

## BYLAWS

of the

### YAKIMA VALLEY CONFERENCE OF GOVERNMENTS

**SECTION I - MEETINGS.** Business portion of the General Membership will begin at 7:30 p.m., on the third Wednesday of January, March, May, September, October, and the second Wednesday of December at alternating locations throughout the County. The meeting held in January of each year shall be considered as the annual meeting. Special meetings of the general membership may be called by action of the Executive Committee. Written notice of any special meeting shall be given to each member at least seven (7) days prior to said meeting.

Meetings of the Executive Committee each year shall be held at 1:30 p.m. on the third Wednesday of January and February and on the third Monday of each month thereafter at a place to be agreed upon by members of the Executive Committee. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. All meetings of the Executive Committee shall be open to members of the Conference and all other interested persons. A copy of the agenda shall be sent to all members of the Conference at least seven (7) days prior to the meeting. Any regular meeting of the Executive Committee canceled due to lack of a quorum will be rescheduled for the following week, with adequate notice provided to all concerned.

### **SECTION II - QUORUM.**

a. Executive Committee

Unless otherwise specified herein, a majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of any business that may come before any meeting of the Executive Committee.

b. General Membership

Unless otherwise specified herein, seven (7) voting members of the General Membership of the Conference shall constitute a quorum for any transaction of business that may come before any General Membership meeting of the Conference.

### SECTION III - VOTING.

#### a. Executive Committee

Each member of the Executive Committee shall be entitled to one (1) vote on any matter that comes before the Executive Committee. A vote of the majority of the quorum present at any of the Executive Committee meetings shall be required to decide any question.

#### b. General Membership

Each member of the Conference shall be entitled to one (1) vote on any matter which comes before the General Membership. A vote of at least seven (7) members of the quorum present at any General Membership meeting of the Conference shall be required to decide any question; provided, that when fourteen (14) or more members of the Conference are present, a majority shall be required to decide any question.

A list of all names of the members and appointed alternates of each governmental unit shall be submitted to the Chair ten (10) days prior to the January annual meeting each year. At that annual meeting only appointed members or alternates shall vote.

Each General Membership member shall be entitled to have an alternate appointed by the respective legislative body which they represent; provided, that the alternate shall be an elected or appointed official. The legislative body of towns/code cities with population under 3,000 shall be entitled to appoint an employee of the city empowered to vote by proxy in the event their regular representative or alternate cannot attend a meeting, provided that said employee may not sit or vote on the Executive Committee.

### SECTION IV - ELECTION OF EXECUTIVE COMMITTEE OFFICERS.

A nominating committee shall be appointed by the Chair at the December meeting of odd-numbered years. The nominating committee shall meet prior to the annual meeting to nominate candidates for the Executive Committee, choosing from names of officials as specified in Article VI of the Articles of Association. At the annual meeting of even-numbered years, which is the January meeting of each year, the Conference shall elect seven (7) members of the Executive Committee as specified in Article VI of the Articles of Association. Executive Committee members shall serve for a two-year term. Each of these seats for the Executive Committee will be decided by individual ballot or voice vote dependent upon the wishes of the Chair. After the nominating committee gives its report, nominations for the position will be opened from the floor. After all nominations are received a vote will be taken. Chair and Vice Chair will be selected by the newly seated Executive Committee at their first meeting as the first order of business. All persons considered for Chair or Vice-Chair must be members of the newly seated Executive Committee.

**SECTION V - VACANCIES.** In the event of a vacancy in the office of Chair, the Vice-Chair shall succeed to said office. In the event of a vacancy in the office of Vice-Chair, the Executive Committee shall elect a new Vice-Chair from the Executive Committee. In the event of a vacancy in the Executive Committee, the Executive Committee shall elect a new member from the Conference membership in whatever manner the Executive Committee shall determine.

**SECTION VI - DUTIES OF OFFICERS, EXECUTIVE COMMITTEE, AND GENERAL MEMBERSHIP.** The duties of the officers shall be those usually pertaining to their respective offices.

The Executive Committee shall have the authority to decide upon all matters affecting the internal administration, procedures, practices and programming of the Conference; processing and review of all programs or projects which may be submitted to the Conference for comment and recommendations; and coordination of intergovernmental relations and activities including the interchange or exchange of information among the governmental units or agencies concerned.

These duties include:

(a) The Executive Committee is authorized to accept and/or authorize contracts and contract revisions in line with the annual budget and the Conference's work program, including allocating revenue made available through new or revised contracts.

(b) The Executive Committee is responsible to direct staff activities.

(c) The Executive Committee is responsible for developing an annual balanced budget for recommendation to the General Membership and is authorized to make routine revisions to any budget category within the adopted balanced budget, so long as individual expenditure and/or revenue revisions are in keeping with the overall work program of the Conference.

(d) The Executive Committee may assume other responsibilities in keeping with their station and the efficient day to day operation of the Conference.

All matters relating to fiscal policy, organization or re-organization and/or public policy, as distinguished from matters of internal administration, shall be processed through the Executive Committee for their review and recommendation to the Conference. All matters of public policy as distinguished from matter of internal administration, procedures, practices and programming, shall have consent of member legislative bodies affected by such policy. The General Membership will be responsible for adopting, by Resolution, an annual budget and work program and setting forth appropriate policies to guide the Executive Committee's activities.

SECTION VII - COMMITTEES. Committees may be established and appointed by the Chair of the Conference to assist the Conference in the performance of its functions. Committees may be composed of Conference members, other elected or appointed official governmental employees or citizens with particular knowledge or talent to contribute to the work of the committee.

SECTION VIII - AMENDMENTS. These Bylaws may be amended at any regular or special meeting of the General Membership by a majority vote of members constituting a quorum; provided, however, that a copy of the proposed amendment has been mailed to each member at least fourteen (14) days prior to the meeting at which the vote to amend is taken.

Revised January 18, 1989  
Revised September 20, 1989  
Revised December 17, 1997  
Revised December 13, 2000  
Revised September 19, 2001  
Revised March 20, 2002  
Revised December 13, 2006  
Revised October 17, 2007  
Revised December 12, 2012