

4 **RESOLUTION NO. 2012-1**
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7 **A Resolution of the Pierce County Flood Control Zone District Board of
8 Supervisors Establishing Operating Rules.**
9

10 **Whereas**, it is advisable for the Pierce County Flood Control Zone District to
11 establish rules for the operation of the District; **Now Therefore**,

12 **BE IT RESOLVED** by the Board of the Pierce County Flood Control Zone
13 District:

14 Section 1. Purpose.

15 The purpose of this Resolution is to establish rules and operating procedures for
16 the Pierce County Flood Control Zone District.

17 Section 2. Definitions.

18 A. "Board" means the Board of Supervisors of the Pierce County Flood Control
19 Zone District ("FCZD"), who as Pierce County Councilmembers are ex officio members
20 of the Board.

21 B. "Executive Committee" means the executive committee of the Pierce County
22 Flood Control Zone District, consisting of three members of the Board who are elected
23 by the members of the Board.

24 C. "Legislation" means a "motion" or "resolution".

25 D. "Motion" means legislation that organizes and administers the Flood Control
26 Zone District or that contains declarations of policy which do not have the force of law.

27 E. "Resolution" means legislation that has the force of law.

28 Section 3. Officers.

29 A. At the first meeting of the Board in any given year the Board shall elect a
30 chair and a vice-chair and a third member of the Executive Committee all of whom shall
31 serve for a term of one year or until their successors are elected.

32 B. The Chair of the Board shall preside at Board meetings, sign resolutions and
33 other documents on behalf of the Board and perform such other duties as are
34 commonly associated with that office.

1 C. The Vice-Chair shall perform the duties of the Chair in the Chair's absence.
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3 D. The Chair or the Vice-Chair may be removed by simple majority vote of the
4 total membership of the Board. If the Chair or Vice-Chair of the Board is removed, the
5 Board shall elect a successor as provided herein.
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7 Section 4. Executive Committee.
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9 A. The Executive Committee shall consist of the Chair and Vice-Chair of the
10 Board and one additional member elected by the members of the Board.
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12 B. The Executive Committee member who is neither chair nor vice-chair shall
13 serve at the pleasure of the Board for a term of one year, unless decided otherwise by
14 the Board and until the member's successor is chosen.
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16 C. On behalf of the Board, the Executive Committee may take the following
17 actions and perform the following functions:
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19 1. Approve contracts for goods and services where the stated charges in the
20 contract or the actual and anticipated charges under the contract (including renewals,
21 extensions and amendments) are or will be up to \$100,000;
22

23 2. Review and recommend capital projects to the Board;
24

25 3. Develop and approve staffing and personnel policies related to the
26 administration of the District; and
27

28 4. Oversee and administer the daily administration of the District.
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30 The Chair of the Executive Committee may approve contracts for goods and
31 services where the stated charges in the contract or the actual and anticipated charges
32 under the contract (including renewals, extensions and amendments) are or will be up
33 to \$20,000 and are included in the District's budget and work program. After approval
34 of such a contract, the agenda for the next Executive Committee meeting shall contain
35 an agenda item for the contract and at the meeting the chair of the Executive
36 Committee or designee shall give a report regarding the contract.
37

38 D. The Chair of the Executive Committee shall preside at Committee meetings
39 and perform such other duties as are commonly associated with that office.
40

41 E. The Vice-Chair shall perform the duties of the Chair in the Chair's absence.
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43 F. If any decision of the Executive Committee is not unanimous, the decision
44 shall be forwarded to the Board for final decision at the request of any member who
45 voted against the decision.
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1 Section 5. Meetings.

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3 A. The regular meetings of the Executive Committee shall be held every third
4 Wednesday of each month starting at 9:30 a.m. at the Pierce County Council
5 Chambers, Room 1045, 930 Tacoma Avenue South, Tacoma, Washington 98402.

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7 B. Special meetings of the Board or the Executive Committee may be called by
8 their respective chairs or as provided in RCW 42.30.080.

9
10 C. The Board and the Executive Committee shall comply with the Open Public
11 Meetings Act, Chapter 42.30 RCW. Any member of the Board may attend a meeting of
12 the Executive Committee.

13 Section 6. Executive Committee and Board Action.

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15 A. A quorum of the Board shall consist of four members. A quorum of the
16 Executive Committee shall consist of two members.

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18 B. All actions of the Board or Executive Committee shall be by simple majority
19 vote of those present except that any action by the Board to impose a property tax shall
20 be adopted with no less than an affirmative vote of two-thirds of the Board.

21
22 C. Members of the Board and Executive Committee must be present to vote on
23 a matter before the Board or Executive Committee, except that at any meeting of the
24 Board involving a tax vote, members of the Board may attend and vote by
25 teleconference, i.e. use of oral electronic communication devices such as telephone,
26 conference call or internet audio, provided that:

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28 1. No more than two members of the Board may attend and vote by
29 teleconference;

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31 2. The teleconference technical connection for the meeting must allow the
32 Board member to hear and to be heard by other Board members and the public; and

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34 3. The Board member must provide six hours notice before the meeting to
35 the Clerk of the Board, or the Clerk's designee.

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37 D. All actions of the Board or Executive Committee shall be recorded in the
38 minutes, copies of which shall be distributed to each member of the Board or
39 Committee.

1 Section 7. Board Resources.

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3 A. The Board shall determine and provide for staff and other resources required
4 to assist the Board and the Executive Committee in performing their duties.

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6 Section 8. Miscellaneous.

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8 A. The rules contained in Robert's Rules of Order Newly Revised shall govern
9 the Board and Executive Committee in all cases in which they are reasonably applicable
10 and not inconsistent with this resolution.

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12 B. The Board may revise these rules and operating procedures at any regular or
13 special meeting by majority vote.

14

15 ADOPTED this 11th day of July, 2012.

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17 ATTEST:

PIERCE COUNTY FLOOD CONTROL
ZONE DISTRICT
Pierce County, Washington

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22

23 Cathy Sala
Cathy Sala, Clerk of the Board

Joyce McDonald
Joyce McDonald, Board Chair