

**Bylaws of the Four Creeks Unincorporated Area Council**

**ARTICLE I.**

Name

Four Creeks Unincorporated Area Council. The “Council” is the Membership. The “Service Area” is the geographic area. The “Area Council” is the entity.

**ARTICLE II.**

Purpose

To represent the interests of the Four Creeks Unincorporated Area in dealings with the government of King County and other entities, with respect to issues affecting the area. Those issues may include, without limitation, zoning and re-zoning, utility planning, open spaces and parks, capital funding, human service plans, surface water management plans, land use regulations, health and safety regulations, governmental services, transportation, annexation, taxes and fees, business regulations, nominations to King County boards and commissions, projects to improve the quality or delivery of County services, community services, community service centers and representatives, police storefronts, King County grants for local projects or activities, or any other matters of concern to this area.

**ARTICLE III.**

Area and Boundaries

Approximate Boundaries: The Four Creeks Unincorporated Area is comprised of the unincorporated areas generally to the south of Issaquah, east of Renton, north of SR-18 and SR-169 and west of the ridgeline of the May Creek Basin. Specifically, the Area Council aligns to the Urban Growth Boundary, the May Creek Basin boundary, King County voting precinct boundaries referenced in Article V, and the Tahoma School District Boundaries.

**ARTICLE IV.**

Voting and Representation

- A. Voting in Council elections is open to any person who is of legal voting age and has a primary residence within the boundaries of the Four Creeks Unincorporated Area.
- B. No individual person may have more than one vote.
- C. If any person’s eligibility to vote is challenged, such challenge must be brought before the Council which will determine all questions of eligibility according to these bylaws and other such procedural rules as the Council may adopt. A person may be declared ineligible to vote only if two-thirds (2/3) of all Council Members present so find.

**ARTICLE V.**

Council Structure and Eligibility

- A. At no time shall the Council exceed fifteen (15) Members.
  - 1. One (1) Council Member shall be from each of the ten (10) District positions.

DISTRICT	PRECINCTS (*partial)
One	Coalfield, Honey, Renhill, Sunset
Two	Briarwood, Ida, Valencia*
Three	Briar, Daniel*, Eastwood
Four	Brigid, Husky
Five	May Valley, Tanner
Six	Cougar Mt., Edgehill, Graff, Hi-Valley, Squak Mt.
Seven	Maple Hills, Matthew
Eight	McDonald, Naila
Nine	Arthur*, Hutchinson*
Ten	Colleen, Haas, Mirrormont, Preston*, Tiger Mt.

- i. District positions reflect the Council's value for geographic diversity.
  - ii. District Members must have their primary residence in their District.
2. One (1) Council Member shall be from each of the five (5) At-Large positions, numbered 1 through 5.
    - i. At Large positions reflect the Council's value for maximum participation.
    - ii. At-Large Members must have their primary residence in the Four Creeks service Area.
  3. The Council may create Temporary At Large Member positions.
    - i. Temporary At Large positions reflect the Council's value for maximum participation.
    - ii. Temporary At Large positions are created in lieu of vacant District positions.
    - iii. Temporary At Large positions are intended to accommodate residents interested in membership when their District position and all At Large positions are filled.
    - iv. Temporary At Large Members must have their primary residence in the Four Creek's service Area.
  4. Only persons eligible to vote as set forth in Article IV are eligible to serve on the Council.

#### **ARTICLE VI.**

##### **Council Members and Terms**

- A. Members may be elected or appointed to the Council.
  1. The Council will conduct either an election or appointment campaign during odd- numbered years using appropriate Council-adopted procedures or by such means as may be approved by a vote of three-fourths (3/4) of the Council.
  2. Districts will be divided into staggered two-year election or appointment campaign cycles.
    - i. In 2013, odd-numbered District positions will be filled. In 2015, even-number District positions and all At-Large positions will be filled.
    - ii. Council Members selected as a result of odd-numbered year election or appointment campaigns shall be seated at the first regular meeting in the calendar year.
  3. Council Members appointed to vacancies between election or appointment campaigns shall be seated at the meeting when they are appointed.
- B. The election or appointment campaign will be organized and directed by an Election Committee.
  1. The Election Committee shall seek qualified candidates and conduct elections or appointment campaigns for Council positions in a timely manner.
  2. The Election Committee shall follow procedures and may recommend procedure changes to the Council.
  3. The election or appointment campaign will be scheduled to allow seating members at the Area Council's January regular meeting.

