

Chapter 2

CASSIA COUNTY WATERWAYS ADVISORY COMMITTEE

SECTION:

- 2-2-1: Name and Purpose
- 2-2-2: Powers of the Committee
- 2-2-3: Elections
- 2-2-4: Duties of Chairperson
- 2-2-5: Duties of Vice-Chairperson
- 2-2-6: Duties of the Secretary
- 2-2-7: Membership
- 2-2-8: Subcommittees
- 2-2-9: Meetings
- 2-2-10: Fiscal Year

2-2-1: NAME AND PURPOSE:

- A. Name: The name of the Committee shall be "CASSIA COUNTY WATERWAYS ADVISORY COMMITTEE," hereinafter referred to as the "Advisory Committee."
- B. Purpose: The purpose of this Advisory Committee is to fulfill the provisions of Idaho Code Section 67-7012, which states: "The county commissioners of any county may appoint a waterways committee to serve without salary or wage in an advisory capacity relating to maintenance and improvement of waterways and expenditure of moneys deposited in the county vessel account. Members of this committee shall hold office at the pleasure of the board of county commissioners."

- 2-2-2: POWERS OF THE COMMITTEE:** The Advisory Committee shall constitute an independent public body, and shall have the powers to carry out and effectuate the purposes and provisions of Chapter 70, Title 67, Idaho State Code and pertinent regulations promulgated there under.

2-2-3: ELECTIONS: The Advisory Committee at its last regular scheduled meeting of each fiscal year shall elect a Chairperson and Vice-Chairperson. The elected will take office at the first regularly scheduled meeting of the year. The Chairperson shall select and appoint a Secretary to serve the Advisory Committee from the Committee membership, which person must be someone other than the Chairperson or Vice-Chairperson.

2-2-4: DUTIES OF CHAIRPERSON: The Chairperson shall: 1) preside at all meetings of the Advisory Committee; 2) call special meetings of the Advisory Committee in accordance with these By-Laws; 3) sign documents of the Advisory Committee; 4) *see* that all actions of the Advisory Committee are properly taken; and 5) make Advisory Committee appointments to sub-committees as required.

2-2-5: DUTIES OF THE VICE-CHAIRPERSON: The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson, and in the case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Advisory Committee shall elect a new Chairperson.

2-2-6: DUTIES OF THE SECRETARY: The Advisory Committee Secretary shall: 1) keep the minutes of all meetings of the Advisory Committee in an appropriate minute book; 2) act as custodian of Advisory Committee records; 3) inform the Advisory Committee of correspondence relating to business of the Advisory Committee and attend to such correspondence; and 4) keep a record of all appointments and terms of membership.

2-2-7: MEMBERSHIP:

A. Number of Members and Term: Five (5) voting members shall be appointed by the Board of County Commissioners for terms of up to three (3) years.

- B. Member's Interests: As new members are appointed, consideration shall be given so that a cross-section of Waterway recreational areas of interest may be represented.
- C. Filling Vacancies: A member appointed to fill the position of a vacating member will fill only the remaining months of the vacating member's term.
- D. Residence: A member must reside in Cassia County during the entire term.
- E. Attendance: In the event that a member of the Advisory Committee does not attend three (3) consecutive meetings, that person is expected to submit to an explanation of the absences to both the Advisory Committee and the Board of County Commissioners. The Advisory Committee or the Board of County Commissioners, upon examination of the explanation, may require the immediate resignation of that member.

2-2-8: SUBCOMMITTEES: Subcommittees consisting of the membership of the Advisory Committee shall be established and appointed by the Chairperson to assist the Advisory Committee in performance of its function. Each subcommittee shall consist of not less than two (2) voting members. Citizens and public officials may be appointed to serve as non-voting members on the subcommittees by the Chairperson or Subcommittee Chairperson.

2-2-9: MEETINGS:

- A. Locations and Dates:
 1. The regular meeting of the Advisory Committee shall be held at a place and time determined by the Committee. Regular meetings shall be held in March and September of each year. (Res. 2016-009 adopted 03-14-2016)
 2. Special meetings may be called by the Chairperson or through a written request by the majority of the Advisory Committee. The purpose of any special meeting must be stated in the call. Notices of meetings and publication of agendas must comply with Idaho Code, Title 67, Chapter 23, Sections 2340 through 2347, the Open Meetings Law or any successor law.

B. Decisions and Quorums:

1. All actions, recommendations and decisions (other than those specified otherwise in the By-Laws) made by the Advisory Committee must be made by simple majority vote of participating members taken when a quorum of the group is constituted in a lawful meeting.
2. A quorum shall consist of at least three (3) of the five (5) members being present at the meeting.
3. All members present at a lawfully called meeting shall be counted to determine the existence of a quorum, even though some of those members may not be participating in the action.
4. Presence of a quorum member may be obtained telephonically if done in accordance with state law.
5. Once a quorum is determined to exist, it shall remain so, until the number of group members present at the meeting shall fall below five. When a quorum ceases to be present at the meeting, then the Chairperson shall close the meeting, and no further action shall be taken until a quorum is re-constituted.

C. Procedures:

1. Meetings shall be conducted by the Chairperson. Specifically, the Chairperson is responsible for ensuring: the recording and distribution of meeting notes; that meetings are conducted and facilitated effectively; that meetings are productive and within the scope of the mission and goals of the Committee.
2. Consideration may be given to the use of a professional facilitator not directly affiliated with the membership, for agendas that may be especially controversial.
3. Each regularly appointed member shall be entitled to one (1) vote on any matter that may come before the Committee. The vote of the majority of the members present at any meeting attended by a quorum of its members shall be necessary to decide any items. The Chairperson/Vice-Chairperson may enter into the discussion of items before the Committee and may vote on any item of business to come before the Committee so long as conflicts of interest are appropriately cleared before deliberations begin.
4. Rules of conduct shall be strictly adhered to through meeting facilitation; members should listen actively; members shall be entitled to speak and be heard; problems and issues will be attacked – not people. Matters coming before the Committee shall be heard in accordance with the provisions of Cassia County Resolution No. 2002-12-02, or its successor. If the matter is not covered by the provisions of that resolution, then specific rules of

2-2-9

2-2-10

conduct or working guidelines may be formally recommended by the Committee to the County Commissioners for adoption by the Commissioners.

2-2-10. **FISCAL YEAR:** The fiscal year of the Advisory Committee shall commence on October 1 and end on September 30 of the immediately following year.