

Bylaws of the Four Creeks Unincorporated Area Council

ARTICLE I.

Name

Four Creeks Unincorporated Area Council. "The Council" is the elected representatives. "The Area Council" is the entity.

ARTICLE II.

Purpose

To represent the interests of the Four Creeks Unincorporated Area in dealings with the government of King County and other entities, with respect to issues affecting the area. Those issues may include, without limitation, zoning and re-zoning, utility planning, open spaces and parks, capital funding, human service plans, surface water management plans, land use regulations, health and safety regulations, governmental services, transportation, annexation, taxes and fees, business regulations, nominations to King County boards and commissions, projects to improve the quality or delivery of County services, community services, community service centers and representatives, police storefronts, King County grants for local projects or activities, or any other matters of concern to this area.

ARTICLE III.

Area and Boundaries

Approximate Boundaries: Starting approximately at SE May Valley Rd north along the boundary of the City of Newcastle to the boundary of the city of Bellevue, east along the border of Bellevue to Issaquah, southeast along the border of Issaquah to SE 96th St. extension to section line T23 N, then south to the extension of SE 128th St., then east to the extension of SE 176th St., south to extension SE 164th St, then east to SE 184th St., then south to Highway 18, west to the extension of SE 192nd St., then north to 260th Ave SE, west to SE 176th Street to SE 228th St. extension, then south to SE 184th St., then west to the Cedar River, north to the extension of 200 Ave SE to the ridge line to the Renton border, north to SE May Valley Road, including unincorporated areas in the Valencia and Hutchinson precincts, but excluding any area within those precincts in the Tahoma School District. Boundaries are depicted on the current, adopted County Legislative District Map for King County Council District 12 on file.

ARTICLE IV.

Voting and Representation

- A. Eligibility. Voting for Council Members in open to any person who is registered to vote and has their primary residence within the boundaries of the Four Creeks Unincorporated Area.
- B. No individual person may have more than one vote.
- C. If any person's eligibility to vote is challenged, such challenge must be brought before the Council which will determine all questions of eligibility according to these bylaws and such other procedural rules as the Council may adopt. A person may be declared ineligible to vote only if two-thirds (2/3) of all Council Members so find.

ARTICLE V.

Council Structure

The Council shall consist of fifteen (15) members.

- A. One (1) member shall be elected from each of the eleven (11) districts as described below and four (4) members, at large, as described below. Each member so elected shall be a resident of the district in which they are elected, and shall be elected by the eligible voters of that district.

DISTRICT	PRECINCTS
One	Coalfield, Renhill
Two	Tanya, O'Donnell, Ida, Brigid
Three	Eastwood, Daniel
Four	Husky, Valencia
Five	Jacqueline, Hillcrest, Briar
Six	Cougar Mt., Squak Mt., Hi-Valley
Seven	Tanner, May Valley
Eight	Naila, McDonald
Nine	Four Lakes, Matthew, Maple Hills
Ten	Haas, Colleen, Mirrormont
Eleven	Tiger Mt., Hutchinson

- B. Four (4) members shall be elected, at large, from the area. Voting for Council Members-at-large shall be open to any residents eligible to vote under these rules.
- C. Only persons who are eligible to vote as set forth in Article IV may serve on the Council. Voting for seats-at-large shall be open to any person eligible to vote under these rules.
- D. Election of Council Members from odd-numbered districts and two (2) of the Members-at-large shall be held in odd-numbered years. The elections for Council Members from even-numbered districts and the other two (2) at-large positions shall be held in even-numbered years. Newly elected Council Members shall be installed at the first regular meeting following the election. Each Council Member's term shall start upon installation and shall expire when their successor is installed. If a Council Member's seat is open at that seat's off-year election, that seat shall be included in that election and the winner will serve the remaining year of the term.

ARTICLE VI.

Election of the Council

The election of Council Members shall be held at the annual General Election to be held each year at the various precinct polling places and/or by mail and/or by such other means as may be approved by three-fourths (3/4) of the entire Council.

