

FORT WORDEN ADVISORY COMMITTEE BYLAWS

INTRODUCTION

The Fort Worden Advisory Committee Bylaws revised October 10, 2017, are rooted in the following set of principles established by the committee in 2013 to serve as a guide in its structure, operation, and deliberations.

1. The Fort Worden Advisory Committee supports the preservation in perpetuity of the historic character of Fort Worden – in particular those qualities that made the site eligible for National Historic Landmark status.
2. The Fort Worden Advisory Committee envisions Fort Worden State Park as a resource that will offer all visitors the opportunity to enjoy an expanded and diverse menu of recreational, educational, and cultural experiences. In this regard it strongly supports the Lifelong Learning Center concept.
3. The Fort Worden Advisory Committee recognizes the need to attract principled investment in the Fort Worden State Park infrastructure and development so long as such investment supports public access, success of the Lifelong Learning Center concept, and the historic integrity of the Fort Worden National Historic Landmark.
4. The Fort Worden Advisory Committee supports a governance structure at Fort Worden State Park that ensures the long-term preservation of historic Fort Worden, guarantees public access, maximizes opportunities for public education, cultural enjoyment, and recreation, and transparency in its operations.
5. The Fort Worden Advisory Committee supports the continued participation of both Washington State Parks and Recreation Commission and the Fort Worden Public Development Authority (PDA) in the co-management of Fort Worden State Park.
6. The Fort Worden Advisory Committee supports the concept that public concerns and suggestions on the operation of Fort Worden State Park must be respectfully heard, considered, and responded to in an open manner.

ARTICLE I: PURPOSE AND AUTHORITY

The Fort Worden Advisory Committee was created by the Washington State Parks and Recreation Commission (WSPRC) on August 20, 1973 for an indefinite term to provide assistance and recommendations for the development and operation of Fort Worden State Park. Specifically, the Committee will provide a venue for public input and advice to the Director of Washington State Parks and the Olympic View Area Manager (whose responsibilities include managing Fort Worden State Park) on matters relating to the operation and management of Fort Worden State Park.

ARTICLE II – RESPONSIBILITIES

The Committee is recognized as a valuable adjunct to the decision-making processes, which relate to the development and management of Fort Worden State Park.

The charge of the Committee is to serve in an advisory capacity and as a resource to the Olympic View Area Manager and the State Parks Director on matters relating to the development and management of the park. This includes, but is not limited to, the following:

- Analyze the use and management of Fort Worden State Park and recommend changes and refinements as deemed appropriate.
- Analyze development concepts and make recommendations.
- Provide a platform for public involvement and input on the use and management of Fort Worden State Park.
- Advocate for legislative support for Fort Worden State Park.
- Support the marketing of program and capital development projects to the local and regional community.
- Represent Fort Worden State Park's interests to other boards and committees.

ARTICLE III—MEMBERSHIP

The Fort Worden Advisory Committee shall be comprised of voting and Ex-Officio (non-voting) members. Employees of Washington State Parks are ineligible to serve as voting members.

A— Voting Members (11)

Each of the five organizations will have one vote and will delegate a representative and an alternate.

1. Jefferson County Board of Commissioners
2. Port Townsend City Council
3. Port of Port Townsend
4. Friends of Fort Worden State Park and the Fort Worden Historic Interpretive Programs
5. The Fort Worden Partners
- 6-11. Six at-large members, each with one vote, to represent the general public, chosen by the Fort Worden Advisory Committee and approved by the Director, Washington State Parks.

B—Ex-Officio Members (5)

1. Olympic View Area Manager, Washington State Parks
2. One representative chosen by the Washington State Parks and Recreation Commission
3. One representative chosen by the Port Townsend Public Development Authority
4. One representative from a recognized local business group (e.g. Jefferson County Chamber of Commerce, Team Jefferson, Port Townsend Main Street Program) or a service organization such as Rotary or Kiwanis.
5. One representative from a local K-12 School District.

C—Adding New Organizational Members

Upon application from an organization or on its own initiative, the Committee may choose to invite additional public agencies or community organizations to join the Committee and to send representatives to its meetings. The Committee is not required to respond to an application or suggestion for such action. A proposal to invite a new organization or to designate an additional voting or ex-officio member to the Committee must be voted on at a regular Committee meeting and be approved by a two-thirds majority of the present and voting membership, and approved by the State Parks Director.

D—Removal of Members

Any member may be removed for non-attendance or other just cause by resolution passed by two-thirds of the Voting Members at any meeting call for this purpose. Such members shall be notified of the intention of the Committee to consider their removal and shall be given the opportunity of a hearing before the Committee. Passage of such a resolution shall, without other act on the part of the Committee, annul such membership.

If members other than at-large members are removed, replacement members will be requested from the assigning or designating official for that membership slot. If an at-large member resigns or is removed, the position will be filled in the same manner as originally filled (see Section V and also Section III E. The State Park Director will be notified in writing of any changes in membership.

E—Special Rules for At-Large Members

At-large members will be elected by voting members of the committee for three-year terms. At the end of a three-year term, a member is eligible for re-election. In the event of a member elected to a term due to an unexpected vacancy, the person may serve only until the date when the departed member's term would have ended, but the new member may be elected to a full three-year term at that time.

E—Fees, Allowances, Compensation, Reimbursements

Membership brings neither obligation for nor entitlement to payments of any kind. Any compensation or reimbursements shall be on a case-by-case basis as determined and approved by the Director of the Washington State Parks and Recreation Commission.

