

RESOLUTION 118 - 2010

APPROVING RULES OF PROCEDURE FOR THE
KITSAP COUNTY PLANNING COMMISSION

WHEREAS, the Kitsap County Board of Commissioners advocates public participation and supports and encourages citizen involvement in all matters of County government; and

WHEREAS, Kitsap County Code Chapter 2.56 creates a Kitsap County Planning Commission consisting of nine members; and

WHEREAS, the rules of procedure are standards by which the Planning Commission functions, directs and clarifies its actions, procedures and organization, and is the mechanism by which the Planning Commission provides recommendations to the Board on land use, development, comprehensive planning and policy matters; and

WHEREAS, the Planning Commission has submitted the attached rules of procedure for approval by the Board of County Commissioners; and

NOW THEREFORE, BE IT RESOLVED BY THE KITSAP COUNTY BOARD OF COMMISSIONERS that the attached rules of procedure are approved.

Rules of procedure are in full force and effect when approved by the Board of County Commissioners

Dated this 14th day of JUN 2010



BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON



JOSH BROWN, Chair

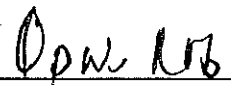


STEVE BAUER, Commissioner



CHARLOTTE GARRIDO, Commissioner

ATTEST:



Opal Robertson
Clerk of the Board



KITSAP COUNTY PLANNING COMMISSION RULES OF PROCEDURE

I Purpose of the Kitsap County Planning Commission

The Kitsap County Planning Commission shall assist the Kitsap County Department of Community Development in carrying out its duties, including assistance in the preparation and execution of the comprehensive plan and the adoption of development regulations, as defined in KCC Chapter 2.56, for Kitsap County, Washington, and shall hold public hearings and shall make findings which shall be transmitted to the Department for transmittal to the Board, together with such comments and recommendations as the Department deems necessary.

II Meetings and Location

The Commission shall convene on the first and third Tuesday of each month at 6 pm in the Board of County Commissioners' Chambers, Kitsap County Administration Building, 619 Division St, Port Orchard, Washington, unless otherwise noticed. Meetings may be held on such other occasions and times as the business of the Commission may require. The Planning Commission, by majority vote, may alter its annual meeting schedule to accommodate a reduced workload (eg, the first quarter of a year).

The Commission shall conduct a special meeting at the call of the Chair or upon the written request of a majority of the Commission to the Secretary, so long as twenty-four hours advance notice to all Commission members has been given. Such notice shall include specific items of business and only those items of business set forth in the notice to the Commissioners shall be in order. Such notice shall be prominently posted on the County website and physically posted outside the entrance to the Board of County Commissioners' Chambers, Kitsap County Administration Building, 619 Division St, Port Orchard, Washington.

III Officers and Duties

The officers of the Commission shall consist of a Chair, Vice-Chair and Secretary.

Chair The Chair shall preside over meetings of the Commission exercising all the powers usually incident to the office. The Chair shall have the full right and obligation to have his/her own vote recorded in all deliberations/recommendations of the Commission.

Vice-Chair The Vice-Chair shall, in the absence of the Chair from any meeting, perform all the duties incumbent upon the Chair.

Secretary The Secretary may be a member of the Commission or otherwise, as the Commission may determine or the Department of

Community Development recommends. The Secretary shall keep a record of all meetings of the Planning Commission, and these records shall be retained at the Department of Community Development. In the absence of the Secretary from the meeting, a Secretary pro-temp shall be appointed.

IV Officer Elections

Elections shall be held the first meeting of each calendar year and shall be for the positions of Chair and Vice-Chair. Elections shall be held by open nomination by way of a main motion, subject to a 'second' to the main motion, and shall be voted in accordance with majority rules. In the case of a declared vacancy or of the resignation of the Chair, the Vice-Chair shall automatically serve the remainder of the Chair's term of office. A special election will be held at the next regular meeting to elect a second Vice-Chair to serve until the next regular election. If the Vice-Chair position is vacated, the office of Vice-Chair shall be filled via an election at the next regular meeting following the notice of vacancy or resignation.

V Conduct of Business

Parliamentary Procedure The rules contained in the current edition of 'Robert's Rules of Order Newly Revised' will be followed, except as otherwise amended herein.

Quorum The majority of the appointed membership of the Planning Commission will constitute a quorum for the transaction of all business at meetings. All actions of the Planning Commission shall be determined by a majority vote at a meeting at which a quorum is present. In accordance with Ch. 36.70 RCW, as it now exists or is hereafter amended, the Planning Commission's recommendation regarding the Comprehensive Plan, Comprehensive Plan amendments or development regulations shall be by affirmative vote of not less than a majority of the total members of the Planning Commission.

