

**Clark County
Development Engineering Advisory Board**

Bylaws

SECTION 1: PURPOSE

The Board of Clark County Commissioners (BOCC) has established a Development Engineering Advisory Board. The purpose of the advisory board is to serve as a standing advisory committee to Community Development Engineering Services Division and the BOCC. The Development Engineering Advisory Board will be a procedural step in reviewing new policy and code revisions, provide input on process improvements, and review specific technical engineering issues.

SECTION 2: DUTIES

The Development Engineering Advisory Board has the following duties and responsibilities, as directed by the Board of Clark County Commissioners, including:

- A) The advisory board shall review and evaluate on an ongoing basis Community Development consistency in engineering submittal review.
- B) The advisory board shall assist to standardize and accelerate the development engineering process.
- C) The advisory board shall advise the BOCC on adequate staffing levels, staff expertise, resources, and customer service attitudes.
- D) The advisory board shall facilitate collaborative partnering between the public and private sectors.
- E) The advisory board shall review and comment as requested by the BOCC and/or senior staff on project specific technical engineering issues.
- F) The advisory board shall coordinate its activities with other agencies and boards involved with engineering review and regulation to avoid duplication and provide the best service possible.

- G) The advisory board shall not be responsible for the day-to-day operations of Clark County Community Development and shall refer those matters to appropriate staff members. The current phone number and mailing address are as follows:

Development Engineering Advisory Board
c/o Clark County Community Development
P.O. Box 9810
Vancouver, WA 98666-9810
(360) 397-2375, ext. 4559

SECTION 3: MEMBERSHIP

The Development Engineering Advisory Board consists of not less than seven members. Members are appointed by the Board of Clark County Commissioners. Appointments shall attempt to include the following affiliations and categories, as provided below. Such representation shall be:

- A) Three members who are a consulting licensed professional engineer who work or live in Clark County;
- B) One member who is a public sector licensed professional engineer who works or lives in Clark County
- C) One member who is a construction contractor who works or lives in Clark County;
- D) One member who is a land developer who works or lives in Clark County;
- E) One member who is a representative of the Building Industry Association of Clark County.

In addition to these members, the Community Development director and Engineering Services Division manager shall serve as officio, non-voting members of the advisory board.

SECTION 4: TERMS OF THE OFFICE

In forming the advisory board, three members shall be appointed by the Board of Clark County Commissioners to one-year terms and four members to two-year terms. Thereafter, all members shall be appointed or reappointed to two-year terms. More than one consecutive term may be served.

SECTION 5: VACANCIES

When vacancies occur, the Board of Clark County Commissioners shall appoint someone to fill the unexpired term. This includes vacancies caused by a change in status of a member under the selection criteria set forth above during the course of their term.

Vacancies may be declared when any member misses four consecutive regular meetings or when any member misses the equivalent of one-quarter of the scheduled meetings within a 12-month period. Reasonable effort will be made to determine the member’s continued interest before the vacancy is declared.

This section will in no way abrogate the authority of the Board of Clark County Commissioners to reappoint a member to finish their original term of appointment.

SECTION 6: OFFICERS


The advisory board shall elect annually one of its voting members to serve as chairman and one member to serve as vice-chairman; other officers shall be elected as the board deems appropriate.

Election of officers shall be held at the first regular Board meeting of the calendar year. All terms of elected office shall be one year. More than one consecutive term may be served.

SECTION 7: MEETINGS

The advisory board will hold regular meetings, open to the public, and will give advanced public notice of these meetings by notice in the Clark County Web site at <http://www.clark.wa.gov/commdev> and via e-mail when requested. Until otherwise determined by the advisory board, the regular board meetings will be held as follows:

Day:	First and Third Thursday of each month
Time:	2:30-4:30 p.m.
Place:	Clark County Public Service Building 1300 Franklin Street Vancouver, WA 98666

Four board members shall constitute  quorum.

The advisory board shall keep written record of meetings, resolutions, recommendations, findings, etc., which shall be a public record. Community Development shall provide staff to take minutes.

In the absence of the chairman and vice-chairman (in the event a vice-chairman has been elected), an acting chairman shall be appointed by the board members present.

SECTION 8: AMENDMENTS TO BYLAWS

The provisions set forth herein (except those established by statute and county resolution) may be amended by a two-thirds vote of the advisory board members. Any amendments shall be voted on at a regular meeting and all members shall receive a minimum of 10 days prior notice.

SECTION 9: PARLIAMENTARY AUTHORITY

All meetings of the Board shall be conducted utilizing Roberts Rules of Order Newly Revised as a nonbinding guide.