

# **Snohomish - Stillaguamish Local Integrating Organization (LIO)**

## **Bylaws**

**July 2013**

### **1.0 Authority**

At the March 18, 2010 meeting, Puget Sound Partnership (PSP) Leadership Council established the Local Integrating Organization (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 LIO was formally recognized by the Puget Sound Partnership Leadership Council at their meeting of March 1, 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)

Snohomish County is the designated fiscal agent responsible for conducting and reporting on the following activities: 1) Collect and submit invoices consistent with the provisions of the Puget Sound Partnership agreement. 2) Receive and disburse payments per the agreement, following state purchasing and procurement guidelines. 3) Retain records demonstrating disbursement accountability. 4) Collect and submit deliverables on behalf of the LIO to the Partnership. 5) Report on work in a manner consistent with PSP and EPA requirements.

### **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 in developing and implementing strategies and priorities at a local scale that advance the Action Agenda in WRIAs 5 and 7.

### **3.0 Local Integrating Organization Structure and Membership**

#### **3.1 LIO Executive Committee**

The *LIO Executive Committee* will lead the Snohomish-Stillaguamish LIO.

The LIO Executive Committee 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, local decision making authority on behalf of the Snohomish-Stillaguamish LIO.

**3.1.1 Membership**

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

<b>LIO Executive Committee Member Organization</b>	<b># of Representatives</b>
<b>Local Governments</b>	
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
<b>Tribes</b>	
Stillaguamish Tribe	1
Tulalip Tribes	1

**3.1.2 Leadership**

The LIO 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**

LIO Executive Committee members serve a two year term.

**3.1.4 Decision Making**

The LIO Executive Committee makes the decisions for the LIO. All decisions and recommendations made by the LIO 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 LIO 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 LIO 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 LIO Implementation Committee**

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

**3.2.1 Membership**

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

<b>LIO Implementation Committee Member Organization</b>	<b># of Representatives</b>
County or municipal health department	1
ECONet Snohomish	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
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

**3.2.2 Leadership**

The Implementation Committee does not have formal officers. The Committee will establish an Agenda Subcommittee to coordinate with Puget Sound Partnership and the LIO membership to develop the agendas. The LIO Coordinator and/or members of the LIO Implementation Committee will preside over committee meetings, present agenda topics to the LIO Implementation Committee or Executive Committee on a rotating basis, and make recommendations to the LIO Executive Committee; depending on area

of expertise. The LIO Coordinator will schedule LIO Implementation Committee meetings on behalf of the LIO Implementation Committee.

#### **3.2.2.1 Subcommittees**

The LIO 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.

#### **3.2.3 Terms**

LIO Implementation Committee members serve a two year term.

#### **3.2.4 Decision Making**

The Implementation Committee makes recommendations to the LIO Executive Committee on matters within its purview. All decisions and recommendations made by the LIO 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 LIO Executive Committee and LIO 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 or Resignations**

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. 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 LIO Executive Committee and LIO Implementation Committee are open to the general public. All decisions and actions will be taken in an open session. Meeting agendas will be posted in advance on the Snohomish-Stillaguamish LIO webpage, which is accessed through Snohomish County's home page at [www.snoco.org](http://www.snoco.org), search "LIO".

##### **4.2 Public Comment Periods**

A period of time will be set aside during each LIO Executive Committee meeting and Implementation Committee meeting for public comment. The Chair, Acting Chair, LIO Coordinator, 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. County staff will work in collaboration with the LIO Executive Committee and LIO 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 LIO Executive Committee and LIO Implementation Committee will evaluate the performance of the LIO at their last meeting of each calendar year.

#### **5.0 Amendment of the Bylaws**

The LIO Executive Committee and LIO Implementation Committee shall review the effectiveness of these bylaws on an annual basis. Proposals for revision should be presented to the Chair or Co-Chair of the LIO Executive Committee prior to the meeting during which the Bylaws are reviewed.