

MASON COUNTY ON-SITE SEWAGE ADVISORY COMMITTEE

BY-LAWS

I. PURPOSE

The On-Site Sewage Advisory Committee (hereafter referred to as the Committee) is established by Mason County Public Health and Human Services(MCPH) and shall work towards the following objectives:

Provide technical expertise to MCPH in the development of ordinances, policies, procedures and priorities that will protect public health and be consistent with state and local regulations.

Provide perspective for MCPH to assure that wherever possible, on-site sewage program ordinances, policies, procedures, and priorities are practical, understandable, functional, and sensitive to the county's economic base.

Provide support to MCPH by educating represented constituencies concerning Committee findings and recommendations.

II. REGULAR MEETINGS

The committee shall meet regularly on a monthly basis, and no less than quarterly, at the date and time set by the Committee at their first meeting of the year, unless otherwise notified by the President. The location for each meeting will be arranged by MCPH.

III. RULES OF ORDER

The proceedings of the Committee meetings shall be governed by and conducted according to the latest edition of Robert's Rules of Order, except when State Law takes precedent.

IV. AMENDEMENTS

Recommendations for amendments to these By-Laws require a simple majority vote by the Committee members present at any regular meeting of the Committee, if

notice of the proposed amendment is contained in the agenda of the meeting. All proposed amendments must be approved by the Mason County Board of Health.

V. QUORUM

Six members of the Committee shall constitute a quorum and shall have authority to transact Committee business. A quorum shall be established at roll call and shall not be affected by member departures during the course of a meeting.

VI. MEMBERSHIP

A. Committee Makeup: Committee members will consist of up to 13 persons selected as follows:

One representative of the Mason County Homebuilders Association

One representative of the Mason County Realtors' Association

One representative of the shellfish industry

Three citizens of Mason County

Three Licensed On-Site Wastewater Designers

One certified Installer

One certified Pumper

One certified Operations and Maintenance Specialist

One representative of MCPH

B. Selection of Members: All members shall be appointed by the Mason County Board of Health.

C. Terms of Membership: Committee membership shall serve three year terms, although nothing contained herein shall prohibit the Board from re-appointing Committee members for more than one (1) consecutive term. Initially, one third of the membership will have one year terms, and one third of the membership will have two year terms, so that vacancies will be staggered. Initial designations of terms shall be determined randomly.

D. Ad Hoc Member: In addition to the membership delineated in Section VI.A. of these by-laws, a representative from Washington Department of Health On-Site Program will be considered a non-voting ad-hoc member of the advisory committee.

VII. OFFICERS

- A. The officers of the Committee shall include a President and Vice-President. The President and Vice-President may be removed by a simple majority of the Committee.
- B. Elections shall be held at the first regularly scheduled meeting after January 1 each year.
- C. The President shall preside over all meetings of the Committee. The Vice-President shall preside over all meetings at which the President is not in attendance. Should both the President and Vice-President be absent, an Acting President may be selected by the members in attendance.
- D. The term of office for President and Vice President shall be one(1) year. The President and Vice-President may not serve more than two(2) consecutive terms.

VIII. AGENDA, MINUTES, CORRESPONDENCE, AND NOTIFICATIONS

- A. The President and/or MCPH Staff shall determine the agenda for each meeting and notify each member of the Committee.
- B. Minutes, notifications and correspondence shall be the responsibility of MCPH.
- C. Minutes shall be written summary of the proceedings and shall be kept by MCPH. Copies shall be transmitted to each member prior to the next regularly scheduled meeting. A copy shall be filed in the MCPH office and shall be available to the public as a matter of record.

IX. ORDER OF BUSINESS

- A. Call to Order
- B. Roll Call and Determination of Quorum
- C. Introduction of Guests
- D. Approval of Minutes
- E. Public Comment Period
- F. Committee Business

X. ATTENDANCE

Committee members are required to attend all regularly scheduled meetings. It is the responsibility of the members to contact the President or MCPH prior to any known absence from a regularly scheduled meeting. Three unexcused absences may result in the On-Site Sewage Advisory Committee formally submitting a petition to the Mason County Board of Health requesting that the member be removed from the Committee and a new appointment be made.

XI. PUBLIC MEETINGS AND NOTICES

All meetings of the Committee shall be open to the public.

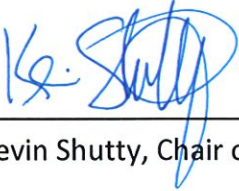
ADOPTED this 9th of June, 1995.

REVISED on 17th of July, 2019. (Not signed by BOH)

REVISED on 13TH of October, 2020. (Not signed by BOH)

REVISED on 23rd of May, 2023.

MASON COUNTY BOARD OF HEALTH



Kevin Shutty, Chair of Mason County Board of Health

May 25, 2023

Date