

## Squaxin Island Tribal Shellfish Committee By-Laws

**Purpose of the Shellfish Committee:** The Shellfish Committee is established by the Squaxin Island Tribal Council to provide advice and recommendations concerning the management, harvest and perpetuation of inter-tidal shellfish resources.

**Authority of Committee:** The Committee is authorized to provide advice and recommendations to the Tribal Council and Natural Resources Department. The Committee is not authorized to give direction to any staff member or independently establish policy. The Shellfish Committee will abide by the provision of the Squaxin Island Commissions and Committees Policy Ordinance.

### **Committee Membership:**

a. *Membership:* The Committee will consist of seven members as appointed by the Squaxin Island Tribal Council. Terms of membership shall be three years, staggered.

b. *Attendance:* Committee members are expected to attend all regularly scheduled meetings as is practicable. If a member fails to attend three consecutive regularly scheduled meetings without good cause entered into the minutes, then their membership shall become vacant pursuant to Section 19 of the Commissions and Committees Policy Ordinance. The Secretary shall inform the Chairperson of the vacancy and the Chairperson shall report the vacancy to the Tribal Council pursuant to Section 19 of the Commissions and Committees Policy Ordinance.

### **Officers:**

a. *Election of Officers:* At its first regularly scheduled meeting, after appointment of the committee membership by the Tribal Council, the committee will elect a Committee Chairperson, a Vice-Chairperson, and a Secretary for a one year term. Election of officers will be conducted each February thereafter. Election of officers will be by a majority vote of the Committee.

b. *Chairperson Authority:* The Chairperson shall chair all meetings. The Chairperson, with agreement of a quorum of members may call a special meeting of the committee, provided notice of the meeting complies with the Meeting Schedule section d.

c. *Vice-Chairperson Authority:* The Vice-Chairperson shall chair all meetings in the absence of the Chairperson. The Vice-Chairperson may call an emergency meeting of the Committee, with agreement of a quorum of members and agreement of the Natural Resources Director, provided notice of the meeting complies with the Meeting Schedule section d.

d. *Secretary Authority:* The Secretary shall keep minutes of all committee meetings, including those members present, all motions, and the voting records of all members voting. Copies of these minutes shall be given to the Natural Resources Department at the conclusion of the meeting.

e. *Conduct of Meeting in Absence of Officers:* In the absence of the Chairperson and Vice-Chairperson and/or the Secretary, a quorum of members may conduct a regularly scheduled meeting, provided that a majority of the quorum selects an acting Chairperson to conduct the meeting, or an acting Secretary to record attendance and minutes.

f. *Vacancies:* Vacancies in any office arising from any cause may be filled by an affirmative vote of a majority of the Committee at any regular or special meeting.

**Meeting Schedule:**

a. *Regularly Scheduled Meetings:* The Committee shall meet at least once every other month for regularly scheduled meetings. At each regularly scheduled meeting, a date for the next must be scheduled.

b. *Special Meetings:* Special meetings of the Committee may be held at any time by the Chairperson and Vice-Chairperson subject to the Officers section above, by the Natural Resources Director or upon any request of a majority of the committee members.

c. *Emergency Meetings:* The Chairperson or the Natural Resources Director, with permission of a minimum of 3 Tribal Council Members may call Emergency Meetings. Such meetings do not have to comply with section d below.

d. *Notice:* Notice of each regularly scheduled or special meeting must be posted in the Tribal newspaper. If posting in the paper does not provide adequate notice, then the Natural Resources Department shall mail notice to the harvesters and post notice on the Hotline.

e. *Meeting Procedure:* All meetings, except emergency meetings, shall have an agenda. The Natural Resources Department prior to the meeting shall create the agenda. Meetings will be informal, but all decisions must be by motion. Discussion shall follow the motion until that time that the Chairperson calls for the question.

f. *Quorum:* A minimum of five committee members shall be necessary and sufficient at all meetings to constitute a quorum for the transaction of business.