



TEAM OPERATING PROCEDURES Page (1 of 2)

Chairperson: _____

PURPOSE:

To provide guidance for management of Sacheen Lake Sewer and Water District Meetings.

APPLICABLE REGULATIONS:

None

PROCEDURE:

1. Meetings will be held on the Second Wednesday of each month at the Sacheen Fire Station unless changed by vote of the board. Meetings will not run past 2 hours without vote of the board. Chapter 42.30 RCW Open Public Meetings applies to all meetings.
2. Need a minimum of 2 board members to have a meeting.
3. Decision Making: Consensus then democratic.
4. An action register will be kept at all meetings and published with the minutes and agenda.
5. Minutes: Draft minutes, action register and the proposed agenda will be sent out for commissioner review by the Monday following the meeting. The final agenda will be posted on the website at least one week prior to the meeting. Approved minutes will be posted on the Sacheen Lake Association web site, <http://www.sacheenlake.com> the week after they are approved.
6. If a board member will be late/absent they will notify the Managing Secretary ahead of time and include a status of their action register items. Members may attend by conference call providing they have access to meeting documents. <http://apps.leg.wa.gov/documents/laws/wsr/2004/14/04-14-002.htm>
7. A public comment period will be included on each regular meeting agenda. Individuals that would like to address the board will be allotted a 3 minute period and need to sign up prior to the start of the meeting. The parking lot tool will be used to capture future agenda items. Only one person may speak at a time.



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8. Meeting roles will be reviewed each January for rotation. The chairperson will rotate every two years. The roles are as follows: Chair Person, Action Register/Time Keeper, Facilitator.