



CHARTER
LAKE LAWRENCE
LAKE MANAGEMENT
DISTRICT STEERING
COMMITTEE
12 December 2023

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ARTICLE I - Formation:

1. The Lake Lawrence Lake Management District (LLMD) is formed by County Ordinance in accordance with RCW 36.61. The environmental, recreational and aesthetic values of many of the state's lakes are threatened by eutrophication and other deterioration and that existing governmental authorities are unable to adequately improve and maintain the quality of the states Lakes. An ecosystem-based management approach should be used to promote the health of aquatic ecosystems. The management approach should use long-term strategies that focus on reducing nutrient inputs from human activities such as decreasing nutrients into stormwater sewers, decreasing fertilizer application, promoting the proper disposal of pet waste, promoting the use of vegetative borders, promoting the reduction of nutrients from on-site septic systems where appropriate and protecting riparian areas. It is in the public interest to promote the conservation and stewardship of shorelines and upland properties adjoining lakes and beaches to:

- a. Conserve natural or scenic resources
 - b. Protect riparian habitats and water quality
 - c. Promote conservation of soils, wetlands and shorelines
 - d. Enhance the value of lakes or beaches to the public as well as the benefit of abutting or neighboring parks, forests, wildlife preserves, nature reservations or sanctuaries and other open space
 - e. Enhance recreation opportunities
 - f. Protect visual quality along roads, trails and other corridors or scenic vistas.
2. The LLLMD Steering Committee (SC) is formed as part of the governance under RCW 36.61 and the Thurston County Lake Management District Standard Operating Procedures (SOP). Specific SC responsibilities are laid out in the SOP. Key concerns for the SC are the direction, scope, budget, timelines and methods used. The SC meets periodically to discuss each of these aspects and help set or reset, direction.

ARTICLE II - GOALS and OBJECTIVES:

1. The LLLMD SCs goal is to work in partnership with the County to direct LLLMD activities to insure a high-level of lake health while balancing the multi-use, public and private, of the lake.
2. To achieve this goal, the following objectives are presented:
 - a. Monitor and review the LLLMD budget and budget process on a quarterly basis.
 - b. Review current management practices, surveys, studies and environmental impacts for continued process improvement.
 - c. In partnership with County staff, manage nuisance/noxious weed growth and their underlying causes to reduce nutrient loading of the lake.
 - d. Continue cooperative efforts with the Stormwater Utility to reduce the introduction of stormwater directly into the lake.
 - e. In coordination with State and County agencies, address emergent problems affecting the lake.
 - f. Represent the LLLMD residents in partnership with Thurston County for LMD related issues.
 - g. Promote educational opportunities in lake management practices, water quality, habitat enhancement and responsible lake stewardship topics for LLLMD residents.

- h. In support of these objectives, conduct regular meetings for all LMD constituents.

ARTICLE III - LMD MEMBERSHIP: Membership of the LLLMD includes all property owners within the LMD boundaries.

ARTICLE IV - STEERING COMMITTEE:

1. The LLLMD SC consists of a maximum of seventeen (17) LLLMD representatives. The number of SC members from each HOA/Group of private parcels by neighborhood is based on the number of parcels physically located in each of those areas (<50 = 1; 50-100 = 2; 100-150 = 3; 150-250 = 4; >250 = 5; and two at-large representatives). Based on this formula, maximum representation follows:
 - a. Lake Lawrence Community Club (LLCC) HOA with 307 members = 5 SC members.
 - b. Scenic Shores HOA with 210 members = 4 SC members.
 - c. Wildaire HOA with 60 members = 2 SC members.
 - d. Lisa Lane HOA with 6 members = 1 SC member.
 - e. Pleasant Beach & Lake Point Drive with 79 Private Parcels = 2 SC members.
 - f. Lawrence Lake Drive & 153rd Ave SE with 21 Private Parcels = 1 SC member.
 - g. At large members - can be from any HOA or private parcel = 2 SC members.
2. There are no term limits. Representatives shall be expected to attend a majority of the regularly scheduled SC meetings, shall work toward the accomplishment of the goal and objectives identified in Article II of the LLLMD Charter.
3. Homeowner's Associations (HOAs) Board of Directors (BOD), if applicable, will elect or appoint SC members they are allocated. As a HOA SC member, the representative must live and/or own a parcel in the designated neighborhood being represented.
4. When a committee member resigns it will be the responsibility of the private parcel neighborhood or appointing Homeowners Association, if applicable, to recommend a replacement.

