

**ISCOI Steering Committee Members**

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| **Name** | **Title** | **Organization** | **Email** | **Phone** |
| Melissa Buckingham | Water Quality Improvement Director | Pierce Conservation District | melissab@piercecd.org | 253-845-9770 x109 |
| Laurie Larson | Municipal Program & MuniCon 2019 Manager | WSU Puyallup Research Center & Washington Stormwater Center | laurie.larson-pugh@wsu.edu | 253-445-4593 |
| Carla Milesi | Emerging Stormwater Technologies Coordinator | University of Washington Tacoma & Washington Stormwater Center | milesi@uw.edu | 253-254-7073 x8004 |
| Greg Tanbara | Health Promotion Coordinator | Tacoma Pierce County Health Department | gtanbara@tpchd.org | 253-798-4784 |
| Robert Zinkevich | Environmental Analyst | Northwest Seaport Alliance (Port of Tacoma) | rzinkevich@nwseaportalliance.com | 253-383-9451 |

**\*These bylaws are an excerpt from the ISCOI Working Agreement**

**BYLAWS**  
**Industrial Stormwater Community of Interest Steering Committee**

The purpose of the Industrial Stormwater Community of Interest (ISCOI) Steering Committee, hereinafter referred to as the “Committee,” is to provide oversight and guidance for efforts undertaken by the ISCOI as part of the Puyallup Watershed Initiative.

**Membership**

The Committee shall have five committee member, and as much as possible, representation on the Committee shall reflect the diversity of the people and organizations participating in the ISCOI.

**Election**

Any participant active in the ISCOI as a whole that has signed the Working Agreement (Working Partner) may be nominated for the Committee. Nominations will be accepted from working partners or by self-nomination. Nominees must approve or decline such nomination. Elections will be held yearly in December with input from Working Partners and final decision made by the Voting Members, electronically. Statements from candidates will be solicited for this purpose and circulated.

**Terms**

Members will serve one, two, or three year terms. In 2018 all Committee members will serve a 1 year commitment. In Year 4 (2018) the group shall determine staggering terms, with the goal of having terms of three years. Members shall not serve for more than two consecutive terms.

**Roles/Responsibilities**

The Committee shall use their best efforts to set direction, facilitate advancement of the objective of the ISCOI, serve as a link from the ISCOI to the community, and support the ISCOI. In general, the Committee’s duties include:

* Draft and edit governing documents such as working agreement for approval of voting members.
* Hire/fire, support, and evaluate the ISCOI Coordinator and staff,
* Ensure the ISCOI has appropriate operating policies, accountability, and funding partners,
* Participate annually in evaluating and improving Committee performance
* Assist in ISCOI development through relationship building and cultivation of future ISCOI members,
* Participate monthly in evaluating and improving ISCOI performance,
* Facilitate advancement of the ISCOI initiatives and objectives by providing support to Working Partners carrying out the initiatives,
* Build the ISCOI reputation and be an advocate in the community,
* Provide input on agendas for ISCOI meetings,
* The Steering Committee will develop protocols for sensitive information, public facing and internal documents, conflict of interest policies, as necessary.

***Steering Committee Chair (This position is at the discretion of the Steering Committee and may not always be filled.) If there is not a Chair, the responsibilities fall to the Steering Committee as a whole to navigate.***

*Steering Committee members will be nominated for the Chair position and selected through a majority vote by the Steering Committee. The Chair will serve a one-year term.*

*The Chair will act as the point of contact for the ISCOI Coordinator and will facilitate a 6-month review of the Coordinator, which will act as a feedback mechanism for the Coordinator and Committee. The Chair will work with the Coordinator to develop the monthly Steering Committee meeting agendas and will run the monthly Committee meetings. The Chair will help plan and coordinate the quarterly ISCOI whole group meetings with the assistance of the Coordinator and with input from the rest of the Committee.*

**Resignation/Removal**

A Committee member, *including the Chair,* may resign their position should it become difficult to carry out the duties described. Resignations shall be in writing to the ISCOI Coordinator, and if possible at least one month in advance of vacating the position.

Any member of the Committee, *including the Chair,* may be removed through a two-thirds vote of the Committee members. Grounds for dismissal may include lack of significant participation in the duties of the Committee, inappropriate use of their authority as a member*/Chair* of the Committee, or behavior that is deemed to interfere with the success of the ISCOI mission. Grounds for removal shall be communicated to the leadership of the Puyallup Watershed Initiative in confidential form.

**Vacancy**

The Committee may fill any unscheduled vacancy on the Committee without a vote of the ISCOI participants as a whole, and members who fill a vacant Committee position shall serve for the remainder of the term of the member replaced. This shall be in accordance with the Membership guidelines above and shall require a majority vote of remaining Committee members.

**Meetings**

Meetings of the Committee shall be held monthly at such times and places as the Steering Committee may choose. Options for attending via teleconference or similar means shall be provided if feasible and appropriate to the Committee agenda. A draft agenda will be circulated one week in advance of any Committee meeting by one or more ISCOI Manager(s) designated by the Committee, and proposed additions to the agenda may be submitted in writing.

**Committee Actions**

Decisions of the Committee will be made by consensus. If consensus cannot be reached, the agreement of a majority, of the Committee members present, shall be necessary to approve an action of the Committee.

**Quorum**

A majority (4 of 5) of the Committee members will constitute a quorum for all meetings of the Committee.

**Minutes**

A written record (minutes) of all Committee meetings shall be made available to all ISCOI participants in electronic format. The Coordinator will be responsible for posting the documents in a shared folder accessible by the ISCOI Working Partners.

**Staffing**

The Committee may designate/hire personnel to serve as staff to the Committee. Such staff shall implement the decisions of the Committee and perform duties that may be assigned by the Committee. The Committee shall solicit applications from as diverse and geographically broad a group as possible for any such positions. The Committee shall not pursue additional staffing unless appropriate funding is obtained.

**Amendment to Bylaws**

Amendments to these Bylaws may be initiated by a majority of the Committee, or by petition of at least ten percent (10%) of active participants in the ISCOI. Proposed amendments shall than be considered by the Committee, which will make a report and recommendation to the ISCOI as a whole.