- A. The election will be organized and directed by a nomination and Election Committee.
1. The committee may include all those Council Members who are not standing for election and up to one non-Member, who is not standing for election, from each district. The committee may also include the prior year's Election Committee Chair in all activities up to, but not including, ballot distribution, ballot collection and handling, vote counting, and election results reporting.
 2. Starting at least ninety (90) days before the election date, the committee shall publicize the election in the community and seek out interested members of the community to run for those Council seats up for election.
 3. The committee shall publicize a slate of candidates at least fourteen (14) days before the election.
 4. The chair of the Election Committee shall be selected by the committee from among its own members.
 5. Any eligible voter may be nominated for an expiring seat by presenting a written declaration of candidacy to the Chair of the Election Committee forty-five (45) days or more before the election or the September meeting of the UAC, whichever is later.

- B. Newly elected Council Members shall be installed at the first regularly scheduled meeting following the election.
- C. If a Council seat is vacant between election meetings, the remaining Members of the Council shall appoint a person, who is not presently on the Council, from among those members of the community eligible to serve who have expressed an interest in so serving.
 - 1. Selection shall be by a majority vote of the remaining Members of the Council.
 - 2. Selection may be done at a regular or special meeting of the Council.
 - 3. The Council shall ensure that public notice is given that there is a vacancy on the Council, that the Council will be selecting a person to fill that vacancy, and the date, time, and place of the meeting at which the vacancy will be filled, at least two (2) weeks before such meeting.
 - 4. The Council shall take such steps as it deems necessary and reasonable to ensure that interested members of the community have the opportunity to nominate themselves for selection to fill any vacancy.
 - 5. Any person so appointed shall serve for the remainder of the term of the position vacated.
 - 6. If there is a vacant District seat the Council may make a temporary appointment of an additional Member-at-large.
 - i. The temporary appointment shall expire at the next election or when the number of Council Members would otherwise exceed fifteen (15), whichever is sooner. If more than one (1) temporary at-large Member sits on the Council, the most recent temporary appointment shall terminate first.
 - ii. The District seat shall remain open, allowing the appointment of a District resident to the vacant District seat; and the Council shall provide frequent notice of the vacancy at its meetings.
 - iii. The number of temporary at-large appointments filled by residents of a single District shall not exceed one (1).
- D. Removal. Council Members shall be removed from the Council if they are either:
 - 1. No longer eligible to vote as set forth in Article IV, or
 - 2. Fail to attend three (3) consecutive regular monthly meetings.

ARTICLE VII.

Duties and Powers of the Council; Meetings

- A. In addition to those functions or activities set forth elsewhere in these articles, the Council shall:
 - 1. Be responsible for its own budget, fund raising, projects, activities, and management;
 - 2. Receive and consider the concerns of its constituents with respect to matters within the domain and control of the King County government, and shall communicate those concerns to King County by such means, and in such ways, as the Council deems appropriate;
 - 3. See that information regarding significant actions or decisions by the government of King County, or any agency thereof, are communicated to its constituents by such means as the Council considers appropriate, and at such times as will provide its constituents the opportunity to comment on those actions or decisions;
 - 4. Seek information from King County on any matters of concern to the Council, and on any matter brought to its attention by any constituent to the extent the Council deems necessary or appropriate, and shall communicate with interested constituents such responses as are provided by King County; and
 - 5. Express to King County its own concerns and the concerns of its constituents as the Council deems necessary and appropriate, and by such means as the Council sees fit.

