

COUNTY EXECUTIVE'S ADVISORY GROUP ON LAND CONSERVATION

CHARTER

As approved 9.29.16

1. RESPONSIBILITIES OF ADVISORY GROUP. The Advisory Group has been tasked with the following responsibilities:
 - A. Review the Executive's proposal to protect all remaining unprotected high conservation value lands in King County within a generation and make recommendations for a preferred approach or approaches to implement the proposal. The Advisory Group's recommendations should address:
 1. Any refinements proposed to the Executive's proposal.
 2. The expected benefits of, and challenges associated with, implementation of the proposal, in particular considering the health and quality of life for County residents and race and social justice considerations.
 3. A preferred timeline for implementation, including consideration of options to accelerate the pace of land acquisition.
 4. The amount of private funding that can reasonably be anticipated.
 5. Strategies for engaging private, nonprofit and NGO agencies in King County with similar land conservation goals and programs to integrate and leverage efforts where appropriate.
 6. Preferred public funding option(s).
 7. Implementation strategies.
 8. How high conservation value lands within cities should be addressed.
 9. Implications for the County's parks system levy, which is up for renewal in 2019.
 - B. Forwarding a recommended community action plan to the Executive and County Council no later than January 2017.

The Advisory Group is not charged with conducting a public outreach process, but may take public comment under advisement. Unless otherwise determined by the County Executive, the Advisory Group shall be disbanded following presentation of its report and recommendations to the Executive and County Council.

2. MEMBERSHIP.

- A. SIZE OF ADVISORY GROUP. The Advisory Group consists of twenty-eight (28) Members.
- B. ALTERNATES. Advisory Group Members are encouraged to attend all meetings. A Member may have a single designated alternate who may participate in his/her absence. Alternates are encouraged to attend all Advisory Group meetings in order to stay informed on the deliberations.
- C. RESIGNATION. Any Member of the Advisory Group may resign at any time by delivering written notice to the Facilitator. A resignation shall be effective when the notice is delivered to the Facilitator unless the notice specifies a later date.
- D. DISMISSAL. Any Member of the Advisory Group may be removed from the Advisory Group by the majority vote of the Advisory Group for three (3) consecutive unexplained absences. The Advisory Group must advise the Member being dismissed and the Executive in writing at least five days before taking the action.
- E. APPOINTMENT OF REPLACEMENT MEMBER. Upon the dismissal, resignation or incapacity of a Member of the Advisory Group, the Executive may appoint a replacement.
- F. APPOINTMENT OF SUBCOMMITTEES. The Advisory Group may approve by majority vote, the creation of subcommittees composed of not more than fourteen (14) Members to provide advice to the Advisory Group specific issues within the scope of the Advisory Group's general responsibilities. Subcommittees shall be governed by the same rules regarding meetings, voting, notice, waiver of notice and quorum as apply to the Advisory Group.
- G. PUBLIC COMMUNICATIONS. Advisory Group Members may be called on from time to time to comment about the activities of the Advisory Group or the subject matter under deliberation. In such communications, Advisory Group Members will take care to distinguish any official Advisory Group positions from individual Member positions. Advisory Group Members agree to refer inquiries from the press to any or all of the Co-Chairs for response on behalf of the Advisory Group.

3. COMPENSATION. No compensation or reimbursement for expenditures shall be paid by the County for any service as a Member of the Advisory Group or as an officer of the Advisory Group.
4. CO-CHAIRS. The Executive has appointed two Advisory Group members to serve as Co-Chairs. The Co-Chairs will have the duties set forth in Section 6.
5. MEETINGS OF THE ADVISORY GROUP.
 - A. REGULAR AND SPECIAL MEETINGS. The Advisory Group is expected to meet eight times, at intervals of approximately once every three weeks. The initial meeting of the Advisory Group shall be held from 5:00-7:30 PM at the Preston Community Center. Thereafter, regular meetings of the Advisory Group shall be held from 4:30 – 7:00P.M. at locations to be identified, on September 29, October 6, October 20, November 3, November 17, and December 1 at locations to be identified. At least one additional meeting will be scheduled for later in December and/or January.
 - B. CANCELLATION OR ADDITIONAL MEETINGS. Cancellation of meetings, or adding additional regular meetings may be made by decision of the Co-Chairs, based on a survey of the availability of Advisory Group Members. Special meetings of the Advisory Group may be held at any time and place, whenever called by the Advisory Group Co-Chairs. Members must attend in person to participate in a meeting.
 - C. NOTICE OF MEETINGS. Notice of regular meetings shall be given least seven (7) days prior to the date on which any regular meeting will be held. If a special meeting is required, not less than three (3) days' notice shall be given by County staff charged with supporting the Advisory Group, by electronic mail. Any notice shall specify the date, time and place of the meeting; provided however, notice may be waived in writing signed by the person or persons entitled to such notice, whether before or after the time at which the notice is required to be given, which shall be equivalent to the giving of such notice.
 - D. AGENDAS. Prior to each regularly scheduled meeting, the Advisory Group Co-Chairs, working with the Facilitator and staff team, shall establish an agenda for the meeting, based on discussion and direction from the Advisory Group at the previous Advisory Group meeting. At the beginning of the meeting any Advisory Group Member may request that the Meeting Chair add an item to the agenda. The decision whether to add an item shall be made by the Meeting Chair. Agendas will be made available to the

Advisory Group Members electronically (by email) *at least 4 days prior* to the meeting. Staff to the Advisory Group shall make best efforts to provide all meeting materials to the Advisory Group in advance of the meeting date.

