

RULES OF PROCEDURE

PLANNING COMMISSION OF ISLAND COUNTY

WE, THE MEMBERS of the Planning Commission of Island County, State of Washington, pursuant to ICC 16.09 and RCW 36.70.140, do hereby adopt, publish, and declare the following Rules of Procedure:

Definitions (from RCW 36.70.020)

"Official controls" means legislatively defined and enacted policies, standards, precise detailed maps and other criteria, all of which control the physical development of a county or any part thereof or any detail thereof, and are the means of translating into regulations and ordinances all or any part of the general objectives of the comprehensive plan. Such official controls may include, but are not limited to, ordinances establishing zoning, subdivision control, platting, and adoption of detailed maps.

"Ordinance" means a legislative enactment by a board; in this chapter the word, "ordinance", is synonymous with the term "resolution", as representing a legislative enactment by a board of county commissioners.

"Planning agency" means (a) a planning commission, together with its staff members, employees and consultants, or (b) a department organized and functioning as any other department in any county government together with its planning commission.

I. NAME AND FUNCTIONS

The official name shall be "The Island County Planning Commission". The Commission's primary functions are to research, obtain public input, debate and submit advice and recommendations to the Island County Board of Commissioners; and to assist the Planning Department in carrying out its duties including assistance in the preparation and execution of the Comprehensive Plan and recommendation to the Island County Board of Commissioners and Planning Department for the adoption of official controls and/or amendment thereto.

II. MEETINGS

- A. There shall be nine (9) members of the Planning Commission; each district Board of Island County Commissioner shall be authorized to appoint three (3) members.
- B. All meetings of the Planning Commission and its subcommittees shall be held in accordance with the Open Public Meetings Act, Chapter 42.30 RCW.
- C. All meetings shall be held at the Commissioner's Hearing Room, Courthouse Annex, Coupeville, Washington, unless otherwise directed by the Chairman of the Planning Commission or online. Special meetings shall be at the call of the Chair or a majority of

the Planning Commission members in accordance with the provisions of Section 42.30.080 RCW, the Open Public Meetings Act.

- D. Planning Commissioner participation in all regular and special meetings, workshops and hearings of the full Commission is expected. When a Commissioner must miss a meeting of the full Commission, the member shall notify the Chair, Planning Director or Commission Secretary as soon as possible prior to the meeting. In the event a Commissioner misses three consecutive regular meetings, or when a Commissioner's conduct adversely affects the business of the Planning Commission, the Chair may request the appointing County Commissioner review that Planning Commissioner's value to the planning effort for potential removal from office by the Board of County Commissioners.
- E. Individual citizens, representatives of organized groups and neighboring municipalities are encouraged to present issues of concern. To that end the public shall be provided an opportunity to speak or comment at some time during every regular and special meeting and may be afforded an opportunity by the Chair during workshops. Members of the Planning Commission may consider the expressed views of any citizen or group which wishes to communicate with the Commission.
- F. When a regular meeting day falls on a legal holiday, the Commission will not meet but may schedule a special meeting at the call of the Chair in accordance with the special meeting provisions of Section 42.30.080 RCW, the Open Public Meetings Act.
- G. If no matters over which the Planning Commission has jurisdiction are pending on its calendar, a meeting may be cancelled at the call of the Chair.

III. ELECTION OF OFFICERS, VACANCIES

- A. The officers of the Commission shall consist of a Chair and a Vice-Chair elected from and by the appointed members of the Commission and such other officers as the Commission may, by majority vote, approve and appoint.
- B. The election of the officers shall take place each year on the occasion of the first meeting in February of each calendar year. The term of each officer shall run until the subsequent election, provided, however, that any officer may be removed at any time for cause by a vote of the majority of the Commission entered on record.
- C. The vacancy of an office caused by the resignation or removal of any Commissioner during that person's term of office shall be filled for the remaining term of office by the Board of County Commissioners.

IV. CHAIR, COMMITTEES, CONDUCT OF MEETINGS

- A. The Chair shall preside over the meetings of the full Commission and exercise the powers usually incident to the office, retaining, as a member of the Commission, the full right to offer motions to be voted on and have their own vote recorded in deliberations of the Commission.
- B. The Chair, with permission of the Commission, shall have the power to create standing or temporary committees of one or more members, charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to

the Commission. No standing or temporary committee shall make any recommendation except to the Planning Commission as a whole.

- C. The Chair shall take appropriate action to ensure that meetings are conducted in an equitable, orderly, and expeditious manner.
- D. The Vice-Chair shall, in the absence of the Chair, perform the duties incumbent upon the Chair. The Chair and the Vice-Chair both being absent, the members present shall elect for the meeting a temporary Chair who shall have the full powers of the Chair and Vice-Chair if there is a quorum.
- E. With permission of the Planning Commission, the Chair may place reasonable limitations on questions and material presented by witnesses and time allotted to the subject before the Commission.
- F. Any member of the public, after stating their name and address for the record, may speak as a private citizen or as a representative of a specific advocacy group, agency, or employer.
- G. A witness stating their opinion regarding professional or technical matters may state his or her qualifications.

