

**CITY OF ISSAQUAH  
ENVIRONMENTAL BOARD  
RULES & REGULATIONS**

Pursuant to the Issaquah Municipal Code (IMC) 18.03.520(D) [recodified as IMC 2.36], we, the members of the City of Issaquah Environmental Board, do hereby adopt, publish and declare the following rules and regulations which shall govern the conduct of business.

**ARTICLE I. NAME**

The City of Issaquah Environmental Board hereinafter is referred to as the "BOARD".

**ARTICLE II. MEMBERSHIP**

The qualifications and terms of BOARD membership are established in IMC 18.03.510 [recodified as IMC 2.36.020].

**ARTICLE III. OFFICERS AND DUTIES**

**SECTION 1. OFFICERS**

- A. In accordance with IMC 18.03.520 [recodified as IMC 2.36.030], the officers of the BOARD shall consist of a Chair and Vice-Chair.
- B. Officers shall be elected each year for a one-year term at the first regular meeting in May\*. The term year shall be from May 1 through April 30 of the following year.

(\*Exception: 2021 elections occurring in January.)

**SECTION 2. CHAIR**

The Chair is a voting member of the BOARD and shall preside over the meetings of the BOARD and exercise all the powers granted to the position as follows:

1. Set the agenda in coordination with the designated staff liaison.
2. Open the meeting on time and call the meeting to order.
3. Announce in proper sequence the business on the agenda.
4. Recognize members who are entitled to the floor.
5. Facilitate public comment.
6. State and put to a vote all legitimate questions that arise during the meeting.
7. Protect the BOARD from frivolous or delaying motions.
8. Enforce the rules regarding debate and keep order.
9. Expedite business in a way compatible with the rights of the members.
10. Decide all questions of order. If a motion is out of order, the Chair should rule it out of order.
11. Respond to inquiries of members.
12. Declare the meeting adjourned.
13. Any other duties as prescribed by parliamentary authority.

### SECTION 3. VICE-CHAIR

In the absence of the Chair, the Vice-Chair shall perform the duties incumbent upon the Chair. In the absence of the Chair and Vice-Chair, the BOARD members present shall elect a temporary Chair who shall have full powers of the position for that meeting only.

### SECTION 4. SUPPORT STAFF

Support Staff shall be provided by the City to prepare the agenda and draft minutes and keep such records, attend to correspondence of the BOARD, and perform such other duties as may be deemed necessary.

## **ARTICLE IV. MEETINGS**

### SECTION 1. REGULAR MEETINGS

- A. Regular meetings of the BOARD shall be held the second Wednesday of each month at 6:30 p.m. in Tibbetts Creek Manor at 750 17th Ave. N.W., Issaquah. Any meeting scheduled outside of the BOARD'S regular date, time or location is considered a special meeting of the BOARD.

Regular meetings will also include a virtual attendance option using a virtual meeting software.

- B. If warranted, meetings may be canceled or rescheduled by the Chair provided that the requirements of IMC 18.03.520(C) [recodified as IMC 2.36.030] are met. If, in any given month, there is no business which requires BOARD action, the regular meeting will be canceled.
- C. Every effort will be made to conduct each meeting as efficiently as possible in order to adjourn the meeting no later than 10:00 p.m.
- D. If a regular meeting falls on a legal holiday, that meeting shall automatically be held on the next day which is not a legal holiday, unless the BOARD, sets an alternative day.

### SECTION 2. SPECIAL MEETINGS

Special meetings of the Board may be called by Support Staff, Chair, or by a majority vote of the BOARD members. Special meetings may include work sessions, retreats and joint meetings with other City boards and commissions.

### SECTION 3. QUORUM

- A. In accordance with IMC 18.03.520(B) [recodified as IMC 2.36.030], five or more Regular members of the BOARD (or Alternates filling in for an absent Regular member) shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the BOARD shall be deemed the official action of the BOARD.

To provide the fullest membership possible, Alternates will serve in the absence of any Regular member, so long as the maximum number of voting members (nine) is not exceeded. In determining which Alternate will serve in place of an absent Regular member, a preference will be given to the Alternate(s) attending the meeting in person. However, a youth Alternate member will serve in the absence of a Regular youth member only.

When serving in the absence of a Regular member, Alternates will be counted towards a quorum, participate in debate and voting, and have any other rights of a Regular member.

Once the meeting has been called to order, the Chair will announce which Alternates will be voting members and their status will be noted in the minutes. A late arriving Regular member may resume their seat upon arrival or may wait to join the dais and resume their voting seat after the conclusion of the pending agenda item.

- C. BOARD members are to be mindful of inadvertent quorums outside of meetings. State law defines action very broadly. Therefore, whether in person, by phone or email, BOARD members will refrain from discussing BOARD business with a quorum of members and save the discussion for official meetings.

