

ASSOCIATION OF SNOHOMISH COUNTY CITIES & TOWNS

CONSTITUTION & BY-LAWS

PREAMBLE

The Association of Snohomish County Cities and Towns, as constituted by its Constitution and By-Laws, exists for the benefit of all member cities and towns. Accordingly, the Association will endeavor to achieve its organizational goals, as outlined in Section III of its By-Laws, by undertaking the following sections. The association will:

- Work to achieve its goals through consensus building.
- Emphasize the sharing of research and information between member cities and towns to improve the quality of decision making for its elected officials.
- Encourage broader participation in the development of Association issues, solutions, and implementation.
- Ensure that the Association's decision making authority is vested with the organization as a whole.

CONSTITUTION

Article I Name

The name of this organization shall be the **Association of Snohomish County Cities and Towns**.

Article II Authority

The Association of Snohomish County Cities & Towns operates by general powers and authority granted to each municipal entity to participate in cooperative interjurisdictional planning efforts and specifically by resolution duly adopted by each jurisdiction, which authorizes it to participate in the Association.

Article III Object

The object of this organization shall be to develop and promote policies, legislation, and regulations that shall benefit the cities and towns of Snohomish County.

Article IV Membership

Membership in this Association shall consist of the cities and towns that have all or a portion of their boundaries inside of Snohomish County and pay the yearly dues.

Article V **Officers**

SECTION 1:

Positions: Officers of this Association shall be known as President, Vice President, and Secretary-Treasurer. Officers of this Association shall be elected from and by elected officials for a one-year (1) term at the first meeting of the calendar year.

SECTION 2:

Duties: The President shall preside over all meetings of the Association. In addition, the President shall assign members of the Association to Association committees. The Vice President shall serve in the absence of the President and shall, in addition, serve as the program chairperson for the Association. The Secretary-Treasurer shall keep minutes of all meetings and maintain a record of all moneys collected and/or spent by the Association.

Article VI **Governance**

SECTION 1:

Governing Authority: Legislative authority to accomplish the objectives of the Association shall be vested in the elected officials of the member towns and cities of Snohomish County.

SECTION 2:

Quorum: A quorum shall consist of a simple majority of the cities and towns that are members in good standing of the Association who have at least one (1) elected official present.

SECTION 3:

Voting:

- a. Only elected officials from member cities or towns whose dues are current may vote on issues. When a vote is required, voting rights should be extended to each elected official who is present at the meeting and representing a city or town partially or completely within Snohomish County. Voting shall be by written ballot.
- b. Written notices of issues or positions to be voted on shall be provided each city/town two (2) weeks or more prior to the meeting.

SECTION 4:

Committees: The Association shall establish such committees as are necessary. Committee membership should be comprised of representatives from cities/towns of dissimilar size. The following committees shall be established and members shall be appointed or voted upon as outlined below:

Nominating Committee: Shall consist of the Past President (chairperson) or an appointed officer (appointed by the current president) if the Past President is unavailable or unwilling to be on the committee, and four (4) additional members of the Association appointed by the Executive

Committee. The purpose of the Committee is to present a minimum of one candidate for each of the offices of this organization. The Committee will present their candidates at the last meeting of the calendar year (November).

Finance Committee: Shall consist of the Secretary-Treasurer (chairperson) and two (2) additional members of the Association elected at the first meeting of the calendar year (usually in January). This Committee shall review and approve expenditures of the Association and recommend the amount of annual dues. The Committee shall present an annual financial status report to the membership at the last meeting of the calendar year. In addition, the Committee shall prepare a budget for the next year and present it to the Executive Committee at least two (2) weeks prior to the last meeting of the calendar year.

Executive Board: Shall consist of President, Vice President, Secretary-Treasurer (see Article V – “Officers”), Past President, and two (2) members at-large appointed for a one-year term by the incoming President. This Committee will serve as an Advisory Board to the Association. This Committee will also review the proposed budget and present a budget to the membership at the last meeting of the calendar year. In addition, the Committee will be responsible for preparing a “legislative agenda” to the Association at the final meeting of the year.

The President ~~will appoint members to the following committees to serve a one-year term~~ may establish other committees as needed. :

- ~~• Legislative Committee~~
- ~~• Transportation Committee~~
- ~~• Economic Development Committee~~

~~Each~~ Any such committee shall be comprised of at least three members, with one member appointed as Chair. All committee members and their chair are appointed by the President and approved by Executive Board. Committee members serve at the discretion of the President and are appointed every year. The roles and goals for the committees shall be set by the President and approved by the Executive Board on a yearly basis.

SECTION 5:

Non-payment of dues: A member city/town that chooses not to pay dues shall be considered to have withdrawn as a member. ~~Dues are payable at~~ Annual dues must be paid at or before the first regular meeting of the calendar year.

