

KITSAP NOXIOUS WEED CONTROL BOARD
RULES AND REGULATIONS BYLAWS

1. INTRODUCTION

By institution and authority of the Kitsap County Board of Commissioners, all lands within the County except Tribal reservations and federal land are subject to the direction of the Kitsap County Noxious Weed Control Board with respect to control of listed noxious weeds.

The noxious weed board carries out the mandates of the state noxious weed control law, Chapter 17.10 RCW. These RULES AND REGULATIONS are adopted as necessary for the administration of the county's noxious weed control program.

~~The mission of the Kitsap County Noxious Weed Control Board is to educate property owners to be responsible stewards of the land and resources of Kitsap County by protecting and preserving all lands and natural resources of the county from the degrading impact of invasive noxious weeds; and to provide quality, timely, and responsible service to the residents of Kitsap County in a cost efficient manner.~~

The mission of the Kitsap County Noxious Weed Control Board is to provide education and technical assistance to property owners and the public in the control of noxious weeds in Kitsap County, and to encourage responsible stewardship of our land and natural resources through noxious weed control.

2. DEFINITIONS

These RULES AND REGULATIONS specifically include all Definitions included in RCW 17.10.010 and Chapter 16-750 WAC. Unless a different meaning is plainly required by the context, the following words or phrases shall have the following meanings:

- 2.1 NOXIOUS WEED BOARD means the six appointed members of the Kitsap County Noxious Weed Control Board.
- 2.2 INTEGRATED PEST MANAGEMENT (IPM) is defined in Chapter 17.15 RCW. A copy of the Kitsap County Noxious Weed Control Board's ~~current~~ latest Policy is included in this document.
- 2.3 NOTICE shall mean notifying (at a minimum the county paper of record) media with press or news releases.

3. NOXIOUS WEED CONTROL BOARD

- 3.1 ORGANIZATION. This organization has been activated as the Kitsap County Noxious Weed Control Board, hereinafter called the noxious weed board.
- 3.2 MEMBERSHIP. The noxious weed board consists of six members. The five voting members shall reside in and represent the constituents within the boundaries of each

of the school districts within Kitsap County. One nonvoting member shall be the director of the County extension office or an extension agent appointed by the director of the County extension office appointed by the chief county extension agent. RCW 17.10.050.

- 3.2.1 Bremerton District
- 3.2.2 Central District
- 3.2.3 North Kitsap District
- 3.2.4 South Kitsap District
- 3.2.5 Bainbridge Island District

3.3 ELIGIBILITY TO SERVE. RCW 17.10.050(1) requires that three of five voting members be engaged in primary production of agricultural products. There is no requirement that agriculture be a primary source of income for these members. Any questions concerning qualifications can be addressed by the County Commissioners.

3.4 APPOINTMENT TO THE NOXIOUS WEED BOARD. Members of the noxious weed board are appointed and confirmed by the Kitsap County Commissioners to serve four-year terms.

3.5 NOXIOUS WEED BOARD MEMBER IN GOOD STANDING. A noxious weed board member in good standing shall abide by these RULES AND REGULATIONS and the laws of the State of Washington. Board members shall attend regular board meetings with no more than up to 6 explained absences per year or half of the number of meetings per year. Prior notification must be given to the Chair if unable to attend a meeting. Board members shall be familiar with statutes and regulations pertaining to the Noxious Weed Board.

3.6 WSU/COOPERATIVE EXTENSION. WSU Cooperative Extension shall provide educational, informational, and technical expertise to the noxious weed board.

3.7 RULES OF ORDER. Robert's Rules of Order governs this organization in all parliamentary situations that are not provided for in the law or other portions of these adopted RULES AND REGULATIONS.

3.8 RESPONSIBILITIES OF THE NOXIOUS WEED BOARD AND ITS MEMBERS. The individual members of the noxious weed board shall represent the people of the district from which each is appointed. The weed board shall represent Kitsap County and the people of the county as a whole. As provided in RCW 17.10 and County policy the noxious weed board:

- 3.8.1 Administers the noxious weed control program by establishing policies and procedures in accordance with statutes and legislative direction.
- 3.8.2 Adopts RULES AND REGULATIONS which include its integrated pest management (IPM) Policy and Weed List.