4. The committee may include any Council Members who are not standing for election. For continuity, the committee should include the previous election or appointment campaign Election Committee chair although their participation is limited to process experience and advice.
  5. The chair of the Election Committee may be selected by the committee from among its own members, and recommended to the President for appointment.
- C. Appointments to the Council positions vacant between elections or appointment campaigns may be made at any time.
1. Any person selected to fill a vacancy shall serve until the annual election of Officers when appointments or reappointments may occur.
- D. Council Members shall serve four- year terms except:
1. Temporary At Large positions expire at the next Officer's election, although they may be reappointed at that time.
  2. District and At Large Members appointed between election or appointment campaigns serve the remaining terms for their appointed positions.
- E. Each Council Member's term shall start when seated by the Council.
- F. The Council may move Members to and from District, At Large, and Temporary At Large positions.
1. Decisions to do so shall support the Council's objectives of geographic diversity and maximum Member participation.
  2. The Council positions dictate Member terms so such changes may change the expiration dates for Members involved in the move.
- G. Members of the Council are expected to be both interested in advancing the purpose and objectives of the Council and are willing to serve in accomplishing that purpose.
1. Council Members shall attend meetings, participate in the discussions and deliberations of the Council, accept and respond to questions and comments from the residents they serve and perform such other duties or functions as the Council may designate.
- H. Council Members may be removed from the Council if they:
1. Are no longer eligible to vote as set forth in Article IV, or
  2. Fail to attend three (3) consecutive regular monthly meetings, or
  3. Are expelled for disciplinary reasons consistent with Roberts Rules of Order.

## **ARTICLE VII.**

### Duties and Powers of the Council; Meetings

- A. In addition to those functions or activities set forth elsewhere in these articles, the Council shall:
1. Be responsible for its own budget, fund raising, projects, activities, and management;
  2. Receive and consider the concerns of its constituents with respect to matters within the domain and control of the King County government, and shall communicate those concerns to King County by such means, and in such ways, as the Council deems appropriate;
  3. See that information regarding significant actions or decisions by the government of King County, or any agency thereof, are communicated to its constituents by such means as the Council considers appropriate, and at such times as will provide its constituents the opportunity to comment on those actions or decisions;
  4. Seek information from King County on any matters of concern to the Council, and on any matter brought to its attention by any constituent to the extent the Council deems necessary or appropriate, and shall communicate with interested constituents such responses as are provided by King County; and
  5. Express to King County its own concerns and the concerns of its constituents as the Council deems necessary and appropriate, and by such means as the Council sees fit.

- B. The Council shall have the power to concern itself with anything of interest to the community.
- C. It is the intention of the Four Creeks Unincorporated Area Council that all meetings shall be open and public and all persons shall be permitted to attend any meeting. No member of the public shall be required to register their name or other information, pay a fee, or otherwise fulfill any condition precedent to attendance at any public meeting of the Council.
  - 1. Regular meetings of the Council shall be held at least once a month at a regularly scheduled and consistent day, hour, and location. The regular time, day of the month, and location may be changed by the executive committee with a seven (7) day notice.
  - 2. The Council may, in a regular or special meeting, change the date or place of any regular meeting. If there is a serious emergency, the President may cancel or postpone a regular meeting provided that all reasonable efforts are made to notify all members of the change.
  - 3. A schedule or announcement showing the time, date, and place of regular meetings shall be posted on the organization's web site, and at such other places as the Council may designate.
  - 4. Special meetings may be called by the President or a majority of the Council Members and should provide as much advance notice as possible, with a target of at least three (3) days.
  - 5. The goal of encouraging full participation by the members of the community shall be respected in all matters regarding the setting of meeting times and places.
- D. Quorum. At least half (50% rounded down) of the members in good standing, shall constitute a quorum of the Council, except when otherwise provided elsewhere in these rules.

### **ARTICLE VIII.**

#### Officers

- A. President. The President shall:
  - 1. Preside at all meetings of the Council;
  - 2. Set the agenda for all regular and special meetings of the Council;
  - 3. Appoint the chairs of all committees created by the Council;
  - 4. See that all orders and resolutions of the Council are carried into effect;
  - 5. Carry out all functions required of the President by these Bylaws; and
  - 6. Perform such other duties as, from time-to-time, may be assigned to the President by the Council.
- B. Vice President. The Vice President shall:
  - 1. Take the place of the President and perform the President's duties whenever the President is absent or unable to act; and
  - 2. Perform such other duties as the President or Council may from time-to-time delegate.
- C. Recording Secretary. The Recording Secretary shall:
  - 1. Keep correct and complete minutes of all meetings and actions of the Council;
  - 2. Keep a correct and complete record of the names, addresses, telephone numbers, and other pertinent information for all Council Members;
  - 3. Schedules rooms for regular meetings
  - 4. Ensure that copies of these bylaws and adopted minutes are made available for public inspection, as required herein;
  - 5. Keep all records of the Council, except those of the Communications Secretary and the Treasurer;
  - 6. Perform all duties incident to the office of Recording Secretary of the Council; and
  - 7. Perform other duties as the President or Council may from time-to-time delegate.
- D. Communications Secretary
  - 1. Prepare and transmit all Council correspondence;
  - 2. Author or secure articles on Council activities and obtain publication;
  - 3. Control Council website content;

4. Post, publish, serve, or otherwise distribute notices of all meetings of the Council;
5. Perform all duties incident to the office of Communications Secretary of the Council; and
6. Perform other duties as the President or Council may from time-to-time delegate.

