

**SNOHOMISH COUNTY POLICE STAFF  
AND AUXILIARY SERVICES CENTER  
BYLAWS**

**ORIGINAL ESTABLISHMENT 1973**

**RE-ESTABLISHED 1982**

**AND**

**AMENDED BY BOARD ACTION**

**MAY 5, 1994**

**JUNE 13, 2002**

**FEBRUARY 24, 2005**

**DECEMBER 18, 2008**

**AUGUST 20, 2009**

## I. MEMBERSHIP

### Definitions:

- 1.01 **Member:** Member shall mean any representative to the Technical Advisory Committees or any representative to the Board of Directors.
- 1.02 **Technical Advisory Committees:** The Technical Advisory Committees shall be the Fire and Emergency Medical Services and Police Technical Advisory Committees.
- 1.03 **Board of Directors:** The Board of Directors shall mean the Board comprised of representatives of agencies entering into and approving the 1983 Interlocal Agreement for Snohomish County Police Staff and Auxiliary Services Center.
- 1.04 **Appointing Authority:** Appointing Authority shall mean the body of persons or person who may commit a jurisdiction to enter into any Interlocal Agreement. However, for purposes of these Bylaws only, the Snohomish County Sheriff's Department shall be deemed to be separate from Snohomish County.
- 1.05 **Director:** Director shall mean the Manager of the day-to-day functions of the Snohomish County Police Staff and Auxiliary Services Center, who shall be appointed by the Board of Directors of the Center.
- 1.06 **Center:** Center shall mean the Snohomish County Police Staff and Auxiliary Services Center.
- 1.07 **Agency:** Agency shall be defined as any jurisdiction, entity or municipality located within the State of Washington and which approves and enters into the 1983 Interlocal Agreement for Snohomish County Police Staff and Auxiliary Services Center.

## II. TECHNICAL ADVISORY COMMITTEES

Two Technical Advisory Committees shall be formed, comprised of such members and exercise such powers, functions and responsibilities, and conduct meetings as set forth in the 1983 Interlocal Agreement for Snohomish County Police Staff and Auxiliary Services Center, and as may otherwise be provided herein.

### **III. BOARD OF DIRECTORS**

The Board of Directors shall be formed, comprised of such members and exercise such powers, functions and responsibilities and conduct meetings as set forth in the 1983 Interlocal Agreement for Snohomish County Police Staff and Auxiliary Services Center and as may otherwise be provided for herein.

### **IV. MEETINGS OF BOARD OF DIRECTORS AND TECHNICAL ADVISORY COMMITTEES**

**4.01 Regular Meetings:** Regular meetings of the Board of Directors shall be held on the third Thursday of each month at the hour of 8:30 a.m. The location of the Board of Directors meetings will be determined by the Board of Directors. Minutes of the Board of Directors meetings and TAC meetings will be distributed to all member agencies.

Regular meetings of the Police Technical Advisory Committee shall be held each quarter at such time and place as the Committee shall determine. A special meeting can be called should it become necessary. Minutes of all meetings will be provided to the Board of Directors for their next regular meeting.

Regular meetings of the Fire and Emergency Medical Services Technical Advisory Committee shall be held each month at such time and place as the Committee shall determine. The TAC will designate one meeting per year as its annual meeting for the purpose of electing officers and designating voting members. Minutes of all meetings will be provided to the Board of Directors for their next regular meeting.

Meetings of the Board of Directors shall be held no less frequently than once each month. If the meeting date shall be on a holiday or on a Saturday or Sunday, then the meeting shall be held at the same hour and place on the next succeeding business day. A special meeting can be called should it become necessary. Minutes of these meetings will be provided to the Board of Directors for their next regular meeting.

**4.02 Special Meetings:** Special meetings may be called and notice shall be given to each regularly designated member of record of the Board of Directors and/or Technical Advisory Committees at the address or telephone number provided by such member at the call of the Chairperson of the Board of Directors or Technical Advisory Committee, as the case may be, or at the

call of not less than one-third of the other members of the Board of Directors or Technical Advisory Committees, as the case may be. Notice to members and to the public shall be given in the manner provided by statute for open public meetings.

**4.03 Quorum:** Representation by a majority of the total membership of each Technical Advisory Committee shall constitute a quorum of each Technical Advisory Committee. In order to constitute a quorum of the Board of Directors only six (6) members must be present.