- E. QUORUM. A quorum at any meeting shall consist of Advisory Group Members who represent a simple majority of all Members.

- F. VOTING. The Advisory Group shall strive to make decisions by consensus. Upon request of any Member, a vote will be taken, in which case each Advisory Group Member in attendance at the meeting shall be entitled to cast one vote. Votes may not be made by proxy. A routine matter will be approved by a simple majority of all votes cast (e.g., to adjourn, establish subcommittees, to approve the agenda, etc.). Any recommendation included in the final Advisory Group recommendations must be approved by at least 60% of the Advisory Group members present and voting, provided further:
 - 1. A matter will be deemed “a **consensus recommendation**” if approved by no fewer than 80% of the Advisory Group Members present and voting.

 - 2. A matter will be deemed a “**recommendation**” of the Advisory Group if approved by no fewer than 60% of the Advisory Group Members present and voting.

- G. RULES OF ORDER. All meetings of the Advisory Group shall be conducted in accordance with the latest edition or revision of Robert's Rules of Order, except as otherwise provided in this Charter.

- H. MEETINGS TO BE PUBLIC. All meetings of the Advisory Group shall be open to the public.

- I. ADVISORY GROUP MATERIALS TO BE PUBLIC. The deliberations of the Advisory Group are subject to the Public Records Act (Chapter 42.56 RCW). Unless exempt from disclosure requirements under state law, all meeting agendas, meeting summaries and meeting materials will be posted on a website by County staff.

- J. PUBLIC COMMENT. The Advisory Group may, but is not required, to accept oral public comment at any of its meetings. The County will also provide means for members of the public to provide written and email comments to the Advisory Group. The presiding Co-Chair will decide the total time to be allotted for public comment at each meeting;

no speaker may comment for longer than 2 minutes, and no more than 3 individuals may testify on the same side of any issue.

- K. MINUTES. Summary minutes shall be kept of Advisory Group meetings, recording attendance, general discussion items, follow-up items, decisions and votes (where taken). Minutes shall be approved by the Advisory Group, and as approved shall be available to the public.
- L. REPORT AND RECOMMENDATIONS. The Facilitator and County staff will draft the Advisory Group's Report and Recommendations based on direction from the Advisory Group. The Advisory Group shall review and comment on the draft report, and shall approve the final report by a vote of not less than 60% of the Advisory Group Members. Minority reports shall not be allowed; *provided that* the Advisory Group final report shall, upon request of Members dissenting from a recommendation, include a summary minority statement as to the position and rationale of such dissenting Members.

6. CO-CHAIRS.

- A. DUTIES OF CO-CHAIRS. The Co-Chairs shall have the following responsibilities:
 - 1. Take turns presiding at regular and special meetings (the Facilitator will facilitate the discussions so that the Co-Chairs can fully participate);
 - 2. Working with the Facilitator, confirm the agenda for all meetings;
 - 3. As necessary, call regular and special meetings of the Advisory Group;
 - 4. Act as spokesperson[s] for the and execute documents on behalf of the Advisory Group;
 - 5. Transmit to the Executive and County Council the report and recommendations of the Advisory Group; and
 - 6. Such other duties as may be delegated from time to time by the Advisory Group.
- B. VACANCY. Any vacancy in the post of Co-Chair of the Advisory Group may be filled by the Executive from amongst the other Members of the Advisory Group.

7. STAFFING.

- A. The Advisory Group shall have an independent facilitator who will assist in development of agendas and materials, facilitate Advisory Group meetings, support the Co-Chairs, assist in drafting the Advisory Group report and recommendations, and otherwise assist the Advisory Group in procedural matters.
 - B. The Department of Natural Resources and Parks shall provide for logistical and subject matter support to the Advisory Group from all County Departments as appropriate.
 - C. Advisory Group members acknowledge that staff may have limited time and resources to respond to all questions, information requests and/or to do analysis that may be required to answer questions. Staff will make all reasonable efforts to address Advisory Group requests for information or analysis pertinent to the issues under consideration by the Advisory Group and to do so in a timely manner based on readily available data and analysis. The Advisory Group may need to prioritize information requests given limited staff time and resources.
 - D. Staff designated to provide support to the Advisory Group shall be responsible for the maintenance and circulation of the minutes and agendas of the meetings of the Advisory Group, and preparation and mailing or delivery of all meeting notices, agendas and materials to Advisory Group Members.
8. AMENDMENTS. This Charter shall be adopted, and may be amended, upon a 60% vote of the Advisory Group Members present and voting, provided that no amendment may be approved contrary to state law or County policy.