#### SECTION 4. ATTENDANCE

- A. Attendance of regular and special meetings is expected of all BOARD members.
- B. Any member anticipating absence from a meeting should notify the designated staff liaison and Chair or Vice Chair in advance of the meeting.
- B. BOARD members shall provide notification well in advance--at a minimum, five days--of known attendance conflicts. An exception will be made for emergency situations, such as illness or death in the family, or unexpected situations that prevent attendance. BOARD members who fail to provide notification will be listed in the minutes as unexcused.
- D. In accordance with IMC 18.03.510(E) [recodified as IMC 2.36.020], members with more than three consecutive unexcused regular meeting absences may be removed from the BOARD. Members finding themselves unable to attend regular meetings of the BOARD are expected to tender resignation.

#### SECTION 5. VIRTUAL ATTENDANCE

Members are encouraged to attend meetings in person and the BOARD strives to have a quorum of the Board (5 members) attend each meeting in person. However, if virtual meeting platform and equipment needs are available at the scheduled meeting time and location, members may attend the meeting virtually. Members must notify staff in advance of their intention to attend virtually.

- A. Members are expected to attend 50% of the BOARD's annual meetings in person between May-April, to align with the member's terms. This will not include meetings that are held entirely virtually as allowed under certain circumstances in RCW 42.30.230.

- B. If a member is ill or otherwise unable to give their full attention to the meeting, they should request an excused absence.
- C. Members attending virtually will be considered present at the meeting and may fully participate in the meeting as if they were physically present.

The Chair may attend a meeting virtually but must pass the Chair role to another member who is physically present at the meeting, except in such cases when an entirely virtual meeting is held as allowed under State law.

- D. At a minimum, members attending virtually must be audible to all present and have access to any visual presentations being provided during the meeting. However, video participation is strongly recommended. Members participating by video should leave their camera on for the duration of the meeting and notify the Chair or staff liaison if they need to step away from the meeting.
- E. During any meeting that a member is attending virtually, the Chair or staff liaison will:
  - Confirm that the member is audible to all attendees, that they can adequately hear all other attendees, and that they have access to any visual presentations.
  - State for the record that the member is attending virtually. The member's virtual participation will be noted in the minutes.
  - Ensure that adequate time is provided for the member to unmute to participate in the meeting, including discussion and any voice votes (if serving as a Regular member). If there is any question as to whether the member participated in a vote, a roll call vote should be called.
- F. If an interruption to a member's audio or video connection occurs, and their attendance was not necessary to maintain a quorum, the meeting will proceed without them.

If their attendance is necessary for the BOARD to maintain a quorum, then the meeting must stand in recess until they are able to rejoin the meeting. If they are unable to rejoin the meeting, then the meeting must be adjourned.

## SECTION 6. COMMITTEES

The BOARD shall have full power to create standing or temporary committees of no more than four members, charged with such duties of examination, investigation, and inquiry relative to one or more subjects of interest to the BOARD, as it may determine necessary. No standing or temporary committee shall have the power to commit the BOARD to the endorsement of any plan or program without approval by the BOARD. Committee reports to the BOARD should be concise, giving subject matter and date(s) during which the subject was discussed.

## SECTION 7. PARTICIPATION

- A. Member Participation: In keeping with Robert's Rules of Order, discussion by members should be concise, to the point, and relevant to the business pending before the BOARD.

Alternate Member Participation: Alternate members are encouraged to attend and participate in all meetings of the BOARD. Alternate members who are not serving in the absence of a Regular

member are encouraged to participate in discussion of agenda items but may not participate in debate of motions nor vote on motions.

- B. Staff Participation: The Chair may request qualified staff provide expert testimony or informational presentations to the BOARD. If a virtual option for attending a meeting is available, the staff presenters may choose to attend the meeting either in person or virtually.
- C. Public Participation: Members of the public may address the BOARD as indicated on the agenda under Public Comment. The following guidelines are established:
  - a) When recognized, the audience member shall use the lectern/microphone
  - b) State their Name and Address or Relationship to City  
(e.g. resident, business owner, property owner, etc.)
  - c) Limit comments to five minutes or less
  - d) Submit written comments to the staff liaison

While not a question and answer session, the staff liaison may follow up with individuals regarding questions or concerns.

The Chair shall have the discretion to make exceptions to the time restrictions or impose an overall maximum duration.

If a virtual option for attending a meeting is available, the public may choose to attend meetings either in person or virtually, unless the meeting is solely held virtually, in which case the public may attend virtually. Attendance may be limited during declared emergencies pursuant to Chapter 42.30 RCW. Both in person and virtual attendees will have the opportunity to make public comments. However, if a virtual attendee does not respond after their name or phone number is called or if their connection is lost unexpectedly as the result of a technical issue, the meeting will need to proceed.

Personal attacks, obscene language, derogatory remarks and disruptive behavior such as shouting, booing, clapping, and stomping feet will not be permitted. If a speaker is out of order, the Chair will direct the speaker to return to his or her seat, or, for virtual attendees, may direct staff to mute their microphone. If a speaker does not comply, the Chair may take a recess to restore order. If a disruption to the meeting occurs and order cannot be restored, the Chair may proceed to use one of the options provided for in RCW 42.30.050 to ensure orderly continuation of the meeting.