V. SECRETARY AND RECORDS

A. The Secretary of the Commission shall be a member of the Planning Department staff, appointed by the Planning Department Director.

B. The Secretary shall keep a record of the attendance and proceedings of all meetings of the Commission, and its committees when requested to do so; these records shall remain the property of the Commission and be retained in the office of the Planning Department, and

1. The proceedings of all regular and special meetings shall be recorded using a recording device and manually.

2. Summary minutes shall be prepared at all regular and special meetings and approved, subject to additions and corrections, at a regular meeting of the Commission. Meeting minutes are the official summary of what happened during the meeting. They serve as a written record for anyone unable to attend, and to use for future reference. Minutes document what key points were discussed and what decisions were made.

3. Subcommittees shall report on their meetings by memorandum addressed to the Commission at its next regular or special meeting.

4. The record of the proceedings of the Commission shall include all oral and written testimony and exhibits received at the regular and special meetings.

VI. QUORUM AND VOTING

A. A simple majority of the total members (including vacancies) of the Commission 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, shall be deemed and taken as the action of the Commission, subject to the exception set forth in Paragraph B, below. An application or petition may only be approved by the passage of a motion for approval thereof, which approval shall become final upon adoption of written findings, conclusions and order. An application or petition may be denied either by the passage of a motion for denial thereof or by defeat of a motion for approval, which denial shall become final upon adoption of written findings, conclusions and order.

- B. An affirmative vote of a majority of the total members of the Commission is required for action to be taken on the Comprehensive Plan, zone changes, and official controls.
- C. Voting will be by “ayes” and “nays”, except where State law, these Rules, or the Commission may require a ballot or roll call vote. A roll call vote shall be required on the call of any member and members may state the reasons for their vote at such time. A member abstaining from voting must so announce their abstention and the reasons therefore; and these shall be part of the record of the proceedings. Any time a member present does not record their vote it automatically is recorded as a vote with the majority.

VII. JOINT MEETINGS; RECOMMENDATIONS TO THE BOARD; ANNUAL REPORT AND WORK PROGRAM; AND BUDGET

- A. Joint meetings with the Board of County Commissioners and the Hearing Examiner will be held in compliance with ICC 16.13.125.
- B. The Planning Commission shall conduct such hearings as are required by RCW 36.70 and shall make findings and conclusions therefrom. The right of a Planning Commissioner to speak to or address members of the Board shall not be restricted. The Planning Director shall transmit the Findings and Conclusions to the Board with such comments and recommendations as deemed necessary.
- C. Any member of the Planning Commission may identify an item for inclusion on the Planning staff work plan. Such items shall be brought to the full Planning Commission for review, consideration and recommendation to the Board of County Commissioners in accordance with procedures set forth in ICC 16.26.

VIII. BEHAVIOR AND ETHICS GUIDELINES

- A. Members will conduct themselves at meetings in a manner as courteous and gracious as circumstances permit. Members will be considerate of all individuals, attitudes, and differences of opinion.
- B. Members of the Commission cannot expect or demand that the rules of evidence be strictly adhered to by lay persons appearing before the Commission. Rather, a member will afford such degree of credibility to material presented as a member deems reasonable.
- C. Members of the Commission shall be governed by the appearance of fairness doctrine (RCW 42.36) in all matters, and by the Codes of Ethics for Public Officials, Officers and

Employees (RCW 42.20 and 23) in the general performance of their duties. It must be emphasized that a conflict of interest by any one Commissioner may invalidate any action by the whole Commission.

IX. APPLICATIONS

- A. Any items for action by the Planning Commission will be accepted by the Planning Commission only when properly completed and filed with the Planning Department.
- B. In order that proper deliberation and consideration be given any application, the Planning Commission reserves the right to withhold any decision on any application for a period of time designated by the Planning Commission, subject to specific legal requirements.

X. AGENDAS

An agenda shall be prepared by the Chair and Secretary for each regular and special meeting and shall be provided to Planning Commissioners for review. Agendas must be made available online to the public in accordance with the requirements set forth in Chapter 42.30 RCW. Notice of the time, place, and purpose of a public hearing shall be provided in accordance with Chapters 36.70 RCW and 36.70A.

XI. RULES OF ORDER

The latest edition of Roberts' Rules of Order is to be consulted in all matters not addressed herein.

XII. AMENDMENT

The Rules of Procedure may be amended at any regular meeting of the Commission by a majority vote of the entire membership.

APPROVED AND ADOPTED THIS 9th DAY OF MAY 2022.

ISLAND COUNTY PLANNING COMMISSION