

**Justification for Resolution #680**  
**Amending Bylaws Section 4, Organization and**  
**Section 5, Administrative Sub-Council**

**ACTION:** Amend Sections 4 and Section 5 of the Grays Harbor Council of Governments Bylaws.

**JUSTIFICATION:** It has become increasingly more difficult to maintain a five-member Administrative Sub-Council due to time restraints on the behalf of Full Council Members and turnover of elected officials. The Full Council consists of 15 members with a consistent attendance of between 8 to 10 members. The current size of the Administrative Sub-Council is technically one third to almost one half of the attending membership. Reducing the size of the Administrative Sub-Council to a three-person council will enable more success in filling and maintaining sub-council positions. It will also make it easier for staff to obtain approvals and signatures needed for the day-to-day operations of the Agency.

**RECOMMENDATION:** Strike and replace existing sections.

---

**CURRENT BYLAWS**

**SECTION FOUR: ORGANIZATION**

4.2 *Sub-Council and Committee Roles, Responsibilities, and Authority*

4.2.1 The Administrative Sub-Council reports directly to the Full Council. It is the role of this sub-council to oversee the facilitation by the Executive Director of the financial and daily operations of the Council. It is the responsibility of this sub-council to assist staff with budget development, contractual issues, financial reporting, personnel policies and issues, and operating procedures. This sub-council shall consist of five (5) members. Sub-council membership is restricted to only general and special purpose membership classifications. The Administrative Sub-Council serves as the Executive Committee for the Council and as such is empowered with full abilities as listed in Section 5 of these bylaws. The Chair of this sub-council serves as the presiding Chair of the Full Council. The Administrative Sub-Council shall meet as needed but no less than once a month. Three members shall constitute a quorum.

**REPLACEMENT**

**SECTION FOUR: ORGANIZATION**

4.2 *Sub-Council and Committee Roles, Responsibilities, and Authority*

4.2.1 The Administrative Sub-Council reports directly to the Full Council. It is the role of this sub-council to oversee the facilitation by the Executive Director of the financial and daily operations of the Council. It is the

responsibility of this sub-council to assist staff with budget development, contractual issues, financial reporting, personnel policies and issues, and operating procedures. This sub-council shall consist of three (3) members. Sub-council membership is restricted to only general and special purpose membership classifications. The Administrative Sub-Council serves as the Executive Committee for the Council and as such is empowered with full abilities as listed in Section 5 of these bylaws. The Chair of this sub-council serves as the presiding Chair of the Full Council. The Administrative Sub-Council shall meet as needed but no less than once a month. Two members shall constitute a quorum.

## **CURRENT BYLAWS**

### **SECTION FIVE: ADMINISTRATIVE SUB-COUNCIL**

#### *5.1 Composition*

The Administrative Sub-Council consists of five (5) members; Chair, two (2) Vice-Chairs, Secretary, and Representative at Large. The Chair and the two (2) Vice-Chairs must be elected officials, who have been a member representative of the Council for a minimum of one (1) year. Members must be in good standing, per section 8.3, to hold a position on this sub-council. The position of Secretary and Representative at Large may be filled by any representative of General, Tribal or Special Purpose membership.

## **REPLACEMENT**

### **SECTION FIVE: ADMINISTRATIVE SUB-COUNCIL**

#### *5.1 Composition*

The Administrative Sub-Council consists of three (3) members, Chair, Vice-Chair, and Secretary. The Chair and the Vice-Chair must be elected officials. *The Chair must have been* a member representative of the Council for a minimum of one (1) year. The position of Secretary may be filled by any representative of General, Tribal or Special Purpose membership. Members must be in good standing, per section 8.3, to hold a position on this sub-council.

## **CURRENT BYLAWS**

### **SECTION FIVE: ADMINISTRATIVE SUB-COUNCIL**

#### *5.2 Responsibilities*

The Chair shall preside at Full Council meetings and shall call special meetings when required. He/She shall execute such agreements as may be authorized by the Full Council.

The First Vice-Chair shall assume the duties of the Chair in his/her absence. The second Vice-Chair shall act as liaison between sub-councils and committees and the Full Council.

The Secretary shall be responsible for keeping an accounting of Administrative Sub-Council activities and actions for the purpose of reporting to the Full Council. These duties may be delegated to staff as deemed appropriate. The Representative at Large may fulfill this duty in the absence of the Secretary.

## REPLACEMENT

### **SECTION FIVE: ADMINISTRATIVE SUB-COUNCIL**

#### *5.2 Responsibilities*

The Chair shall preside over Full Council meetings and shall call special meetings when required. He/She shall execute such agreements as may be authorized by the Full Council.

~~The Vice-Chair shall assume the duties of the Chair in his/her absence. The second Vice-Chair shall act as liaison between sub-councils and committees and the Full Council.~~

The Secretary shall be responsible for keeping an accounting of Administrative Sub-Council activities and actions for the purpose of reporting to the Full Council. These duties may be delegated to staff as deemed appropriate. ~~The Representative at Large may fulfill this duty in the absence of the Secretary.~~

\*\*\*\*END\*\*\*\*