**4.04 Order Of Business:** The respective Chairperson shall be responsible for preparation of the agenda for each meeting of the Technical Advisory Committees and Board of Directors. Each agenda shall be made available to each agency committee member, and Board of Directors member by mailing such agenda to each agency, committee member, or board member, at its, his or her duly designated address as provided by the agency, committee member, or board member. Such agenda shall set forth all items to be considered by the Board of Directors or the Technical Advisory Committees.

**4.05 Voting:** Each member of the Technical Advisory Committees and/or the Board of Directors present at a meeting of the Technical Advisory Committees or Board of Directors shall have one vote. Members are not permitted to accumulate votes on behalf of absent members. Each alternate member of the Board of Directors as designated may have one vote when the member he or she replaces is not present at the meeting. Unless otherwise provided by these Bylaws a majority vote of those present at a meeting shall be necessary to pass resolutions proposed by either the Board of Directors or the Technical Advisory Committees. The Chairperson of the Technical Advisory Committee and the Board of Directors shall be allowed to vote in the same manner and with the same effect as any other member of the Technical Advisory Committee and Board of Directors.

In the event of a tie in the vote, the matter under consideration shall be deemed neither approved nor disapproved, but shall be continued for further consideration at the next meeting of the Board of Directors or Technical Advisory Committee, which may be either a regular or special meeting.

**4.06 Notice of Meetings:** Written or printed notices stating the date, place and hour of the meeting of the Board of Directors or Technical Advisory Committees and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered to each member of the Technical Advisory Committees or the Board of Directors, as the case may be, not less than two (2) nor more than ten (10) days before the date of the meeting, either personally or by mail, at the direction of the Chairperson of

the Technical Advisory Committees or the Board of Directors, as the case may be, or the members calling the meeting. If mailed, such notice or notices shall be deemed to be delivered when deposited in the U.S. Mail addressed to the member at his or her address, as it appears in the records of the Center, with postage prepaid.

- 4.07 Open Meetings:** The meetings of the Board of Directors shall be open and public except as otherwise provided in chapter 42.30 RCW, specifically, Executive Sessions may be held during regular or special meetings to consider matters determined to be appropriate subjects for executive sessions. Furthermore, any witnesses in a matter being investigated may be excluded from any such public meeting or Executive Session during the examination of a witness on any such matter being then examined.

## **V. OFFICERS OF TECHNICAL ADVISORY COMMITTEES AND BOARD OF DIRECTORS**

- 5.01 Officers Enumerated:** The officers of the Snohomish County Police Staff and Auxilliary Services Center shall be a Chairperson and Vice Chairperson of the Board of Directors and each of the Technical Advisory Committees. Such other officers and assistant officers may be enumerated as may be deemed necessary by the Board of Directors.
- 5.02 Chairperson:** The respective Chairperson shall preside over all meetings of the Board of Directors and the Technical Advisory Committees as the case may be. He or she shall otherwise exercise the usual powers pertaining to the office of Chairperson which powers shall otherwise be consistent with powers and duties exercised by the Board of Directors, Technical Advisory Committees, and the Director of the Center.
- 5.03 Vice-Chairperson:** The respective Vice-Chairperson shall preside over the Board of Directors and the Technical Advisory Committees in the absence of the Chairperson.
- 5.04 Secretary:** The Secretary shall keep the records of all meetings of the Board of Directors and Technical Advisory Committees, and all other committee meetings of the Center. The Director of the Center or designee shall be the Secretary.
- 5.05 Terms:** The Chairperson and Vice Chairperson of the Board of Directors and Technical Advisory Committees shall serve for a term of one (1) year,

commencing from the date of the adoption of the 1983 Interlocal Agreement and until the meeting following their successor's election and/or appointment.