- 3.8.3 Members may serve on committees of the noxious weed board or participate in work sessions and briefings with the Kitsap County Commissioners or its delegates.
- 3.8.4 Conducts enforcement hearings, applies liens on properties, and conducts other Public Hearings and meetings as necessary during the year.
- 3.8.5 Proposes applications for grants.
- 3.8.6 Holds a public hearing prior to adoption of land classifications for assessment purposes, per RCW 17.10.240(1)(c)(i).
- 3.8.7 Submits to the Kitsap County Commissioners a proposed level of assessment, should it be necessary, to be collected in the next year, for each class of land within the county.
- 3.8.8 ~~Sets coordinator position qualifications; holds interviews; makes position selection; conducts an annual performance evaluation and has employee termination authority in a manner consistent with county personnel policy.~~
- 3.8.9 In conjunction with the coordinator, proposes an annual budget for operation of the noxious weed control program.
- 3.8.10 Per RCW 17.10.050(2), advertises for and accepts applications for appointment to the noxious weed board as required and recommends the appointment of the most qualified applicant for each position to the Kitsap County Commissioners.
- 3.9 QUORUM AND VOTING MAJORITY. The quorum and voting majority requirements are specified in RCW 17.10.050(3). Three voting members of the board shall constitute a quorum for the transaction of business and shall be necessary for any action taken by the noxious weed board.
- 3.10 MEETINGS. The noxious weed board shall meet at least quarterly at such times and places agreed to by the weed board. All meetings will be open to the public unless the noxious weed board or any committees it establishes choose by majority vote to conduct a meeting or portion thereof in executive session.
- 3.10.1 Agenda. An agenda prepared by the Chair, in coordination with the County and in consultation with other members, shall be provided to noxious weed board members and posted to the Noxious Weed Control Program website at least three days prior to any regular meeting. Members may request designate items to be included. All agendas will include a time and space allocation for “Public Comment”.
- 3.10.2 Notice of Regular Meetings. Notice of the time and place of all regular meetings shall be posted in an appropriate newspaper serving County residents and appear at least ten five-days prior to the date of the meeting.
- 3.10.3 Special Meetings. Special meetings of the weed board may be held at any place and time whenever called by any four members. Notice of the time and place of any special meeting shall be given by the member(s) calling

the meeting by mail, e-mail or by personal communication at least ten five days prior to the date of the meeting. The business to be transacted and the purpose of any special meeting shall be specified in the form of an agenda in the notice.

3.10.4 Organizational Meetings. Each November, the weed board shall conduct a meeting to:

3.10.4.1 Establish ~~a~~ regular meeting dates for the next calendar year.

3.10.4.2 Establish a location for its regular meetings.

3.10.4.3 Elect officers who shall serve for one calendar year. Officers shall include a chair who shall preside according to the guidelines of the code of parliamentary procedure, a vice-chair who shall act for the chair in his/her absence, and a Secretary.

3.11 COMPENSATION. Noxious weed board members shall receive compensation for actual, necessary expenses incurred in the performance of their official duties through the county's regular voucher system. Members shall request such reimbursement by completing and signing official travel vouchers, and returning them to the coordinator. Expenses eligible for compensation shall include but are not limited to travel, out-of-county meals, out-of-county motel rooms, out-of-state travel and registrations. Circumstances requiring compensation shall be approved in advance by the Coordinator.

3.12 COMMITTEES. Through the use of committees, noxious weed board responsibilities may be apportioned among its members, its staff and interested non-member citizens of the county. Committees may be appointed by the noxious weed board for specific purposes. These committees shall not be decision-making entities. Functioning committees shall present reports and recommendations to the noxious weed board for consideration in public meetings. Membership is open to interested citizens of Kitsap County. Each committee shall consist of at least one voting member.

3.13 OFFICERS. The officers of the noxious weed board shall be a chairperson, a vice-chairperson and Secretary. All must be voting members of the noxious weed board. The Chair shall preside at meetings and any committees exercising any authority of the noxious weed board. It is the duty and responsibility of the Chair to enforce ~~any and~~ all rules of procedure and to control and direct all noxious weed board discussions and comments.

