

Workgroup by-laws

Purpose:

The Mason County Volunteer Stewardship Program Workgroup shall perform action on all business conducted by the Mason Conservation District Technical Implementation staff, in representation of and on behalf of Mason County, for the implementation and adaptive management of the Mason County Volunteer Stewardship program work plan.

The Mason County Voluntary Stewardship Program (VSP) Work Group is subject to the Open and Public Meetings act defined in [RCW 42.30.020](#).

Voting Members:

The Mason VSP workgroup consists entirely of volunteer members of the Mason County community.

The Mason VSP workgroup appoints a chair and co-chair via regular meeting action. Their standing as Chair and co-chair are effective until proceeding workgroup action.

The Mason VSP work plan states any member of the public is encouraged to join the VSP work group. New applications will be reviewed by the current work group and approved by a majority. Voting power of the new member is effective at the following meeting.

Each member has exactly one vote on any action brought to the workgroup.

Workgroup Quorum:

Given the volunteer nature, local proximity, and overlapping community involvement, a quorum of the Mason VSP workgroup will be defined as a chair member AND three other non-chair official workgroup members.

Contact to the workgroup by support and administrative staff will be performed via phone or BCC email.

Meetings:

- All regular, special, and emergency meetings held by the Mason VSP workgroup are open and public meetings.
- Meetings will be hosted as Hybrid in-person and virtual meetings at Mason Conservation District located at 450 W Business Park Rd Shelton Washington 98584. Link to virtual portion will be posted with meeting announcement.

- Regular and special meetings must be announced to the public 24 hours in advance via the www.masoncd.org/vspmaterials web page.
 - Current (6/20/2023) regular meeting schedule is 4th Wednesday of every other month starting July 28th, 2023.
- Web video and audio accessibility options (zoom, teams, etc) will be included in all meeting announcements.
- Public comment is limited to 5 minutes per speaker; not counting additional questions or discussion by the workgroup.
- Attendance and meeting minutes must be recorded and maintained.

Amendments:

Work group by-law amendments will be produced and introduced by the workgroup to be considered and voted on for approval.

OPMA Training:

All members of state and local governing bodies must receive training on the requirements of the OPMA. [RCW 42.30.205](#). The training must be completed within 90 days after a governing body member takes the oath of office or otherwise assumes the duties of the position. The training must be repeated at intervals of no longer than four years if an individual is a member of the governing body. The law does not specify the training that must be received or the way it is to be received, other than to state that it may be taken online. For information on the training requirement and for access to training developed by the Office of the Attorney General, see the Attorney General's [Open Government Training Web page](#).