

BIRCH BAY INCORPORATION ASSOCIATION BYLAWS

Adopted November 15, 2023

Section 1 - Name

- A. The name of this organization is Birch Bay Incorporation Association (BBIA).

Section 2 - Statement of Purpose

- A. The purpose of BBIA is to explore and, if found feasible, advocate for incorporation to give residents of Birch Bay more direct control over the future of their community. BBIA will accomplish this by:
 - 1. Creating an inclusive, nonpartisan process to explore the creation, through incorporation, of a future City of Birch Bay, including but not limited to exploring and proposing city boundaries, form of government and classification of city.
 - 2. Promoting a feasibility study and community engagement, soliciting feedback, and information sharing regarding the possibility of incorporating Birch Bay into a city.
 - 3. Serving as a liaison with County, State, and Boundary Review Board and, should a feasibility study and sense of Birch Bay residents be positive, to advocate for and advance the incorporation process through a citizen initiative.
- B. BBIA will not plan for, discern, or take positions on matters of future City policy including land use, health and safety regulations, and taxes.

Section 3 - Association Membership

- A. BBIA membership shall be open to anyone who lives in, owns property, or operates a business within the proposed city limits and who is at least 18 years of age.
- B. Membership is attained by registering with contact information at a general meeting.
- C. Each registered member who is present at a BBIA meeting has one vote at that meeting.
- D. There shall be no limit to the number of BBIA members.
- E. The Association Membership shall meet at least quarterly.
- F. Special meetings of BBIA may be called by the Steering Committee.

Section 4 - Steering Committee

- A. The Steering Committee coordinates the activities of the incorporation campaign and represents the campaign to public entities and the media. The committee will be responsible for the strategy and vision of the campaign for incorporation.
- B. The Steering Committee shall consist of at least seven but no more than fifteen association members representing as many of the neighborhoods within the incorporation boundaries as possible.
- C. The Steering Committee shall be elected annually at the November meeting of the BBIA. Member terms will be one year. Members of the committee shall serve without compensation.
- D. The Steering Committee shall meet at least monthly. A quorum shall consist of at least half of the members.
- E. The Steering Committee shall report to the BBIA and these reports shall be entered into the minutes for BBIA meetings.

Section 5 - Membership Meetings

- A. All BBIA meetings are open to the public per Open Public Meetings Act and RCW 42.30.
- B. Unless otherwise specifically defined in these bylaws, all decisions of the BBIA shall be made using Bob's Rules of Order (<https://www.dhs.wisconsin.gov/ritf/bobs-rules-order.pdf>) or through a majority consensus model.
- C. Only BBIA members present at a given meeting may vote.
- D. All BBIA meetings will be publicized to BBIA members at least fourteen days prior to the meeting date using email and through other platforms.
- E. Meeting notifications must include the meeting date, time, location, and agenda.
- F. Failure to receive a meeting notice does not invalidate the meeting. However, the provisions of this section must be complied with in good faith.

Section 6 - Amendments

- A. These bylaws may be amended by a 2/3 majority vote of the BBIA members present at a regular or special BBIA meeting.
- B. Prior to this meeting, a draft of the proposed amendment must be distributed at least fourteen days prior to this meeting. Consideration of the amendment must be included in the agenda for the meeting.

Section 7 - Effective Date

- A. These bylaws of Birch Bay Incorporation Association become effective on November 15, 2023.