



## DEVELOPMENT and ENGINEERING ADVISORY BOARD

# BYLAWS

### SECTION 1: PURPOSE

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

### SECTION 2: DUTIES

The Development and Engineering Advisory Board has the following duties and responsibilities, as directed by the County Manager, including, but not limited to:

- A) The advisory board shall review and evaluate on an ongoing basis consistency in development plan submittal review.
- B) The advisory board shall assist to standardize and accelerate the development review processes performed by Community Development, Environmental Services, and Public Works.
- C) The advisory board shall advise the County Manager 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 County Manager, the BOCC and/or senior staff on project specific development issues.
- F) The advisory board shall coordinate its activities with other agencies and boards involved with development 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 county development functions and shall refer those matters to appropriate staff members. The current phone number and mailing address are as follows:

Development and Engineering Advisory Board  
c/o Clark County Public Works – Development Engineering  
P.O. Box 9810  
Vancouver, WA 98666-9810  
(360) 397-6118

### SECTION 3: MEMBERSHIP

The Development and Engineering Advisory Board consists of ten members. Members are appointed by the County Manager. Appointments shall attempt to include the following affiliations and categories, as provided below. Such representation shall be:

- A) Three members who are a private-sector planner or consulting licensed professional engineer who work or live in Clark County;
- B) One member who is a public sector planner or 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.
- F) One member who is associated with Commercial or Industrial development.
- G) Two at-large members professionally associated with development work.

In addition to these members, the Directors of Community Development, Environmental Services, and Public Works shall serve as ex-officio, non-voting members of the advisory board.

### SECTION 4: TERMS OF THE OFFICE

All members shall be appointed or reappointed to three-year terms. More than one consecutive term may be served.

## SECTION 5: APPOINTMENTS AND VACANCIES

For the two at-large positions, the advisory board shall recommend applicants to the County Manager for appointment. The advisory board shall make these recommendations based on the background of current members and the advisory board's priorities for upcoming years. The goal is to have membership on the advisory board represent a balance of development interests.

For all other positions, the County Manager shall appoint members after soliciting letters of interest for the advisory board.

When vacancies occur, the County Manager 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 three 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 County Manager 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 chair and one member to serve as vice-chair; 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 on the Clark County web site and via e-mail when requested. Until otherwise determined by the advisory board, the regular board meetings will be held as follows:

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

A majority of the currently appointed board members shall constitute a quorum.

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

In the absence of the chair and vice-chair (in the event a vice-chair has been elected), an acting chair 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 using Roberts Rules of Order Newly Revised as a nonbinding guide.