

By-Laws

Washington Counties Administration Association

Article I: Name

Section 1. The name of the organization is Washington Counties Administration Association.

Article II: Purpose

Section 1. The primary purpose of the organization is to promote effective County administrative systems, and provide support and guidance to our elected officials including: management, budgeting, finance, and additional functions that cross departmental lines.

Section 2. Other purposes of the organization are:

- Promote effective county administrative systems, and provide support and guidance to our elected officials including: management, budgeting, finance, and additional functions that cross departmental/office lines.
- Provide a professional venue where colleagues may gather information that helps improve county systems and bring good information back to the governing bodies (decision makers)
- Enhance communications and cooperation among counties, elected officials, cities, and state and federal agencies
- Support county elected officials through consistent communications and provide timely response to on-line information polling.
- Develop a network to share experience and advice among members facing similar issues
- Participate in collaborative data gathering and sharing; identify trends, emerging issues, developing local policies, best practices, innovations, etc.
- Provide ongoing support of the Washington State Association of Counties
- Communicate and study statewide, regional, and local matters having to do with the operation of county government
- Provide opportunities for professional development and leadership training
- Develop a repository of strategic plans and studies and valued documents to serve as a shared resource to local counties
- Work to secure county fiscal sustainability by sharing of cost-saving strategies, efficiencies to control cost drivers and foster efforts to secure adequate revenues
- Keep informed on current issues and WSAC legislative agenda and provide appropriate support and testimony

Article III: Membership

Section 1. A member shall be an appointed or elected county executive/manager/administrator, budget director, finance director, human resources director or other managers or officials whose duties are primarily devoted to general and/or fiscal management, regardless of title, who is appointed or designated by the Legislative body of each county and/or the Executive. Each county may have up to 3 members but will be limited to one vote.

Article IV: Officers

Section 1. The officers of the WCAA shall consist of the President, Vice-President and Secretary-Treasurer, who shall serve two-year terms. Terms shall alternate between east and west as is practicable. The terms shall begin at the meeting held in March or April.

Section 2. The President shall preside at all meetings of the WCAA and executive board, and represent the WCAA with other organizations or may appoint a member to do so. The President may appoint ad hoc committees or chairpersons as appropriate and needed for specific issues and authorize the payment of bills within budget. The President shall act as liaison to WSAC. All communications between WSAC and WCAA concerning committee appointments, information gathering, technical assistance and other organization-wide needs shall be directed through the President. In the event of a vacancy in the office of President, the Vice-President shall assume the duties of the President.

Section 3. The Vice-President shall automatically serve as President during the next term of office. The Secretary-Treasurer shall automatically serve as Vice-President during the next term of office.

Section 4. The Vice-President shall perform all duties of the President as they relate to the WCAA in the absence of the President. It shall be the responsibility of the Vice-President to oversee all program planning and committee activity and make a report on such activity at each meeting. In the event of a vacancy in the office of Vice-President, the WCAA shall fill the position by floor nomination and vote at the next regular meeting.

Section 5. The Secretary-Treasurer shall keep the records of the regular meetings of the WCAA and shall provide oversight and an accounting of the funds of the WCAA in coordination with WSAC. In the event of a vacancy in the office of Secretary-Treasurer, the WCAA shall fill the position by floor nomination and vote at the next regular meeting.

Section 6. The Executive Board shall select the liaison to the WSAC Legislative Steering Committee. The Executive Board shall audit the records of the outbound Secretary-Treasurer.

Article V: Executive Board

Section 1. There shall be an Executive Board to consist of the President, Vice-President, Secretary-Treasurer, and Immediate Past President. The Executive Board shall plan the meetings, conference agenda, and accommodations, communicate with membership about budget, develop proposals to put before the general membership, develop a work program. A quorum of the Executive Board is 3 members.

Article VI: Meetings

It is the expectation that this group shall meet in conjunction with WSAC statewide conferences and additionally as needed, generally up to four times a year. Regional meetings are encouraged to be held across the state and additional meetings may be requested by committee members through the assigned WSAC Staff and shall be approved by the WCAA Chair.

Section 1. Meetings shall generally be held at least twice per year at times and places set by the President.

Section 2. Meetings called with at least one-week notice attended by an officer, and represented by ten counties, shall be considered duly constituted and a quorum achieved. Each county receives one vote.

Section 3. The March/April meeting each year shall be considered the annual meeting and shall include the following items of business:

- Adopt a budget
- Set the annual dues that includes a tiered structure
- Elect officers for a two-year term
- Other business

Section 4. For all meetings, Robert's Rules of Order shall be approximated and the President shall set the agenda.

Section 5. Emergency meetings may be called at the discretion of the Executive Board.

Section 6. The annual business meeting of WCAA will be conducted in accordance with the Open Public Meetings Act.

Article VII: Revisions

Section 1. These By-laws may be amended, revised, added to, or subtracted from by a favorable vote of at least 2/3 of the members present at a duly constituted meeting.

Adopted: _____

(Signed) Officer