ARTICLE IV – OFFICERS

Any voting member may serve as an officer of the Committee. The officers of the Committee shall be Chair, Vice Chair, and Secretary (Communications) and will be elected by the full Committee. Terms of office start in January and shall be for two consecutive years. If the office of Chair, Vice Chair, or Secretary becomes vacant for any reason, the Committee may select a replacement from among its members to serve out the remainder of the term per procedures outlined below.

The CHAIR shall preside at all meetings, may appoint standing and ad hoc committees, and shall sign all official correspondence and undertakings including by-law changes entered into by the Committee and approved by the Director of the Washington State Parks and Recreation Commission.

The VICE CHAIR shall preside at meetings of the Committee in the absence of the Chair, and shall, in the event of the absence or disability of the Chair, sign all official correspondence entered into by the Committee. The Vice Chair (or the Chair’s designee if needed) shall preside over the recruitment, selection, nomination, and removal process for officers and members of the Committee.

The SECRETARY (COMMUNICATIONS) shall cause to be kept a record of all proceedings of the Committee. Working with State Park staff, the secretary shall: (1) ensure Meeting Agendas and Minutes are electronically preserved and distributed to Committee members and relevant State Park staff and published at a State Parks website, (2) publicize all Committee meetings and other activities as appropriate, and (3) ensure the electronic retention of any other documents, records, reports and official correspondence connected with the business of this organization.

ARTICLE V– NOMINATIONS AND VOTING

A—Selecting Officers Upon Conclusion of a Term

Nominations for Chair, Vice Chair, and Secretary may be made by any member at the January meeting at the expiration of the officer’s term. The Vice Chair (or Chair’s designee if needed) will assemble all nominations and present the membership with a ballot at the January meeting, where all members present will vote via anonymous ballot. A majority of members

present and voting is required for election. In the event that there are more than two candidates for an individual office and the leading candidate does not have a majority of the votes cast, the candidate with the least votes will be dropped and another vote taken. This process will continue until a candidate has achieved a majority.

B—Selecting Officers to Fill Vacancies

Nominations for Chair, Vice Chair, or Secretary may be made by any member at any meeting subsequent to the occurrence of a vacancy. The Vice Chair (or Chair's designee, if needed) will assemble all nominations and present the membership with a ballot at the next meeting, where all members present will vote via anonymous ballot. A majority of members present and voting is required for election. In the event there are more than two candidates and the leading candidate does not have a majority, the candidate with the least votes will be dropped and another vote taken. This process will continue until a candidate has achieved a majority.

C—Selecting At-Large Members Upon Conclusion of a Term

In September, the Vice Chair (or Chair's designee, if needed) will take steps to publicize the fact that at-large seats on the committee are to be filled by the end of that year. Any member of the Committee may also recommend an applicant. All applicants, including eligible incumbents who desire to be reappointed, will be brought before the Committee in November to review their qualifications. After presentation and consideration, the Vice Chair (or Chair's designee) will present the voting membership with a ballot. Each voting member present will vote by anonymous ballot for as many candidates as there are vacancies. Applicants who receive a majority will be deemed elected to fill the number of seats available (multiple voting rounds as above may be required). In the event that new member selection cannot be completed in November, a special meeting may be called or voting continued into January. The names of winning applicants will then be forwarded to the Director of the Washington State Parks with a request that they be formally appointed. The terms of existing members will continue until newly-elected members are appointed by the Director.

D—Selecting At-Large Members to Fill a Vacancy

If one or more vacancies occur in at-large seats, the Vice Chair (or Chair's designee if needed) will initiate a process for filling said vacancies without undue delay. Once applicants have been brought before the Committee to review their qualifications, an election will be held at the earliest possible time, where all voting members present will vote. Applicants who receive a majority of votes will be deemed elected to fill the number of seats available (with multiple voting rounds where needed). The names of winning applicants will then be forwarded to the Director of the Washington State Parks and Recreation Commission with a request that they be formally appointed.

E—Breaking Tie Votes

If after reducing the number of competing candidates to two there is still a tie in any of the above categories, one additional vote will be taken to break the tie. If that vote also results in a tie, the Vice Chair (or Chair’s designee, where needed) will determine the outcome by the toss of a coin.

ARTICLE VI – MEETINGS

All meetings of the Committee shall be publicized and will be open to the public, except in cases of discussions of sensitive issues such as human resource matters, which may be discussed in executive session. Officers shall make every effort to assure that agendas are provided to all Members at least three days prior to scheduled meetings and clearly indicate which items are anticipated to require votes. A simple majority of voting members currently serving on the Committee shall constitute a quorum for the transaction of business at any regular or special Board meeting.

If, in the exercise of its mandated responsibilities, the Committee determines that the process would benefit from expanded public participation, a special meeting may be called and publicized.

ARTICLE VII - AMENDMENT OF BY-LAWS

Amendments to these by-laws may be initiated by a majority vote of the Advisory Committee at any meeting of the Committee. Persons proposing amendments shall provide notice thereof at least ten days prior to such meeting to all members of the Committee. Any proposed amendment which is approved by the Committee is subject to being accepted by the Director, Washington State Parks.

REVISED BY-LAWS ADOPTED, October 10, 2017

ATTEST:

Joyce Francis
Joyce Francis, FWAC Chairperson

October 10, 2017
Date

Brian Hageman
Brian Hageman, Olympic View Area Manager

October 10/2017
Date

Don Hoch
Don Hoch, Director, Washington State Parks

4-20-2018
Date