- B. Council Members shall attend meetings, participate in the discussions and deliberations of the Council, accept and respond to questions and comments from their constituents, and perform such other duties or functions as the Council may designate.
- C. The Council shall have the power to concern itself with anything of interest to the community.
- D. It is the intention of the Four Creeks Unincorporated Area Council that all meetings shall be open and public and all persons shall be permitted to attend any meeting, except as otherwise provided by the Open Public Meetings Act, RCW 42.30. No member of the public shall be required to register their name or other information, pay a fee, or otherwise fulfill any condition precedent to attendance at any public meeting of the Council.
 - 1. Regular meetings of the Council shall be held at least once a month at a regularly scheduled and consistent day, hour, and location. The current time, day of the month, and location may be changed by a three-fourths (3/4) vote of the entire Council, on sixty (60) days' notice.
 - 2. The Council may, in a regular or special meeting, change the date or place of any regular meeting. If there is a serious emergency, the President may cancel or postpone a regular meeting provided that all reasonable efforts are made to notify all members of the change.
 - 3. A schedule or announcement showing the time, date, and place of regular meetings shall be posted at each public library within the Four Creeks Unincorporated Area, at each Community Service Center within the Four Creeks Unincorporated Area, and at such other places as the Council may designate.
 - 4. Any change in the time, date, or place of a regular meeting shall be publicized by the posting and distribution of an announcement, as set forth in section VII.D.3 above, when possible, at least twenty (20) days prior to the re-scheduled meeting date. The announcement shall conspicuously set forth that it is an announcement of a change from the regular meeting schedule.
 - 5. Special meetings may be called by the President or a majority of the Councilmembers as set forth in the Open Public Meetings Act, RCW 42.30.080, and subject to the limitations set forth therein.
 - 6. The goal of encouraging full participation by the members of the community shall be respected in all matters regarding the setting of meeting times and places.
- E. Quorum. A majority of members present or at least six (6) shall constitute a quorum of the Council, except when otherwise provided elsewhere in these rules.

ARTICLE VIII.

Officers

- A. President. The President shall:
 - 1. Preside at all meetings of the Council;
 - 2. Set the agenda for all regular and special meetings of the Council;
 - 3. Appoint the chairs of all committees created by the Council;
 - 4. See that all orders and resolutions of the Council are carried into effect;
 - 5. Carry out all functions required of the President by these Bylaws; and
 - 6. Perform such other duties as, from time-to-time, may be assigned to the President by the Council.
- B. Vice President. The Vice President shall:
 - 1. Take the place of the President and perform the President's duties whenever the President is absent or unable to act; and
 - 2. Perform such other duties as the President or Council may from time-to-time delegate.

C. Secretary. The Secretary shall:

1. Keep correct and complete minutes of all meetings of the Council;
2. Keep a correct and complete record of the names, addresses, telephone numbers, and other pertinent information for all Council Members;
3. Keep a correct and complete record of the minutes and actions of the Council;
4. Post, publish, serve, and otherwise distribute notices of all meetings of the Council;
5. Ensure that copies of these bylaws are made available for public inspection, as required herein;
6. Attend to such correspondence as may be required; and
7. Perform all duties incident to the office of Secretary of the Council.

D. Treasurer. The Treasurer shall:

1. Have charge or custody of, and be responsible for, all funds and securities of the Council, and deposit all funds in such financial institutions as are approved by the Council;
2. Receive, and give receipts for, monies due and payable to the Council from any source whatsoever;
3. Keep correct and complete books and records for the Council's accounts and transactions in accordance with generally accepted accounting principles;
4. See that all expenditures are made in accordance with procedures duly established, from time to time, by the Council;
5. Provide a Treasurer's report to the Council at each regular meeting, and a full financial report at each November meeting;
6. Sign such documents as require the signature of the Treasurer,
7. In general, perform all duties incident to the office of Treasurer and such other duties as the President may, from time to time, assign; and
8. Serve without bond unless the Council shall, by resolution, determine otherwise.

E. The President, Vice-President, Secretary, and Treasurer shall be the Executive Committee of the Council.

F. Election and Terms of Officers.

1. The Council shall elect officers from among themselves, immediately after all new Council Members are installed at the regular meeting each November.
2. Each officer shall serve in that capacity until replaced at the next regular November meeting.
3. If any officer's position becomes vacant for any reason, the position shall be filled by the Council, from among its members, at a special meeting or at the next regular meeting after the vacancy becomes known.

