

Charter Review Commission

AGENDA

January 9, 2020

6:00 p.m.

**Clallam County Courthouse
Room 160**

- Call to Order and Pledge of Allegiance
- Oaths of Office Administered by Loni Gores, Notary
- Roll Call/ Introduction of Commissioners
- Election of Officers
 - Chair
 - 1st Vice Chair
 - 2nd Vice Chair
 - Parliamentarian
- Modifications/Approval of Agenda
- Correspondence/Petitions
- Public Comment on Agenda Items
- Introductions – Staff Support:
 - Budget – Mark Lane, Chief Financial Officer
 - Legal Counsel – David Alvarez, Chief Civil Deputy
Prosecuting Attorney
 - Clerk – Loni Gores, Clerk of the Board
- 2020 Meeting Schedule, Location and Length
- Method of communication to fellow Commissioners which complies with Public Records Act and Open Public Meetings Act
- Bylaws and Rules of Procedures
- Public Comment
- Discussion Items for Next Meeting
- Adjournment



CLALLAM COUNTY CHARTER REVIEW COMMISSION

2015 BYLAWS

ARTICLE I – OBJECT

These Bylaws are for the governance of the Clallam County Charter Review Commission and its committees and members.

ARTICLE II – OFFICERS AND STAFF

Section 1. There shall be elected from the members of the Charter Review Commission, hereafter referred to as "the Commission," the following officers who shall serve for the period of time necessary to comply with Article XI of the Clallam County Charter.

- a. There shall be a Chair of the Commission whose duties shall be to convene and preside at all regular or special meetings, may act as a member of all committees and make all appointments to committees with the approval of the majority of members present at the regular Commission meeting. The Chair shall perform the duties specified in these Bylaws and other duties as may be found consistent with proper conduct of business.
- b. There shall be a First and Second Vice Chair, one chosen from each commissioner district other than the district represented by the Chair who may act as members of all committees and who may be selected to chair any committee and who shall perform such other duties as may be specified in these Bylaws or as may be assigned by the Commission.
- c. In the absence of the Chair from any meeting or public hearing, the duties and prerogatives of the Chair shall be carried out and performed by the First Vice Chair and in the absence of the Chair and the First Vice Chair, by the Second Vice Chair.

Section 2. There shall be an Executive Committee consisting of the Chair, First and Second Vice Chairs of the Commission, and such additional members selected by the Chair and approved by a majority of the Commission. Duties of the Executive Committee shall be to:

- a. Make monthly status reports on the budget to the Commission.
- b. Oversee the activities of assigned staff to the Commission.
- c. Interview and recommend employment of consultants to the Commission for approval.
- d. Perform other duties as assigned by the Commission for the orderly conduct of the business of the Commission.

ARTICLE III – MEETINGS

Section 1. Regular meetings of the Commission shall be held as established in the Rules and in compliance with RCW 42.30 (Open Public Meetings Act).

Section 2. Special meetings of the Commission may be called by the Chair or by a majority of the Commission in compliance with RCW 42.30.

Section 3. The Commission and committees may hold other meetings at such time and places as the Commission or committee may decide and which are in compliance with RCW 42.30.

Section 4. The Commission and all committee meetings shall be held in a location accessible to the public.

Section 5. All meetings of the Commission and committees shall be open to the public and to the press; provided, however, that at the direction of the Chair or a majority of the members present, the Commission or committees may at any time meet in or go into closed session or executive session for the purpose of discussion of matters exempted by the state Open Public Meetings Act (RCW 42.30).

Section 6. Non-committee Commission members shall have no vote in committee, but may be allowed to speak on matters before the committee.

Section 7. Two public comment opportunities will be available at each meeting, one on agenda items only, and a second for general comment.

Section 8. If a need arises, and with prior approval of the Chair, a member may attend via telephone or similar such means.

Section 9. Commission record shall be maintained at the Clallam County website in compliance with the Open Public Meetings Act.

ARTICLE IV – RULES OF ORDER

Except as modified by these Bylaws and when not in conflict with municipal, state, or federal law, all meetings shall be conducted in accordance with the most recent edition of Roberts Rules of Order. The Commission shall elect a parliamentarian from its members to assist it in its proceedings.

ARTICLE V – QUORUM, ABSENCES FROM COMMISSION AND COMMITTEES

Section 1. Except as otherwise specifically provided in these Bylaws a simple majority of the Commission shall constitute a quorum for the transaction of business.

Section 2. A simple majority of a committee shall constitute a quorum for the conduct of the business of the committee.

Section 3. An attendance record of all Commission and committee meetings shall be kept.

ARTICLE VI – COUNSEL AND RESEARCH STAFF

Section 1. All inquiries or requests for legal opinions or rulings shall be referred to the Prosecuting Attorney's Office at such times and in such manner as the Commission may decide.

Section 2. Questions of review, study, or investigation by the staff of the Commission shall be referred to the staff by a member of the Executive Committee or a majority of the members present at any regular or special meeting of the Commission.

ARTICLE VII – PARTICIPATION BY THE CHAIR

The Chair may discuss any matter as a member and shall be entitled to vote on all matters. On debate on the adoption of proposed Charter provisions section by section, or on the adoption of the amended Charter as a whole, the Chair shall relinquish the Chair while speaking on the question.

ARTICLE VIII – VOTING

Section 1. All votes shall be cast by voice, show of hands, or open roll-call vote. Except for those motions noted within Robert's Rules of Order that require two-thirds vote for passage, and except as otherwise provided for within these Bylaws, a majority vote of the members present shall be sufficient for the adoption of the motion

Section 2. Any issues forwarded to the voters shall require a roll-call vote.

