRC shall then decide whether to seek a replacement for that person.

#### 2.6 SIRC Member Organizations (see Appendix A)

- City of Arlington
- City of Stanwood
- Clean Water District Board
- Pilchuck Audubon Society
- Recreational Fishing
- Snohomish County Council
- Snohomish Conservation District
- Snohomish County Noxious Weed Board
- Snohomish County Planning and Development Services
- Stillaguamish Flood Control District
- Stillaguamish Grange
- Stillaguamish Tribe
- Stillaguamish-Snohomish Fisheries Enhancement Task Force
- Twin City Foods
- Tulalip Tribes
- US Forest Service
- Dairy Farming
- Washington Dept. of Ecology
- Washington Dept. of Fish & Wildlife
- Washington Dept. of Natural Resources
- Washington Farm Forestry Association
- WSU Cooperative Extension
- Three (3) Citizen Representatives

### **3. SIRC Leadership**

#### 3.1 Officers

### **3.1.1 Chairperson**

The SIRC shall select a chairperson from the SIRC membership. Nominees for the chair shall be made in January of each year, or as soon as possible thereafter. The chairperson shall be selected based on his or her ability to conduct meetings, coordinate diverse interests and issues, and communicate with staff. The selected individual shall serve as chairperson for one year from the date of selection, or until a successor is selected.

The chairperson shall have the following duties: facilitate meetings, invite public comment, give parties the opportunity to speak during meetings, ensure that all issues are given equitable time and consideration by the SIRC, and, with input from the SIRC and staff, set the meeting agenda and location.

### **3.1.2 Vice-chairperson**

The chairperson shall nominate a vice-chairperson from the membership whose appointment must be affirmed by the SIRC. The vice-chairperson shall serve in conjunction with the chairperson, or until a new vice-chairperson is affirmed by the SIRC.

The vice-chairperson shall perform the duties of the chairperson at the chairperson's request or in the chairperson's absence and shall serve as assistant to the chairperson for the good of the organization.

### **3.2 Stillaguamish Lead Entity Coordinator**

The coordinator is responsible for ensuring that the SIRC effectively performs its role as the local citizens committee for providing oversight of the lead entity's production of habitat project lists and the habitat schedule. The Stillaguamish Lead Entity Coordinator is the primary staff person for the SIRC on issues related to prioritization of projects for SRFB consideration. The coordinator shall facilitate discussions, decision making and will provide for administrative support including agendas, mailings and meeting summaries.

## **4. SIRC Decision Making**

### **4.1 Scope**

The SIRC has no legislative or administrative authority and cannot set policy. The SIRC cannot direct specific implementation tasks of agencies and organizations except through SIRC member groups. However, the SIRC may review policies and actions that affect the Stillaguamish watershed and may submit formal recommendations to agencies and organizations.

### **4.2 Process**

Following a motion by a SIRC member and a second of the motion, the committee shall consider a decision on the issue under discussion. The SIRC shall use a "modified consensus" model for decision-making. All efforts will be made to reach consensus and all members will be given an opportunity to ask questions and comment. Consensus means that all parties involved in decision-making share a sense that they have reached a common resolution. Consensus for the SIRC shall be an agreement that all participants in the decision making process "are willing to live with" or

“have no opposition to.” If full consensus cannot be reached, the chair may call for the issue to be put to a vote. A vote shall require a simple majority to pass with the following exceptions:

- The chairperson shall be selected by consensus or two-thirds majority.
- Changes in SIRC membership and bylaws shall be by consensus or two-thirds majority.

Alternate SIRC members shall have full voting rights. A proxy shall be allowed in writing to the chair on decisions specifically set forth in an official agenda. The chairperson shall invite public comment during SIRC meetings prior to any SIRC decision.

#### 4.3 Quorum

A simple majority of SIRC members shall constitute a quorum for the transaction of business. The existence of a quorum shall be determined at the beginning of meetings and for any decision-making actions during meetings. Decisions or actions shall not be taken without a quorum, however, discussion of issues may continue.

#### 4.4 Conflicts of Interest

SIRC members and participating members of subcommittees will abstain from any vote in the SIRC on grant recommendations to the SRFB or any other funding agency, which may directly or indirectly benefit the voting member, their organization or interest group. This does not prohibit a SIRC member from using their general expertise to educate and provide general information on the subject area or to advocate projects at SIRC meetings.

### **5. SIRC Administration**

#### 5.1 Open Public Meetings

All SIRC meetings and events shall be open to general public and all persons shall be permitted to attend. All decisions and action shall be taken in open session.

#### 5.2 Public Comment

The chairperson may invite public comment at any time during SIRC meetings. The chairperson shall also invite public comment from those present prior to any SIRC decision.

#### 5.3 Agendas and Meeting Summaries

Requests for agenda time must be sent to the chairperson or staff two weeks prior to a meeting.

The chairperson will approve the final draft agenda that will be sent to members at least one week before the meeting. Meeting summaries shall serve as the official public record of SIRC decisions and activities.

#### 5.4 Administrative Support

The Stillaguamish Lead Entity uses operational support funds from the Washington Department of Fish and Wildlife's Lead Entity Program to defray the costs of providing administrative support to the SIRC. Snohomish County provides a Stillaguamish Lead Entity Coordinator who shall support regular SIRC meetings by organizing meeting logistics and producing and distributing agendas and meeting summaries. The Coordinator shall also work with the chairperson, vice-chairperson, co-lead agencies, subcommittees, and members to set goals and facilitate meetings.