E. Treasurer. The Treasurer shall:

1. Have charge or custody of, and be responsible for, all funds and securities of the Council, and deposit all funds in such financial institutions as are approved by the Council;
2. Receive, and give receipts for, monies due and payable to the Council from any source whatsoever,
3. Keep correct and complete books and records for the Council's accounts and transactions in accordance with generally accepted accounting principles;
4. See that all expenditures are made in accordance with procedures duly established, from time to time, by the Council;
5. Provide a Treasurer's report to the Council at each regular meeting, and a full financial report at the first meeting of the calendar year;
6. Sign such documents as require the signature of the Treasurer,
7. In general, perform all duties incident to the office of Treasurer and such other duties as the President may, from time to time, assign; and
8. Serve without bond unless the Council shall, by resolution, determine otherwise.

F. The President, Vice-President, Recording Secretary, Communication Secretary, and Treasurer shall be the Executive Committee of the Council.

G. Election and Terms of Officers.

1. The Council shall elect officers from among themselves, immediately after Council Members are installed at the first regular meeting of the calendar year.
2. Each officer shall serve in that capacity for one year or until replaced at the next election of officers.
3. If any officer's position becomes vacant for any reason, the position shall be filled by the Council, from among its members as soon as possible, at a special meeting or at the next regular meeting after the vacancy becomes known.

**ARTICLE IX.**  
Committees

In addition to those committees described elsewhere in these articles, the President or Council may create such committees, as they deem necessary or appropriate.

- A. The President shall appoint a chair for each committee so created. If the President fails to appoint a chair within a reasonable time, the Council shall do so.
- B. The chair of each committee shall appoint to their committee such persons, in such numbers, as the chair deems appropriate or necessary, unless the President or Council directs otherwise.

The functions and duties of each committee shall be described or delineated by the President or Council, depending on which created the committee. The chair of each committee may designate such functions and duties for the committee as the chair deems necessary or appropriate within the range of functions and duties described or delineated by the President or Council.

**ARTICLE X.**  
Non-discrimination

The Four Creeks Unincorporated Area Council shall not discriminate against any person or group on the basis of race, religion, color, sex, sexual orientation, disability, national origin, income, political affiliation, or any other legally protected classification.

**ARTICLE XI.**

Conflicts of interest and ethics rules

A. Conflicts.

1. Conflicts of interest. Members of the Council shall not participate in any discussion or decision in which the Council Member, any member of their immediate family, or any partner or close business associate, has a material financial interest in the issue being discussed or decided.
2. Gratuities. No member or employee of the Council may accept any gift, favor, loan, retainer, entertainment, or other thing of value when such acceptance would conflict with performance of the Member's or employee's duties, or would give rise to the appearance of such a conflict.

B. Definitions.

1. Immediate family member includes spouse, domestic partner, dependent children, other dependent relatives, and other dependent members of the same household.
2. A conflict or apparent conflict of interest shall be deemed to exist any time a reasonable and prudent person would believe that a thing of value was given for the purpose of obtaining special consideration.
3. Participation in a discussion or decision includes any discussion of an issue or matter between Council Members, whether in a Council session or not. The presence of a Council Member during any discussion or deliberation shall be deemed to constitute participation, except that a Council Member may participate in any public meeting or session of the Council as set forth below.

- C. Discussion of issues. A Council Member having a conflict of interest, as described above, may at any public meeting of the Council or a committee, after disclosing the conflict to those present, observe the discussions and deliberations of the Council, and speak from the audience in the same manner as any member of the public who is present.
- D. Acting on Council business. Unless tasked to do so, Council Members may not speak on behalf of the Four Creeks Unincorporated Area Council. Members may identify themselves as Members of the Four Creeks UAC, but must specify they are representing themselves. Members are not limited in personally participating in any community affairs as private citizens, and when doing so are not conducting Council business.

**ARTICLE XII.**

Rules of Parliamentary Procedure

The rules contained in the current edition of Roberts Rules of Order shall govern the Council in all cases which they are applicable and not inconsistent with these by-laws or any special rules of order the Council may adopt.

**ARTICLE XIII.**

Donations

The Council may solicit and accept voluntary donations of money, goods, or services. No fee or charge shall be required as condition of participation in any election, meeting, discussion, or deliberation of the Council. The Council may conduct fund-raising activities which require the payment of a donation or charge for participation.