## SECTION 8. VOTING

- A. In preparation, all members of the BOARD are expected to review agenda materials. This may be done by reviewing current and prior meeting packets, minutes, and video.
- B. Any BOARD member who has an obvious material, direct or individual interest in any matter before the BOARD shall declare a conflict of interest prior to voting on the issue on which they have a conflict.

After the conflict of interest is stated, the BOARD may then, by a majority vote, excuse a member from voting on the issue. If a member is excused from voting, they shall leave the meeting room. They will be considered absent when voting occurs.

- C. Each Regular member present has a duty and obligation to vote on all questions put before the BOARD, unless an obvious conflict of interest is present.

If a member fails to vote on an issue, when that member has not been excused from voting due to a conflict of interest, they will have been determined to vote “yes” on the issue.

If a member intends to abstain from voting, they shall announce this intention prior to the vote on the issue to ensure their abstention is recognized by the Chair. The word “abstention” will not be included in the minutes; abstentions will be recorded as a “yes” vote.

#### SECTION 9. AGENDA AND STAFF REPORTS

Meeting agendas shall be prepared and distributed by City staff five days in advance, unless circumstances dictate otherwise. The agenda shall be accompanied with a copy of the draft minutes of the previous meeting, staff reports and any other material that may pertain to the agenda.

#### SECTION 10. ORDER OF BUSINESS

The order of business for each regular meeting of the BOARD shall be as follows:

1. Call to Order
2. Approval of Minutes
3. Public Comments
4. Regular Business
5. Reports
6. Other Business/Announcements
7. Adjournment

#### SECTION 11. WASHINGTON STATE OPEN PUBLIC MEETINGS ACT (OPMA)

In compliance with the OPMA, any regular or special meeting of the BOARD shall be open to the public.

#### **ARTICLE V. PARLIAMENTARY AUTHORITY**

The current edition of Robert’s Rules of Order shall govern the deliberations of the BOARD except when in conflict with any of the rules contained herein.

#### **ARTICLE VI. AMENDMENTS**

These Rules & Regulations may be amended by a majority vote of the full BOARD at a regular or special meeting. Notice of intent to amend the Rules & Regulations must be provided in the agenda of the meeting at which the amendments are to be considered.

**ARTICLE VII. ADOPTION**

Adopted by the BOARD on the 11th day of January, 2023.

DocuSigned by:

*Jamie Finch*

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Jamie Finch, Chair

*Don McQuilliams*

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Don McQuilliams, Vice Chair

Attachments:

- A. [IMC 18.03.500-540](#) [Recodified as IMC 2.36]
- B. [Code of Ethics](#)
- C. [Ethics Guidelines](#)

**Certificate Of Completion**

Envelope Id: E7C3AD7FD126417DAE987186F0C7E955	Status: Completed
Subject: Complete with DocuSign: EB Adopted Rules Regs 2023-01-11.pdf	
Source Envelope:	
Document Pages: 7	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Tisha Gieser
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	135 E. Sunset Way
	Issaquah, WA 98027
	TishaG@issaquahwa.gov
	IP Address: 174.127.161.34

**Record Tracking**

Status: Original	Holder: Tisha Gieser	Location: DocuSign
5/8/2023 1:55:23 PM	TishaG@issaquahwa.gov	

**Signer Events**

Jamie Finch  
 finch.jamie@gmail.com  
 Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Pre-selected Style  
 Using IP Address: 24.19.220.20

**Timestamp**

Sent: 5/8/2023 1:59:06 PM  
 Viewed: 5/9/2023 8:23:31 AM  
 Signed: 5/12/2023 8:14:30 AM

**Electronic Record and Signature Disclosure:**  
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**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

Stacy Vynne McKinstry  
 stacyvm@issaquahwa.gov  
 Sustainability Manager  
 Security Level: Email, Account Authentication (None)



Sent: 5/12/2023 8:14:31 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

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Envelope Updated	Security Checked	5/10/2023 2:18:11 PM
Envelope Updated	Security Checked	5/10/2023 2:18:11 PM
Certified Delivered	Security Checked	5/9/2023 8:23:31 AM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Signing Complete	Security Checked	5/12/2023 8:14:30 AM
Completed	Security Checked	5/12/2023 8:14:31 AM

  

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact City of Issaquah:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [gust@issaquahwa.gov](mailto:gust@issaquahwa.gov)

### **To advise City of Issaquah of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [gust@issaquahwa.gov](mailto:gust@issaquahwa.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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### **To request paper copies from City of Issaquah**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [gust@issaquahwa.gov](mailto:gust@issaquahwa.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [gust@issaquahwa.gov](mailto:gust@issaquahwa.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Issaquah as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Issaquah during the course of your relationship with City of Issaquah.