

**Bylaws of the Trout Lake Community Council**  
**Trout Lake, Washington 98650**  
**Revised: February 2024**

**Article One: Council**

SECTION 1. Purpose. The Trout Lake Community Council is an elected body through which citizens of the Trout Lake School District can have a voice in developing solutions to local concerns. The Council supports the Trout Lake Community in securing a sustainable future as envisioned in the Trout Lake Subarea Comprehensive Plan. It plays an advisory role to government agencies, interest groups and individuals.

SECTION 2. Number and Tenure. The number of Council members shall be nine (9). The term of office shall be three (3) years. Vacancies for three (3) positions whose terms have expired will be filled at the annual election.

SECTION 3. Vacancies. Any vacancies occurring not due to expiration of term of office may be filled by the affirmative vote of a majority of the remaining members even though this may be less than a quorum of the Council. A position will be considered vacant when a member misses three (3) consecutive meetings of the Council without excuse. A member elected by the Council to fill a vacancy shall be elected to serve the remainder of the term.

SECTION 4. Regular Meetings. Regular meetings will be held on the first Tuesday of each month except that the day of the regular meeting may be changed by vote of the Council at any regular meeting and by giving notice in the same manner as prescribed for elections to the Council, Article Three, Section 5. The time of the meeting shall be 7:00 P.M. Council members may elect to cancel a regular meeting with notice to the public four (4) days in advance of the meeting. Notices shall be posted in a minimum of two (2) separate locations. Notices may be posted electronically and/or at physical locations.

SECTION 5. Special Meetings. Special meetings of the Council may be called by the Chairperson or a majority of Council members by notifying Council and members of the public four (4) days in advance of the meeting. Notices shall be posted in a minimum of two (2) separate locations. Notices may be posted electronically and/or at physical locations.

SECTION 6. Quorum. A majority of Council members fixed by Section 2 of this Article shall constitute a quorum for the conducting of business at any regular or special meeting of the council. Electronic communication may also be used as an option of attendance.

SECTION 7. Action. The act of the majority of the Council present at any regular or special meeting shall be the act of the Council.

SECTION 8. Removal of Council Member. Any council member who is egregiously disruptive of Council meetings may be removed from the Council. It is the Chairperson's prerogative to call for a motion to remove the member. A quorum must be present. A majority vote is necessary for removal.

SECTION 9. Expenses. Approval of expenditures of Council funds shall be authorized by a quorum of council members. Council members may be reimbursed for expenses but shall receive no compensation for performing Council duties.

SECTION 10. Records.

A. Hard copies of Community Council records shall be retained for the following time periods:

- i. Subarea planning documents and supporting information shall be retained until the completion of the next planning cycle or longer if deemed necessary by a vote of the Council.
- ii. Correspondence shall be retained for 10 years.
- iii. Klickitat County planning decisions shall be retained for 10 years. A summary chart may be retained in lieu of hardcopy planning documents.
- iv. Community Council membership records shall be retained as long as the Council remains in existence.
- v. Community Council agendas and minutes shall be retained for 10 years.

B. Electronic copies of records may be kept longer if deemed necessary for Council operations.

**Article Two: Offices**

SECTION 1. Location. The principal offices of the Council shall be located at the residences of the Secretary and the Chairperson.

**Article Three: Elections**

SECTION 1. Eligibility of Electors. All persons registered to vote in the Trout Lake School District shall be eligible to vote in Community Council elections. As hereinafter referred to, electors shall be understood to be registered in the Trout Lake School District.

SECTION 2. Annual Election. An election shall be held once a year for the express purpose of filling Council positions. The annual election will be held on the first Tuesday in November. Votes may be cast in person at the polling place established by the council, or by absentee ballots mailed to the Council's post office box and received no later than the day of the general election.

SECTION 3. Nominations. Nominees must be electors with at least a one-year residency. Nominations must be made by electors as defined above and must be submitted to the Council no later than the October Community Council meeting. Nominees will be required to complete a Candidate Interest Statement which will be made available to voters at the polling place and/or on the Trout Lake Community website.

SECTION 4. Special Elections. A special election may be called for the purpose of recalling any member or members. This is done by presenting a petition at the regular meeting of the Council. The petition shall contain the signatures of electors and shall number more than fifty percent of the number of electors voting in the last annual election. The recall election shall be conducted in the same manner as the annual election.