- 5.06 Removal:** Any elected officer of the Board of Directors may be removed from that position at any time by a majority vote of the membership of the Board of Directors for cause.
- 5.07 Vacancy:** Any vacancy among the officers of the Board of Directors shall be filled in the same manner by which the position was originally filled and such successor shall assume office and the duties at the first regular meeting following his or her appointment or election.
- 5.08 Additional Duties:** Additional duties, which are not otherwise inconsistent with the 1983 Interlocal Agreement and with the Bylaws, may be assigned to any officer by the vote of the Board of Directors.
- 5.09 Committees:** There shall be two permanent standing committees to be denominated as the Police Technical Advisory Committee and the Fire and Emergency Medical Services Technical Advisory Committee. Additional standing committees and single-purpose committees may be named and approved by the Board of Directors and duties may be assigned to each such committee as deemed necessary and appropriate by the Board of Directors. Members of all committees except the Police Technical Advisory Committee and the Fire and Emergency Medical Services Technical Advisory Committee shall be as set forth in the 1983 Interlocal Agreement for Snohomish County Police Staff and Auxiliary Services Center. Except for the Technical Advisory Committees, only one member from any agency approving the 1983 Interlocal Agreement for Snohomish County Police Staff and Auxiliary Services Center shall be eligible to serve on any committee created hereunder. No one member will be permitted to serve on more than two standing committees.

## **VI. MATTERS FOR PARTICIPATING AGENCY OR JURISDICTION**

- 6.01** Each agency or jurisdiction so far as required by Resolution or Ordinance, shall authorize its jurisdiction or agency to participate in any specific program conducted by the Center.
- 6.02** Such authority authorized participation must commit the jurisdiction or agency to budget and to pay its share of the budget for any program in

which it elects participate, except that all agencies or jurisdictions pay their share of the overall administrative costs of program conducted by the Center.

## **VII. SPECIFIC ADDITIONAL POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

The Board of Directors shall exercise all powers as set forth in the 1983 Interlocal Agreement, as amended, for Snohomish County Police Staff and Auxiliary Services Center, and in addition shall:

- 7.01** Approve the individual jurisdictions or agencies for participation in each program desired to be participated in by the individual agency or jurisdiction.
- 7.02** Approve the annual budget of the Center.
- 7.03** Select and replace Chairperson and Vice Chairperson of the Board of Directors.
- 7.04** Interview applicants for the position of Director of the Center, select and appoint a Director and prepare standards of performance of the Director, annually assess how well the Director is meeting those standards and dismiss the Director, if necessary.
- 7.05** Cause specifications and bids to be drawn and let for contracts including Collective Bargaining Agreements between the Center and third parties. Insure that a competitive acquisition process is followed that assures the Center achieves the best value that will meet the requirements of the Center.
- 7.06** Cause the Center to enter into contracts with third parties for the purchase of services or equipment for facilities or for the performance of services, including contracting for services as may otherwise be provided by the Center. The Board of Directors may also cause the Center to enter into such contracts with agencies which have approved the 1983 Interlocal Agreement for Snohomish County Police Staff and Auxiliary Services Center.
- 7.07** Be the final determiner of all questions concerning policy and procedure implementation of the Center. Cause such policies and procedures to be put in writing, numbered and placed in a Policy and Procedure Manual. Cause said Manual to be available to all members.
- 7.08** Deposit the funds of the Center in a public treasury as agreed by the parties. Such funds shall be subject to the same audit and fiscal controls as apply to the other funds of such agency as provided by RCW 43.09.285 for a joint

operation. Nothing contained herein, shall be construed as limiting the power or authority of the disbursing officer from making disbursements in accordance with the provisions of any contract or agreement entered into between the parties to the joint operation.

- 7.09** Approve the disbursement of funds and/or equipment in conformity with the annual budget and through procedures as may be set forth by Resolution adopted by the Board of Directors and/or as may otherwise be provided by these Bylaws.
- 7.10** Approve the application for financial assistance from other public or private agencies or accept gifts or donations for purposes consistent with the annual budget.
- 7.11** Approve all new and/or unique service offerings provided by the Center.
- 7.12** Cause a policy and procedure for all problem reporting and resolution by the public and member agencies. This procedure will include the process for reporting and resolving operational and administrative problems and suggestions for changes.