Article VII **Amendments**

A proposal to amend this Constitution may originate from any member city/town. The proposed amendment must be submitted in writing in one of the following ways:

- a. To the Executive Board of the Association thirty (30) days prior to the next official meeting of the Association. If approved by the Executive Committee, the proposed amendment may be approved by a super-majority (60%) vote at the next meeting of the Association after the first presentation.
- b. To the Secretary-Treasurer of the Association thirty (30) days prior to the next official meeting of the Association. The Secretary-Treasurer of the Association shall ~~be~~ present the proposed

amendment at the next meeting of the Association for discussion. The proposed amendment may be approved by a super-majority (60%) vote at the next meeting of the Association after the first presentation.

Article VIII Representatives

Appointments to serve as a representative of the Association to other governmental agencies, commissions, organizations, etc. shall be voted on by members at the first meeting of the calendar year. The Secretary-Treasurer shall notify each city/town council by mail, fax, or email of the position and responsibilities at least two (2) weeks prior to the meeting that the election will be held. Positions to be voted on include but are not limited to:

All cities/towns (except as noted) vote on:

1. Other Snohomish County Cities Delegates and Alternates to the Puget Sound Regional Council (PSRC) – elected by all cities except Everett

a. PSRC Executive Board and Operations Committee of the Puget Sound Regional Council (PSRC) and Alternates

a- Two representatives to the Executive Board and two alternates (One of the Executive Board representatives serves on the Operations Committee, with the other as alternate) (One-year term beginning after the first meeting in January of each year of the calendar year)

b. PSRC Transportation Policy Board and Alternates

b- One representative and two alternates (One-year term beginning in January of each year after the first meeting of the calendar year)

c. PSRC Growth Management Policy Board & Alternates

c- One representative and two alternates (One-year term beginning in January of each year after the first meeting of the calendar year)

d. PSRC Economic Development Board & Alternates

d- One representative and two alternates (One-year term beginning in January of each year after the first meeting of the calendar year)

2. Snohomish County LEOFF I Disability Board – elected by cities and towns using the County LEOFF Disability Board

a. One representative (Two year term beginning in January of even-numbered years)

e. Snohomish County LEOFF I Disability Board (Two-year term beginning in January of even-numbered years)

3. Snohomish County Boundary Review Board – appointed by Mayors of all cities and towns

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Appointed to four year term per RCW 36.93.061

~~f. **Washington State Boundary Review Board**
(Two-year term beginning in January of odd-numbered years)~~

~~4. **Snohomish County Housing and Community Development Policy Advisory Board –
elected by all cities in the Community Development Block Grant Consortium**
g. **Snohomish County Community Development Policy Advisory Board**~~

- a. One representative from cities less than 3,000 population
(Two-year term beginning in January of odd-numbered years)
- b. One representative from cities between 3,000 – 10,000 population
(Two-year term beginning in January of even numbered years)
- c. One representative from cities over 10,000 population
(Two-year term beginning in January of even-numbered years)
- d. One at-large representative
(Two-year term beginning in January of odd-numbered years)

~~h.5. **Snohomish County Law and Justice Council**~~

- a. Two representatives from cities over 10,000 population
(Two-year term beginning in January of even-numbered years)
- b. Two representatives at-large
(Two-year term beginning in January of even-numbered years)

~~i.6. **Snohomish County Conservation Futures Program**~~

- 1. One representative from cities less than 10,000 population
(Two-year term beginning in January of even-numbered years)
- 2. One representative from cities more than 10,000 population
(Two-year term beginning in January of odd-numbered years)

In the event that the representative or alternate is unable to attend a designated meeting, the President is empowered to appoint an alternate for that meeting.

Population shall be determined by figures provided for each city ~~in April~~ by the Office of Financial management in April of the year preceding the election.

**Article IX
Meetings**

Meetings of the Association shall be held on the third Thursday of the months of January, February, March, April, May, June, July, September, October, and November unless otherwise ordered by the Executive Committee. Special meetings of the Association may be held on the call of the President or by requests from representatives from at least three (3) cities/towns. Written notice of a special meeting shall be provided to member cities/towns at least three (3) weekdays prior to any such

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~~meeting. Location of the meetings shall rotate among member cities. Unless authorized by the Executive Committee, the meetings shall abide by the following time schedule: Meetings shall be held in Snohomish County.~~

- ~~• Social hour at 5:30 p.m.~~
- ~~• Dinner at 6:30 p.m.~~
- ~~• Business meeting at 7:00 p.m.~~

Article X **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of the Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and By-Laws and any other special rules of order the Association may adopt in writing.

All meetings shall be held in accordance with the Open Public Meeting Law.

Adopted this _____ day of _____, 2018

Attest: _____, Secretary-Treasurer

Revision History:

- _____ Originally adopted September 30, 1997
- _____ General updates adopted January 18, 2007
- _____ General updates adopted xxxx, 2018. Generalized establishment of subcommittees, updated processes for appointment of representatives to regional bodies, updated meeting processes and calendar.

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