SECTION 5. Notice of Elections. Notice of special and annual elections will be placed in the local newspaper and posted in at least two (2) public places at least 14 days in advance of the election. Notices may be posted electronically and/or at physical locations.

SECTION 6. Election Committee. An election committee of three (3) persons shall be appointed by the chairperson and approved by the Council membership. Not more than one (1) member of the Council, but no candidates for the election, will be appointed to the Election Committee. For training and workload distribution purposes an additional member from the council may participate on the election committee but shall not be a voting member of the committee, cannot be a candidate for the election, and may not participate in the counting of ballots.

SECTION 7. Election Committee Responsibilities. The committee shall publicize the elections, establish the polling place(s), prepare ballots and absentee ballots, obtain a list of voters, provide Candidate Interest Statements to nominees and absentee ballots as requested, supervise the election, count the ballots, and certify the process and the results to the Chairperson (or the Vice Chairperson in the absence of the Chairperson) as soon as possible after the counting is completed. The committee shall post the results in the same public places where the notice of election were posted. The committee shall make arrangements for the ballot box to be secured with the list of the registered voters and a complete list of those who cast ballots. Election results shall be presented at the December meeting of the Council. If, in the judgment of the Council, a legitimate challenge is presented, the Council shall have the authority to certify the election or to call for a new one. If the challenge regards the accuracy of the vote count, the ballot box shall be opened, and a new count of the ballots made. If no challenge of the election is made, the committee shall destroy the ballots and voter registry by the following January and deliver the records of the election to the Secretary.

SECTION 8. Assignment of Candidates to Elected Positions. If there is a greater number of candidates than positions open for election the following order of assignment shall be followed:

- A. Those candidates receiving the greatest number of votes are eligible to be assigned a council position.
- B. If an incumbent is eligible to be assigned a position, they will be assigned the position they currently occupy.
- C. If a position is open due to vacancy, the next non-incumbent candidate with the highest number of votes will be assigned for the remaining term of the vacant position.

#### **Article Four: Officers**

SECTION 1. Description. The officers of the Council shall be Chairperson, Vice-Chairperson, and Secretary-Treasurer. Such other officers as may be deemed necessary may be elected or appointed by the Council.

SECTION 2. Election and Term of Office. The officers shall be elected at the first regular meeting following the annual election. Each officer shall hold office until their successor has been duly elected or until their death or until they have resigned or have been removed from office in the manner here-in-after provided.

SECTION 3. Removal. Any officer elected or appointed by the Council may be removed from that position by the Council by a majority vote of the members of the Council.

SECTION 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Council.

SECTION 5. Chairperson. The Chairperson shall be the principal officer of the Council and subject to the control of the Council. The Chairperson shall, in general, supervise the business of the Council. They

shall, when present, preside at all meetings of the members. They may sign, with the Secretary or any other proper officer of the Council, all instruments which the Council has authorized to be executed. In general, the Chairperson shall perform all duties incident to the office of the Chairperson and such other duties as may be prescribed by the Council from time to time.

SECTION 6. Vice-Chairperson. In the absence of the Chairperson, or in the event of their death, inability, or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned to them by the Chairperson of the Council.

SECTION 7. Secretary-Treasurer. The Secretary-Treasurer shall:

- A. Keep the minutes of the Council meetings.
- B. See that all notices are duly given in accordance with the provision of the bylaws.
- C. Be the custodian of the Council records.
- D. Keep a register of the contact information, including the physical address, of each member.
- E. Have charge and custody of and be responsible for, including maintenance of an income/expense ledger, all funds of the Council.
- F. In general, perform all duties incident to the office of Secretary-Treasurer and such other duties as from time to time may be assigned to him or her by the Chairperson of the Council.
- G. The council may choose to separate the following duties of secretary-Treasurer into two positions.

#### **Article Five: Amendments**

SECTION 1. These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a vote of the majority of the Council provided that notice to do so was so moved at the previous regular meeting and provided that notices shall be posted in a minimum of two (2) separate locations. Notices may be posted electronically and/or at physical locations. The notices must specify what articles and sections are to be altered, amended, or repealed.

#### **Article Six: Rules of Order**

SECTION 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.