ARTICLE IX – ADOPTION OF PROPOSED AMENDMENTS AND RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS BY THE COMMISSION

Section 1. No motion shall be entertained for adoption of a proposed amendment of an Article of the Charter unless notice has been given to the Commission at the previous meeting that said amendment will be considered.

Section 2. The adoption of proposed amendments to the Charter for the submission to the County Electorate shall occur at the meeting to be held after three days public notice has been given that the proposed amendments were considered for adoption at the previous meeting of the Commission and that the proposed amendments will be voted on at the next meeting of the Commission.

- a. The vote shall be for the adoption of all the proposed amendments one-by-one.
- b. Passage of the motion to adopt a proposed amendment shall require the approval of a majority of the members of the Commission.

Section 3. Recommendations of the Charter Review Commission may be forwarded to the Clallam County Board of Commissioners by writing if adopted by a simple majority of the Charter Review Commission attending a regular or special meeting.

ARTICLE X – PUBLIC HEARINGS

Section 1. It is the desire of the Commission to hold as many public hearings as reasonable.

Section 2. The time and place of public hearings shall be fixed by the Commission. Such hearings will be rotated among the three commission districts as deemed appropriate by the Commission.

Section 3. The Chair, a Vice Chair, or in their absence, the designee of the members present, shall preside at public hearings conducted by the Commission or committees.

ARTICLE XI – PUBLIC STATEMENTS

Section 1. While any member has a right to express personal views and opinions pursuant to our constitutional guarantee of freedom of speech, statements purporting to represent the views or pronouncements of the Commission or committees thereof shall not be made except as directed or authorized by a majority of the entire Commission at any special or regular meeting or public hearing and provision shall be made for expression of minority views at the same time.

Section 2. The Chair may make public announcements of meetings or public hearings, and may authorize the issuance of fact statements relating to the Commission's work as the Chair may deem necessary.

ARTICLE XII – VACANCIES

Section 1. Vacancies on the Board occurring pursuant to Article XI of the Clallam County Charter shall be declared by the Chair.

Section 2. Vacancies shall be filled pursuant to Article XI of the Clallam County Charter.

ARTICLE XIII – COMMITTEES

The Commission may establish such standing committees and ad hoc committees as it deems necessary for the proper execution of the Commission's responsibilities. Members of each committee shall elect a Chair from among their own number unless such Chair is named by the Commission.

ARTICLE XIV – ORDER OF BUSINESS

There shall be an "Order of Business" (Agenda) established in the rules.

ARTICLE XV – AMENDMENT OF THE BYLAWS

These Bylaws may be amended at any time by an affirmative vote of two-thirds of the Commission members present at any regular or special meeting after written notice of the proposed action has been mailed, emailed, or delivered to members of the Commission at least five (5) days prior to the meeting and following posting of such proposed action on the Clallam County website.

Adopted: 5 January 2015

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2015 RULES

AGENDA

The agenda shall be prepared by the Chair for each regular or special meeting of the Commission. The agenda shall reflect the order of business as provided in these rules and shall be prepared by the Chair for each regular or special meeting of the Commission.

MEETINGS

Meetings shall be held on the first and third Monday of each month, commencing at 6:30 p.m. Meetings shall not exceed three hours in duration.

PUBLIC HEARINGS AND INTERVIEWS WITH PUBLIC OFFICIALS

- A. Public hearings where the public is invited to submit testimony or informational matter concerning the Charter shall be conducted in the following manner:
1. Any person desiring to address the Commission or committee at a public hearing must first sign the speaker's list giving his or her name and address and the name of the persons, government unit, or organization on whose behalf he or she appears and speaks. Speakers will be recognized in the order of signup.
 2. The presiding officer may, in the interest of facilitating the business of the Commission or committee, limit the amount of time to be allowed to any person, governmental unit, organization or group and may limit the number of representatives of any group, governmental unit, or organization who shall be allowed to be heard on a particular subject under discussion.
 3. Any member of the Commission desiring to address the Commission or committee at a public hearing or meeting must first be recognized by the presiding officer.
 4. In order to assure that each Charter Review Commission member has the opportunity to ask questions of the speakers during public meetings, each member shall be allowed to ask one question until all members in attendance have been afforded the opportunity to ask a question. Once all members have been given the opportunity to ask a question, Chair will proceed in order again after the first round.
 5. The Chair will explain at the beginning of public hearings, that speakers can choose whether to answer questions; the Commission realizes that not everyone is comfortable speaking in public.
 6. All public comment (email, public hearing statements, letters, and telephone calls) shall be distributed to all Commission members by email or hard copy and Clerk will register all public comments retained for the Commission.
- B. Interviews of public officials and public employees may be conducted as a committee of the whole, provided that all testimony, statements, and papers pertaining to the Charter shall be made a part of the Commission's records.
- C. Public notice shall be given for any public hearing per RCW.

EXPENDITURES

After consultation with county staff, the Chair may expend funds up to \$50 to further the objectives of the commission; PROVIDED the Chair reports on the nature and the amount of such expenditures at the next general meeting of the commission. Any expenditure over this amount must be considered and approved per these rules.

ORDER OF BUSINESS

The order of business will be determined by the Executive Committee with assurance of a public comment period.

SUSPENSION OF THE RULES

These rules may be suspended by a two-thirds vote of the members present at any regular or special meeting.

Adopted: 5 January 2015