5. County staff and other governmental entities (e.g., Washington Departments of Fish and Wildlife WDFW, and Natural Resources) are always invited to attend LLLMD meetings and activities. They are non-voting members of the SC.

ARTICLE V - EXECUTIVE STEERING COMMITTEE OFFICERS AND DUTIES:

1. The Executive Steering Committee is comprised of Five (5) Officer Co-Chairs - Oversee/facilitates meetings, appoint committees, and set agenda. The Co-Chairs are exofacial members of all committees.
2. One Co-Chair will be appointed to Chair the Budget Committee and another to Chair the Weed/Survey Committee and other committees as assigned.
3. Recorder - Record minutes at all meetings, coordinate distribution of minutes to SC members, county staff and webmaster if applicable. A non-Steering Committee representative can be appointed to carry out the Recorder's duties, but will not be considered an Officer or be able to vote.
4. All officers are fully participating and voting members.

ARTICLE VI - STEERING COMMITTEE NOMINATIONS AND ELECTIONS:

1. The SC shall accept nominations for officers (Co-Chairs [5ea] and Recorder) bi-annually at the October meeting.
2. The SC will elect officers bi-annually at the October meeting immediately following nominations.
3. Election will be by private ballot with results announced at the end of the October meeting.
4. The newly elected officers will take over leadership following the October meeting.

ARTICLE VII - STEERING COMMITTEE MEETINGS:

1. SC meetings shall be held quarterly or more frequently if needed (e.g., to address an emergent issue).
 - a. The SC may limit any visitor or group of visitors to a maximum of three (3) minutes of discussion at the open public session of the regular Committee meetings to make sure all voices are heard within a reasonable amount of time.
 - b. Committee meetings will follow the Roberts Rules of Order - simplified as shown in Appendix A to this Charter.

- c. A quorum is established if at least a simple majority of active members of the SC are present, and shall be required in order to conduct business of the SC. A majority vote of those in attendance shall be required for adoption of any motion.
 - d. The Executive Committee comprised of the five (5) Co-Chairs, Recorder and applicable Committee Chair may with a majority vote of the group available approve expenditures or make decisions for emergencies not previously approved by the SC.
2. Emergencies are defined as unforeseen circumstances beyond the control of the SC which present an imminent safety issue, or comprise a threat to the timely performance of work for the completion of the approved annual work program.
 3. When an emergency decision or purchase is required and there is insufficient presence of the SC Co-Chairs for decisioning, to the best of the ability of those available, put forth the best decision required for the safety and soundness of the LLLMD. The Co-Chair will then submit written notification to the SC prior to the next scheduled meeting with justification for the purchase or decision.

ARTICLE VIII - SUB-COMMITTEES: Sub-Committees are created by the SC, organized as smaller working groups and are focused on relevant LLLMD priorities. The expectation is for the subcommittees to accomplish the requirements of each working group and to report back to the SC for action approvals. These subcommittees may change due to member participation and capacity as well as the ever-changing needs of the lake.

1. Sub-Committees should review the Thurston County LMD SOP, specifically the section dealing with SC responsibilities to identify any specific tasks that they need to accomplish that may not be included below.
2. Ideally, all sub-committees would have at least one SC member, but is not all members of said subcommittees are required to be on the SC.
3. Committee responsibility may include, but is not limited to the following:
 - a. Weed and Survey Committee: Partner with contractor(s) and county staff to manage weed treatment.
 - 1) Perform weed tours/surveys and document weed presence and corresponding impact levels in accordance with established survey procedures.

- 2) Prepare work orders (WO) and treatment area maps with or without contractor support, send to county staff for review and then issue WO to contractor(s) for execution after obtaining cost estimate and approval from SC.
- b. Budget Committee - Partner with county staff and act as the liaison between the LLLMD, SC and the County on the development of the annual/biennial budget in accordance with County procedures:
 - 1) Review monthly/quarterly expenses vs. budget and provide report and any recommendations.
 - 2) Work with SC members that have purchased goods &/or services to submit to county staff and track non-employee reimbursement for expenses.
 - 3) Produce annual work plans for upcoming 2 years and include in budget forecast.
- c. Ad hoc Committees: Established as needed.