## **VIII. DIRECTOR**

- 8.01 Reports To:** The Director of the Center shall be directly responsible to and shall report to the Board of Directors of the Center for the administration of those services determined and approved by the Board of Directors.
- 8.02 Duties of Director:** The Director shall advise and assist the Board of Directors in its consideration of services to be undertaken by the Center. The Director shall also advise the Board of Directors and the participating agencies and the public of the operations of the Center, which will include a quarterly report of operations and service level goals accomplishment. The Director shall direct the operation of the Center and its functions in conformity with the policies adopted by the Board of Directors. The Director shall recruit and appoint staff personnel with the Center in conformity with the adopted annual budget and other applicable policies of the Board of Directors which may be adopted from time to time. The Director shall supervise personnel in the performance of their assigned responsibilities and duties and the Director shall exercise all other management rights and responsibilities regarding supervision and management of such personnel, and the Director shall also remove and/or suspend personnel when necessary. The Director shall also have general charge and supervision over

the property, business and affairs of the Center on a day-to-day basis so as to maintain the Center functioning for the purposes for which it was intended. Each time a new head of a member agency is appointed; the Director will provide an orientation for that person and will provide all appropriate written administrative and operational materials as needed. The Director shall perform such other duties as from time to time may be assigned to him by the Board of Directors.

## **IX. BUDGET**

- 9.01 Time For Preparation:** The preliminary budget of the Center shall be prepared by the Director, with the assistance of the Board of Directors as needed, and presented at the July Board meeting.
- 9.02 Estimated Assessments:** The Director shall make an estimate of the financial responsibility of each participating agency following the Board's adoption of a preliminary budget. Participating agencies shall be notified of any estimated fiscal responsibility.
- 9.03 Final Assessments:** The Director shall determine the financial responsibility of each participating agency determined pursuant to the current applicable funding formula determined by the Board of Directors promptly after adoption of the final budget by the Board of Directors. Regardless of any statement contained in any estimate of fiscal responsibility, the fiscal responsibility shall be as determined by the Director pursuant to this paragraph. The Director shall notify each participating agency of its final assessment of fiscal responsibility.
- 9.04 Presentation and Approval:** The final budget with the assistance of the Director shall be prepared and approved by the Board of Director at the September Board meeting and shall constitute appropriations for the purposes budgeted.
- 9.05 Vouchers:** All vouchers submitted to and/or issued by the Center shall be approved by the Board of Directors and further subject to audit.

## **X. AMENDMENT TO BYLAWS**

Amendments to Bylaws may be enacted by a majority vote of a quorum of the Board of Directors at a regular meeting when notice of intention to propose the

amendment(s) is given at the last previous regular meeting of the Board of Directors, together with the text of the proposed change, provided that if there shall be a tie in the vote, the proposed amendment shall be deemed neither approved nor disapproved, but shall be continued for further consideration at the next regular meeting of the Board of Directors.

## **XI. RULES OF PROCEDURE**

The rules of procedure at meetings of the Technical Advisory Committees and the Board of Directors shall be as adopted by resolution by the Board of Directors. So far as applicable and not inconsistent with these Bylaws and the 1983 Interlocal Agreement, Robert's Rules of Order or any resolution of the Board of Directors shall also govern the procedure of any such meeting.

## **CERTIFICATION**

The undersigned Secretary of the Snohomish County Police Staff and Auxiliary Services Center hereby certifies that the foregoing is a true and correct copy of the 1983 Interlocal Agreement, as amended, of the Snohomish County Police Staff and Auxiliary Services Center.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 20th day of August, 2009.

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Thomas E. Howell, Secretary

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Thomas E. Howell, Director

APPROVED:

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Kevin L. Prentiss, Chairman  
SNOPAC Board of Directors

**EXHIBIT A**

**INTERLOCAL AGREEMENT FOR SNOHOMISH COUNTY POLICE  
STAFF AND AUXILIARY SERVICES CENTER USER AGENCIES:**

**POLICE DEPARTMENTS:**

**FIRE PROTECTION DISTRICTS**

Arlington Police Department

3, 4, 5, 7, 15, 16

Darrington Police Department

17, 19, 21, 22, 23

Everett Police Department

24, 25, 26, 27, 28

Gold Bar Police Department

Arlington Fire Department

Granite Falls Police Department

County Fire – Paine Field

Lake Stevens Police Department

Everett Fire Department

Marysville Police Department

Lake Stevens Fire (8)

Monroe Police Department

Marysville Fire

Snohomish County Sheriff's Office

Monroe Fire (3)

Stanwood Police Department

North Co. Regional Fire Authority

Sultan Police Department

Snohomish Co. Fire Marshal

Stanwood Fire Department