3.14 REMOVAL OF AN OFFICER. The noxious weed board, by two-thirds majority vote at a regularly scheduled board meeting, may remove any noxious weed board officer. A board member must first call for a vote and the board shall discuss the proposed removal at a public meeting or in an executive session prior to voting. Note, the board shall comply with RCW 42.30.110(1)(f) when holding an executive

session. The board shall keep documentation on why the board member is being removed and the steps taken for the removal.

3.14.1 The board Secretary shall arrange a special meeting to petition the noxious weed board for the removal.

3.14.2 The board shall prepare a written proposal of removal to include the reason for removal and how the board has attempted in the past to address the identified negative behavior.

3.14.3 The board Secretary shall make arrangements to schedule the special meeting after consulting with the board chair. This requires sending advance notice to all board members within a specified period of time prior to the meeting. The board chair shall arrange for a qualified third party to chair the meeting, guaranteeing impartiality of the proceedings and avoiding potential conflicts of interest.

3.15 ETHICAL GUIDELINES

3.15.1 The noxious weed board will adopt an ethical guidelines policy annually. The ethical guidelines shall include a code of conduct that board members are expected to follow and a process for how the noxious weed board will respond to ethics complaints.

3.15.2 The ethical guidelines will be posted on the noxious weed control board website.

4. EMPLOYEES

4.1 NOXIOUS WEED CONTROL COORDINATOR. The coordinator, as the weed board's agent, is department director of the weed agency.

The coordinator's duties include but are not limited to those specified in RCW 17.10.060, ~~these~~ adopted rules and regulations, coordinator job description, and the policies and procedures of Kitsap County.

~~In addition to the duties and job functions outlined in the classification specification, the weed board has delegated to the coordinator full administrative responsibilities for; hiring, supervising and disciplining employees, authority to approve payments for expenditures, out-of-county travel, advance travel requests and travel reimbursements.—~~

4.2 WRITTEN JOB SPECIFICATIONS.—Written County job specifications for all regular employees are located in the noxious weed control office the Kitsap County Human Resources office and are available upon request.—

5. PURCHASING AND INVENTORY PROCEDURES. Purchasing and inventory practices shall be maintained in accordance with the Kitsap County policies and established state and County audit requirements.

- 5.1 GRANT PURCHASING AND INVENTORY PROCEDURES. Special terms and conditions required under any awarded grants shall be observed as defined by the grant documentation.
- 5.1.1 Equipment purchased with grant moneys shall be so documented.
6. RULES AND REGULATIONS. ~~These bylaws are adopted pursuant to Adopted subject to RCW 17.10.060(2) shall stand in lieu of weed board constitution and bylaws. The noxious weed board will adopt an~~ Integrated Pest Management (IPM) Policy ~~(IPM) is adopted annually by the weed board.~~ The IPM policy will ~~It directs the work of the noxious weed agency's work. and is an integral part of these Rules and Regulations.~~ Following annual adoption, these Rules and Regulations may be amended following public hearing.
- 6.1 A proposed amendment shall be distributed to members and staff at least two weeks prior to the public hearing when it will be considered.
- 6.2 Staff shall cause notice to be published stating that amendments to the Rules and Regulations are to be considered, and public comment taken in a public hearing.
- 6.3 Following an opportunity for public comment and discussion, voting members of the noxious weed board shall, by formal motion and vote, determine the outcome of the proposed amendment either at the public hearing or at a later open public meeting.
- 6.4 Unless another date is specifically stated, amendments shall take immediate effect.
7. PUBLICITY. The public shall be advised of the services and assistance which will be offered.
- 7.1 AMERICANS WITH DISABILITIES ACT. All news releases and advertisements shall be in compliance with the Americans With Disabilities Act.
8. SEVERABILITY. These regulations are intended to be supplemental to the provisions of Chapter 17.10 RCW. If any provision of these regulations or their application to any person or circumstance is held invalid the remainder of these regulations or the application of that provision to any other person or circumstance is not affected. ~~RCW 17.10.910.~~