Minutes and Audio Recordings Minutes shall be prepared for adoption into the record. In accordance with 'Robert's Rules of Order', minutes shall be succinct and shall record what is done, including recommendations made and hearings that have been continued. In accordance with 'Robert's Rules of Order', minutes are not records of what is said or of testimony at meetings. Audio recordings of all meetings shall be made available to any member of the public, staff and officials, and shall be posted and kept on the County's website. To support ease of use and search functions, minutes and audio recordings shall be 'indexed' in relation to each other according to items on the related agenda.

Minority Reports Individual commission members may submit a letter under their signature to the Board, explaining their views on the matter

under advisement. Minority reports may be submitted to the Board expressing a single minority group view on the matter under advisement. Where there were other reasons that did not prevail in the matter, an additional minority report may be submitted.

Public Spokespersons Unless otherwise specified by the Chair, the Chair and Vice-Chair will be the only official spokespersons for the Planning Commission.

Chair and Vice-Chair Absent Where the Chair and Vice-Chair are both absent, the members present may elect for the meeting a temporary Chair who shall have full powers of the Chair during the absence of the Chair and Vice-Chair.

Email Communication The Commission shall be mindful of the Open Public Meetings Act when conducting communication via email. If a 'copy' or 'Cc' email address is provided by the department, all communication from Commissioners shall include the specific address as a 'copy' in its distribution. The Commission shall not engage in dialogue or discussion of business via email. Emails sent to one member shall be sent to all members, the Secretary and the departmental 'copy' email address if applicable.

Performance of Duties In the performance of its ordinary duties, the Planning Commission shall apply the Code of Ethics for Municipal Officers (Chapter 42.23 RCW), the Open Public Meetings Act (Chapter 42.30 RCW), the Appearance of Fairness Doctrine as applicable (Chapter 42.36) and applicable public participation policies of the county.

VI Reconsideration.

Reconsideration, if successful, allows a Commission member to bring back for a quorum's further consideration a motion which has already been voted on. The purpose of reconsidering a vote is to permit correction of a hastily, ill-advised, or erroneous action, or to take into account added information, or a changed situation that has developed since the taking of the vote. Procedures for reconsideration must be consistent with the following:

- a. A motion for reconsideration may be made only at a regular or special meeting by a member who voted on the prevailing side. The reasons to reconsider must be stated in the motion of reconsideration and must be seconded. When a member who cannot move for reconsideration believes there are valid reasons for reconsideration, he/she should, time and opportunity permitting, try to persuade a member who voted on the prevailing side to make such a motion. A second for reconsideration may be made by any member of the Commission.

- b. The making of a motion for reconsideration and its second is subject to expiry at the conclusion of the next regularly scheduled meeting following the meeting at which the motion was originally voted upon. If the motion for reconsideration is seconded, and is timely, the reconsideration must be heard and voted upon at the same meeting.

VII Recommended Amendments to Rules of Procedure

The Commission may recommend that the Board consider amendments to the Rules of Procedure. Such recommendations may be made at any regular or special meeting of the Commission, provided that the following conditions have been met:

- a. The proposed change has been an item of business at a previous meeting;
- b. The proposed change has been communicated to the membership ten (10) days prior to the meeting at which changes shall be voted upon;
- c. The proposed change is not in conflict with any state or local regulations; and
- d. The proposed change receives a favorable majority vote of a Commission quorum.

VIII Ground Rules

Ground Rules for regular and special meetings shall be attached to the Planning Commission Rules of Procedure.

KITSAP COUNTY PLANNING COMMISSION
GENERAL GROUND RULES

1. The Planning Commission Chair will conduct meetings according to specific topics and, when possible, timing as outlined in the agenda. Parliamentary procedures as noted in Robert's Rules will be followed as required, and unless otherwise noted. Meetings will start on time.
2. Out of respect for Planning Commissioners and members of the public, all cell phones and any other electronic devices must be turned off or muted. To allow for an audible record, conducting conversations with other members of the audience or staff during the meeting shall be avoided.
3. Public testimony shall be advertised and may be made orally or in writing. Testimony from the public may be limited to time set at the discretion of the Chair; issues that warrant more time may be continued for future meetings. If testifying in person, names and residential locales shall be noted for the record. Testimony should identify succinct issues and desired actions of the Planning Commission. If written testimony is used, the Secretary of the Planning Commission should receive a copy; if copies are desired for the Planning Commissioners, the secretary will distribute them before the public hearing begins. Any testimony can be submitted in writing in lieu of oral testimony.
4. Meetings may be conducted without a quorum present. However, a quorum will be required for formal recommendations via voting on motions, which will be duly noted for the record by Planning Commission Secretary. Five (5) members of the Planning Commission shall constitute a quorum.
5. Summary ground rules are also noted on the last page of Planning Commission agendas.
6. Kitsap County does not discriminate on the basis of disability. Individuals who require accommodations at this meeting, or who require this information in a different format, should contact the ADA Coordinator at (360) 337-7181 (voice) or (TDD) (360) 337-7275 or (800) 816-2782. Please provide one weeks notice for accommodations, if possible.