#### 5.5. Subcommittees

##### **5.5.1 Watershed Priorities Subcommittee**

The SIRC created the Watershed Priorities Subcommittee in the Spring of 2001 to oversee and organize specific voluntary actions to achieve the SIRC's watershed priorities. This subcommittee meets on an ad hoc basis as determined by the chairperson. Membership is determined by invitation of the chairperson and may include SIRC members and non-members. In addition to its watershed priorities oversight role, the subcommittee shall annually review the SIRC bylaws and recommend revisions as necessary to the SIRC.

##### **5.5.2 Technical Advisory Group**

Snohomish County and the Stillaguamish Tribe established the Stillaguamish Technical Advisory Group (TAG) in 1998 to provide scientific advice on salmon recovery priorities for the Stillaguamish watershed, pursuant to the Washington State Salmon Recovery Act (RCW 77.85). The TAG was formed as a scientific subcommittee of the SIRC. TAG Membership is determined by the Lead Entity and may include SIRC members. The TAG is responsible for providing scientific evaluation of all project proposals received by the Lead Entity for submission to the SRFB. The TAG may also develop strategic guidance if requested by SIRC and project sponsors to help them develop and implement effective salmon habitat restoration projects. The TAG shall be responsive to requests for scientific information or analysis from the SIRC. The TAG may also write independent scientific opinions. The SIRC may choose to accept or reject TAG recommendations.

##### **5.5.3 Ad Hoc Work Groups**

The SIRC may create ad hoc work groups to complete specific tasks. All ad hoc work groups shall have clearly defined tasks to be completed within a specific timeframe. Membership of ad hoc work groups shall be at the invitation of the chairperson.

#### 5.6 Revision of SIRC Bylaws

The SIRC shall review the effectiveness of these bylaws on an annual basis at the beginning of each new year. These bylaws may be revised by the SIRC following the placement of issues for consideration on a regular meeting agenda. Proposals for revision must be presented to the chairperson.

#### 5.7 Ground Rules for SIRC Meetings

To ensure efficient and civil deliberation, SIRC members and other participants shall respect the following ground rules during SIRC meetings and any other SIRC-sponsored events. These ground

rules shall be posted for all to see during regular SIRC meetings.

5.7.1 Members represent interests, not issues. Members should remember that they represent their organization not themselves. Single issue viewpoints or personal opinions are not constructive.

5.7.2 Be courteous. Treat fellow committee members with politeness and consideration.

5.7.3 Be respectful. Disagreements between members should be regarded as problems to be solved, not battles to be won.

5.7.4 Wait to be recognized by the chair or facilitator. Respect each other's right to speak by not interrupting.

5.7.5 No finger pointing and no personal attacks. Each individual's personal integrity and values should be respected by other committee members.

5.7.6 Check your facts. Provide the SIRC with technical documentation supporting your recommendations.

5.7.7 Avoid side conversations. These are disruptive and distracting.

5.7.8 Decisions are by committee. Absent members may communicate comments orally or in writing to the chair, but decisions are made at the meetings.

#### 5.8 Representing the SIRC

The chairperson and vice-chairperson are authorized to officially represent the SIRC to others.

Other SIRC members may officially represent the SIRC only when specifically authorized by the SIRC.

## 6. Definition of Terms and Acronyms

habitat project list: A portfolio of prioritized salmon habitat restoration project proposals submitted to the Salmon Recovery Funding Board.

habitat work schedule: A database of all local salmon habitat restoration projects**[b1]**, which is updated annually by a lead entity to ensure that salmon habitat projects are implemented in a logical sequential manner to produce habitat capable of sustaining healthy salmon populations.

IAC: *Office of the Interagency Committee for Outdoor Recreation.* The Washington State agency that provides administrative support to the Salmon Recovery Funding Board, including grants management activities.

lead entity: One or more organizations designated by Washington State to lead and coordinate local salmon habitat restoration efforts. Lead entities are designated through the Washington Department of Fish and Wildlife's Lead Entity Program. Lead entities are responsible for compiling habitat project lists and maintaining a habitat work schedule. Snohomish County and the Stillaguamish Tribe are designated by Washington State as co-lead agencies for the Stillaguamish Lead Entity.

Lead Entity Coordinator: The primary staff person providing administrative support to the SIRC.

SIRC: *Stillaguamish Implementation Review Committee.* The local stakeholder committee that provides direction and public input on watershed management issues in the Stillaguamish watershed.

Salmon Recovery Act (RCW 77.85): Washington State law passed in 1999, which established the Salmon Recovery Funding Board.

SRFB: *Salmon Recovery Funding Board*. The Washington State agency responsible for administering Salmon Recovery funds appropriated by legislative and congressional action to provide assistance for a broad range of salmon habitat restoration, protection, and related activities.

TAG: *Technical Advisory Group*. The scientific subcommittee of the SIRC.

Watershed Priorities Subcommittee: The executive subcommittee of the SIRC.

WDFW: *Washington Department of Fish and Wildlife*. The Washington State agency responsible for administering the Lead Entity Program for salmon habitat restoration.

WRIA: *Water Resource Inventory Area*. The basic organizational unit for salmon habitat restoration efforts in Washington State. There are 62 WRIsAs in Washington State. The Stillaguamish watershed is WRIA 5.