**ARTICLE XIV.**

Amendments

Article IV, Voting and Representation section of the bylaws may be amended by a three-fourths (3/4) vote of the entire Council. Other articles may be amended by a two-thirds (2/3) vote of the entire Council. Any proposed amendment must be submitted in writing for discussion at the previous, regular meeting of the Council prior to the regular meeting at which it is considered for adoption, and notice must be given to the community in the manner required for a special meeting of the Council.

Revisions

Date Adopted	Description of Amendment
April 11, 2017	<p>Article IV Adjusted membership requirements “register voter” to “of voting age” and changed having “their” to “a” primary residence in the FCUAC service area. This eliminated a barrier to membership for foreign citizens who have a primary residence in the community.</p>
March 18, 2015	<p>Various articles Updates to reflect the change of Four Creeks from a public agency to a 501(c)(3) non-profit. Articles I, IV, and XIV Minor changes made for clarification or wording. Article III Text description update to reflect current boundaries.</p>
January 21, 2015	<p>Article VII Gave the executive committee the authority to change meeting times or locations with seven (7) day notice vs. 60-day notice and a 3/4 vote of the Council. Replaced the locations where the FCUAC meeting schedule needed to be posted. Shortened the notice time for special meetings from 30 to 3 days. All these changes reflected the difference between FCUAC as a 501c3 vs. it being a representative public agency, where approval and notification requirements were more restrictive.</p>
September 17, 2014	<p>Article V Rewritten to clarify the intent and structure of the three types of Member positions: District, At Large, and Temporary At Large. Article VI Rewritten to reflect the option the Council has for an appointment campaign instead of an election and to clarify Member terms.</p>
September 18, 2013	<p>Article V Clarified the time period allowed for voter lists Updated District table from current voting precincts Article VI Rewritten to reflect the option the Council has for an appointment campaign instead of an election and to clarify Member terms.</p>
March 21, 2012	<p>Article VIII Divided the Secretary position into a Recording Secretary and a Communications Secretary.</p>
September 19, 2011	<p>Article V Precincts alphabetized in District table; Arthur precinct added to District Nine Article VI.D Paragraph numbering was corrected Article XIII Removed restriction on conducting council business at fund raising events Various articles Paragraph and subparagraph (etc) indentation was made consistent; extra blank lines removed Corrected tab location for date in Footer Corrected some spacing in the Revisions section</p>

June 15, 2011	<p>Article VII.D and VII.D.5 Struck redundant references to the Open Public Meetings Act RCW 42.30.080.</p> <p>Article VII.E A quorum was changed to be 50% of the members in good standing, rounded down. This gave the UAC the ability to conduct business if membership was down.</p>
May 19, 2010	<p>Article III Boundaries' description updated</p> <p>Article VI Election changes to four year cycle, changing all temporary appointments to end at the initial meeting of a coming year; technical updates to correct possible lack of clarity in wording Article I and Article V</p> <p>Article VII Changed Treasurer annual reporting to first meeting of year instead of November</p> <p>Article XI Clarify when members are acting on behalf of the Council.</p>
September 16, 2009	<p>Article V.A.1 Update due to 2009 KC Election precinct changes Add Sunset precinct to District One Remove Tanya and O'Donnell precincts from District Four.</p>
September 17, 2008	<p>Updates based on recommendations from the Election Committee</p> <p>Article IV Minor grammatical corrections.</p> <p>Much of the detail of the election process was moved from the By-Laws to the Election Committee Procedures. An entry was added to describe the Council approval requirements for Election Committee Procedure changes. Rules regarding vacant district positions were clarified. Disciplinary action was added to the list of reasons a Councilmember shall be removed.</p> <p>Article V Added "Eligibility" to the article title Re-apportioned the numbered districts. Reduced the numbered districts to ten (10) and increased the At-Large positions to five (5). Added an entry describing basic expectations of membership.</p>
June 20, 2007	<p>Various articles Technical amendments of paragraph numbering, spelling, spacing, capitalization, and hyphenation intended to 1) provide for greater general readability and 2) to assure clarity of reference to positions and members</p> <p>Article VI.A.1 Revised to allow the chair of the prior year's election committee to participate in the current election up to the time of ballot preparation. This amendment intended to provide for better continuity, efficiency, and process management by allowing knowledge transfer.</p>
November 20, 2002	<p>Article V.D Clarification of which positions shall be elected in even- and odd-numbered years, definition of term duration and election to fill an open seat.</p> <p>Article III. A Correction of boundary definitions to reflect the latest King County voting precinct changes. Deletion of section B.</p> <p>Article V District tables were changed to reflect the latest King County voting precinct changes and better balance the populations represented by each district.</p>