BYLAWS
PLANNING COMMISSION OF SKAMANIA COUNTY

NAME

The official name shall be "The Skamania County Planning Commission".

MEMBERSHIP

The Skamania County Planning Commission shall be composed of seven members who shall be residents of the County. Although members should exhibit a variety of interest, professional experience, and opinions, they should act as individuals and represent the County and its citizens as opposed to any special interest group or individual bias. The Commission shall include two members from each of the three County Commissioner Districts and one member "at large" from any one of the three Districts.

MEETINGS

All meetings will be held in the Skamania County Courthouse Annex, 170 NW Vancouver Avenue, Stevenson, Washington, unless otherwise directed by the Community Development Department. Regular meetings will be held the first and third Tuesday of each month and shall begin at 6:15 PM. Special meetings shall be scheduled by the Community Development Department as needed. Meetings shall be open to the public. If no matters over which the Planning Commission has jurisdiction are pending upon its calendar, a meeting may be cancelled by the Community Development Department.

All meetings shall begin with a recitation of the Pledge of Allegiance.

ELECTION, POWERS, AND DUTIES OF OFFICERS

1. ELECTION
   a. The Officers of the Planning Commission shall consist of a Chair and Vice-Chair, elected from the appointed members of the Planning Commission.
   b. The election of officers shall take place once a year on the occasion of the first meeting of the year. The term of officers shall run until the subsequent election; provided however, any officer may be removed at any time by vote of a majority of the total members of the Planning Commission.
   c. If, for any reason, officers are not elected during the first meeting of the year, the existing officers shall continue to serve until an election is held.
   d. The vacancy of an officer position caused by the resignation, removal, or expiration of term of any officer of the Commission during the term of office shall be filled for the remaining term of office by the vote of a majority of the Planning Commission.
2. POWERS AND DUTIES OF CHAIR
   a. Preside at all meetings of the Planning Commission;
   b. Call the Planning Commission to order at the hour appointed;
   c. To announce in proper sequence the business that comes before the Planning Commission in accordance with the prescribed agenda;

d. May participate in all deliberations of the Planning Commission in the same manner as any other member;
e. To state and to put to vote all questions that legitimately come before the Planning Commission as motions or that otherwise arise in the course of proceedings, and to announce the result of each vote or, if a motion that is not in order is made, to rule it out of order;
f. To protect the Planning Commission from obviously frivolous or dilatory motions by refusing to recognize them;
g. To enforce the rules relating to debate and those relating to order and decorum within the Planning Commission;
h. In the interest of efficiency, the Chair, may impose time limits for testimony and comment by the public;
i. The Chair shall have the same rights and privileges as all other members including the right to make motions, speak in debate, and to vote on all questions;
j. To authenticate by signature, when necessary, all acts, orders, and proceedings of the Planning Commission;
k. To declare the meeting adjourned when the Planning Commission so votes or, where applicable, at the time prescribed in the agenda, or at any time in the event of a sudden emergency affecting the safety of those present.

3. VICE-CHAIR
The Vice-Chair shall, in the absence of the Chair perform all the duties incumbent upon the Chair. The Chair and Vice-Chair both being 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.

SECRETARY

The Secretary shall be the Director of the Skamania County Community Development Department or a representative. The Secretary shall keep a record of all meetings of the Planning Commission and its committees when required to do so, and these records shall remain the property of the County and be retained by the Skamania County Community Development Department in accordance with the Washington State records retention laws. In the absence of the Secretary from any meeting, a secretary pro-tem shall be appointed by the Director.

CLERK TO THE PLANNING COMMISSION

The Community Development Director shall provide Department Staff to act as Clerk to record meetings and draft minutes of the meetings.

QUORUM AND VOTING

1. QUORUM
a. A simple majority of the appointed members 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 of the Planning Commission, shall be deemed and taken as the action of the Planning Commission. Except the approval of the Comprehensive Plan, Zoning Ordinance, other official controls, or any amendment,

extension or addition thereto, shall be by the affirmative vote of not less than a majority of the total members of the Planning Commission.

b. The Planning Commission can receive reports whenever a quorum is not present, however, a quorum must be present to take action on any reports received.

2. VOTING

No action of the Planning Commission may be taken without the affirmative vote of a simple majority of the appointed members, except voting on the Comprehensive Plan, Zoning Ordinance, other official controls, or any amendment, extension or addition thereto, shall be by affirmative vote of not less than a majority of the total members of the Planning Commission. No absentee or proxy voting is allowed on any issue before the Planning Commission. Meeting minutes may be approved without a quorum of members who were in attendance at the subject meeting under the following conditions:

a. At least two members who were in attendance at the subject meeting attest that the minutes accurately reflects the activities of the subject meeting; and

b. A simple majority of those present votes affirmatively to approve the minutes.

3. ABSTAINING FROM VOTING

Abstaining from voting is only applicable if there is a conflict of interest.

ABSENCE OF MEMBERS

1. Each member is expected to actively participate and attend the meetings of the Planning Commission. If unable to attend a regular meeting, the member shall contact the Clerk to notify them of his/her inability to attend. Notice of inability to attend shall be given at least 24 hours in advance of the meeting unless circumstances dictate otherwise. The Clerk shall record attendance and shall approve excused absences of members at each meeting. Excused absences include those due to work-related commitments or illness. Members who do not inform the Clerk ahead of time will not have the absence excused, with the exception of emergencies.
2. In the event of a member being absent without excuse from three (3) consecutive meetings, or being absent without excuse from 50% of all meetings within any six-month period, the member's record shall be forwarded by the Chair to the Board of Skamania County Commissioners for consideration for asking for the member's resignation.

CONFLICT OF INTEREST

A Planning Commission member to whom some private benefit may come as the result of some public action, should not be a participant in that action. The private benefit may be direct or indirect, and in either case, the possibility not the actuality of a conflict should govern. A Planning Commission member experiencing a conflict of interest should declare their interest publicly as soon as the conflict becomes apparent and before any discussion is held on the business before the Commission. He or she shall then step down and not enter into the discussion and should abstain from voting on the matter. When a member has stepped down because of a conflict of interest, he or she shall not be counted as present for purpose of establishing a quorum during considerations undertaken while he or she is not sitting with the Commission.

WORK PROGRAM

A work program for the current calendar year shall be prepared no later than the first meeting of each year. The annual work program shall consist of list of the projects and activities to be undertaken by the Planning Commission and Staff during the current year.

RULES OF PROCEDURE

The current issue of "Robert's Rules of Order Newly Revised" shall serve as parliamentary authority for procedures not covered by the bylaws.

OPEN MEETINGS, RECORDS, AND DISCLOSURE

All meetings and records shall be open to the public. Meetings will be conducted in accordance with the provisions of these bylaws.

AMENDMENT

These Bylaws may be amended at any regular or special meeting of the Planning Commission by a majority vote with a quorum present, provided that a copy of such proposed amendment(s) shall be sent to each Commission member at least 10 days prior to the date thereof.

Dated this 21 day of January 2020

Chair

Vice-Chair

Members of the Planning Commission

Secretary