ARTICLE IX.
Committees

In addition to those committees described elsewhere in these articles, the President or Council may create such committees, as they deem necessary or appropriate.

- A. The President shall appoint a chair for each committee so created. If the President fails to appoint a chair within a reasonable time, the Council shall do so.
- B. The chair of each committee shall appoint to their committee such persons, in such numbers, as the chair deems appropriate or necessary, unless the President or Council directs otherwise.

The functions and duties of each committee shall be described or delineated by the President or Council, depending on which created the committee. The chair of each committee may designate such functions and

duties for the committee as the chair deems necessary or appropriate within the range of functions and duties described or delineated by the President or Council.

ARTICLE X.
Non-discrimination

The Four Creeks Unincorporated Area Council shall not discriminate against any person or group on the basis of race, religion, color, sex, sexual orientation, disability, national origin, income, political affiliation, or any other legally protected classification.

ARTICLE XI.
Conflicts of interest and ethics rules

A. Conflicts.

1. Conflicts of interest. Members of the Council shall not participate in any discussion or decision in which the Council Member, any member of their immediate family, or any partner or close business associate, has a material financial interest in the issue being discussed or decided.
2. Gratuities. No member or employee of the Council may accept any gift, favor, loan, retainer, entertainment, or other thing of value when such acceptance would conflict with performance of the Member's or employee's duties, or would give rise to the appearance of such a conflict.

B. Definitions.

1. Immediate family member includes spouse, domestic partner, dependent children, other dependent relatives, and other dependent members of the same household.
2. A conflict or apparent conflict of interest shall be deemed to exist any time a reasonable and prudent person would believe that a thing of value was given for the purpose of obtaining special consideration.
3. Participation in a discussion or decision includes any discussion of an issue or matter between Council Members, whether in a Council session or not. The presence of a Council Member during any discussion or deliberation shall be deemed to constitute participation, except that a Council Member may participate in any public meeting or session of the Council as set forth below.

C. Discussion of issues. A Council Member having a conflict of interest, as described above, may at any public meeting of the Council or a committee, after disclosing the conflict to those present, observe the discussions and deliberations of the Council, and speak from the audience in the same manner as any member of the public who is present.

ARTICLE XII.
Rules of Parliamentary Procedure

The rules contained in the current edition of Roberts Rules of Order shall govern the Council in all cases which they are applicable and not inconsistent with these by-laws or any special rules of order the Council may adopt.

ARTICLE XIII.

Donations

The Council may solicit and accept voluntary donations of money, goods, or services. No fee or charge shall be required as condition of participation in any election, meeting, discussion, or deliberation of the Council. The Council may conduct fund-raising activities which require the payment of a donation or charge for participation. No Council business, other than fund raising, may be conducted at any such activity.

ARTICLE XIV.

Amendments

Article IV, Voting and Representation section of the bylaws may be amended by a three fourth (3/4) votes of the entire Council. Procedural sections of these articles may be amended by a two-thirds (2/3) vote of the entire Council. Any proposed amendment must be submitted in writing for discussion at the previous, regular meeting of the Council prior to the regular meeting at which it is considered for adoption, and notice must be given to the community in the manner required for a special meeting of the Council.

Revisions

Date Adopted	Description of Amendment
November 20, 2002	Article V. D: Clarification of which positions shall be elected in even and odd years, definition of term duration and election to fill an open seat. Article III. A: Correction of boundary definitions to reflect the latest King County voting precinct changes. Deletion of section B. Article V: District tables were changed to reflect the latest King County voting precinct changes and better balance the populations represented by each district.
June 20, 2007	Various articles Technical amendments of paragraph numbering, spelling, spacing, capitalization, and hyphenation intended to 1) provide for greater general readability and 2) to assure clarity of reference to positions and members Article VI. A. 1. Revised to allow the chair of the prior year's election committee to participate in the current election up to the time of ballot preparation. This amendment intended to provide for better continuity, efficiency, and process management by allowing knowledge transfer.