ARTICLE IX - AUTHORITY OF STEERING COMMITTEE:

1. Professionally represent, in good faith, the membership in lake management decisions relating to the budget, work plan, goal and objectives of the LLLMD.
2. Work in partnership with County staff to accomplish the goal and objectives of the LLLMD.
3. Advocate on behalf of the membership with the Thurston County Board of County Commissioners on issues related to the LLLMD.


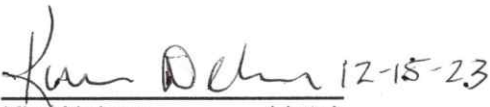

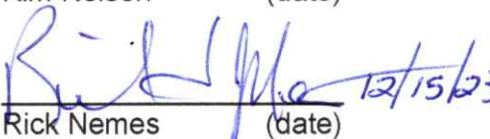
ARTICLE X - AMENDMENTS to CHARTER: The Charter may be amended at any regularly scheduled meeting by a simple majority of the active SC members present.

Appendices:

A. Robert's Rules of Order - Simplified

Approved by vote of the Steering Committee 12 December 2023

SC Co-Chair Signatures/dates:

 Barry Halverson (date) 12-14-2023	 Kim Nelson (date) 12-15-23
 Jim Biehl (date) 12-18-23	 Rick Nemes (date) 12/15/23

APPENDIX A

Robert's Rules of Order - Simplified

Adapted on September 7, 2023 for LLLMD from:

https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf

Updated on October 21, 2023

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the Chair/Co-Chair, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

1. You want to bring up a new idea before the group
 - a. After recognition by the Chair/Co-Chair, present your motion.
 - b. A second is required for the motion to go to the floor for discussion, or consideration.
2. You want to change some of the wording in a motion under discussion
 - a. After recognition by the Chair/Co-Chair, move to amend by
 - adding words,
 - striking words or
 - striking and inserting words.
3. You like the idea of a motion being discussed, but you need to reword it beyond simple word changes
 - a. Move to substitute your motion for the original motion.
 - b. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.
4. You want more study and/or investigation given to the idea being discussed
 - a. Move to refer to a committee.
 - b. Try to be specific as to the charge to the committee.
5. You want more time personally to study the proposal being discussed
 - a. Move to postpone to a definite time or date.
6. You are tired of the current discussion
 - a. Move to limit debate to a set period of time or to a set number of speakers.
 - b. Requires a 2/3rds vote.
7. You have heard enough discussion
 - a. Move to close the discussion. Also referred to as calling the question.

- b. This cuts off discussion and calls for a vote on the pending question only.
 - c. Requires a 2/3rds vote.
8. You want to postpone a motion until some later time
 - a. Move to table the motion. The motion may be removed after 1 item of business has been conducted.
 - b. If the motion is not taken from the table by the end of the next meeting, it is dead.
 - c. To kill a motion at the time it is tabled requires a 2/3rds vote.
 - d. A majority is required to table a motion without killing it.
 9. You believe the discussion has drifted away from the agenda and want to bring it back.
 - a. "Call for orders of the day."
 10. You want to take a short break
 - a. Move to recess for a set period of time.
 11. You want to end the meeting
 - a. Move to adjourn.
 12. You are unsure the Chair/Co-Chair announced the results of a vote correctly
 - a. Without being recognized, call for a "division of the house." A roll call vote will then be taken.
 13. You are confused about a procedure being used and want clarification
 - a. Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry."
 - b. The Chair/Co-Chair will ask you to state your question and will attempt to clarify the situation.
 14. You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side
 - a. Move to reconsider.
 - b. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.
 15. You want to change an action voted on at an earlier meeting
 - a. Move to rescind.
 - b. If previous written notice is given, a simple majority is required.
 - c. If no notice is given, a 2/3rds vote is required.

You may INTERRUPT a speaker for these reasons only:

1. to get information about business –to get information about rules– parliamentary inquiry
2. if you can't hear, safety reasons, comfort, etc.–question of privilege
3. if you see a breach of the rules –point of order
4. if you disagree with the Chair/Co-Chair's ruling–appeal
5. if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Rescinded or Reconsidered
Main Motion	√	√	√	Majority	√

Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3rds	√
Close Discussion	√			2/3rds	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

Documented Changes to LLLMD Charter

Date	Action	Approval Names	Comments
12/12/2023	Initial Charter Developed	Barry Halverson, Frank Hudik, Kim Nelson, Jim Biehl, Rick Nemes	Required per Thurston County LMD SOP