



proud past, promising future

CLARK COUNTY
WASHINGTON

Clark County Planning Commission Rules of Procedure

WE, THE MEMBERS of the Planning Commission of Clark County, State of Washington, created by Ordinance, dated November 30, 1959, of the County of Clark, Board of County Commissioners, pursuant to Chapter 44, Laws of 1959 (RCW 35.63), do hereby adopt, publish and declare the following rules of procedure.

I. NAME

- a. The official name shall be "The Clark County Planning Commission."

II. MEETINGS

- a. Public meetings will be held at the Clark County Public Services Center, Vancouver, Washington, unless otherwise directed by the Chair of the Planning Commission. Regular meetings shall be held on the first and third Thursday of each month and shall be open to the public.
- b. Planning Commission meetings shall take no additional agenda items after 10 p.m. on any evening, unless a majority of the Planning Commission who is present votes to extend the meeting.
- c. Those testifying on behalf of an application (applicant or representative) have twenty (20) minutes for all such testimony by a group. Additional time may be granted at the discretion of the Chair if the evidence and testimony is not repetitious, irrelevant, or immaterial.
- d. Those testifying in support of an application (proponents) have three (3) minutes for individuals and up to twenty (20) minutes for all such testimony by a group of proponents. Additional time may be granted at the discretion of the Chair if the evidence and testimony is not repetitious, irrelevant, or immaterial.
- e. Those testifying in opposition to an application (opponents) have three (3) minutes for individuals and up to twenty (20) minutes for all such testimony by a group of opponents. Additional time may be granted at the discretion of the Chair if the evidence and testimony is not repetitious, irrelevant, or immaterial.
- f. The rules in subsection (d) above apply to those speaking neither for nor against the application.
- g. Special meetings shall be the call of the Chair.
- h. When a regular meeting day falls on a county recognized holiday, the Commission will convene at the call of the Chair.
- i. If no matters over which the Planning Commission has jurisdiction are pending upon its calendar, a meeting may be cancelled by notice of the Chair.

- j. Except as notified by these rules of procedure, Robert's Rules of Order shall govern the conduct of the meetings.

III. WRITTEN TESTIMONY

- a. In order to assure timely review and consideration by the Planning Commission, written testimony (mailed, E-mailed, faxed, or hand-delivered) should be submitted no later than five (5) working days prior to the date of the hearing for the subject agenda item.
- b. Material submitted after the time frame as described in the subsection above may or may not be reviewed and considered by the Planning Commission.
- c. At the discretion of the Chair, the volume of material submitted may prompt a continuation of a particular subject matter.

IV. ELECTION OF OFFICERS

- a. The officers of the Commission shall consist of a Chair and Vice-Chair elected from the appointed members of the Commission and such other officers as the Commission may, by the majority vote, approve and appoint.
- b. The election of officers shall take place once each year on the occasion of the first meeting in January of each calendar year. Any officer may, however, be removed at any scheduled meeting by a vote of a majority of the full Commission entered on the record. The term of office of each officer shall run until the subsequent election.

V. CHAIR

- a. The Chair shall preside over the meetings of the Commission and may exercise all the powers usually incident to the office retaining, however, as a member of the Commission, the full right to have his/her own vote recorded in all deliberations of the Commission.
- b. The Chair shall have full power to create temporary committees of one or more members. Standing committees of the Commission shall be created at the direction of the Commission and appointed by the Chair. Standing or temporary committees may be charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to the Commission. No standing or temporary committee shall have the power to commit the Commission to the endorsement of any plan or program without the approval of the Commission.

VI. VICE CHAIR

- a. 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 the full powers of the Chair during the absence of the Chair and Vice-Chair.

VII. QUORUM

- a. A simple majority of the appointed members shall constitute a quorum for the transaction of business. The Commission can receive reports or petitions whenever a quorum is present. No action of the Commission, however, may be taken without the affirmative vote of the majority of the quorum present.

VIII. ABSENCE OR VACANCY OF MEMBERS

- a. In the event of a member is absent for three (3) consecutive regular meetings, or from 25% of the meetings throughout the year, without prior notification to the Planning Director or a designee, the Chair shall, at the discretion of the Commission, request that the Chair of the Board of County Commissioners ask for his/her resignation.
- b. The vacancy of an office caused by the resignation or removal of any member of the Commission during his/her term of office shall be filled for the remaining term of office by the vote of a majority of the Board of County Commissioners.

IX. COMMUNITY PLANNING DIRECTOR

- a. The Community Planning Director shall organize and supervise clerical details of the Commission's business and shall be responsible to the Commission for the proper preparation and maintenance of records of meetings, hearings, official action and all public records. The Director shall be responsible for providing such other staff service as may be required by the Commission within the limits of the budget for Clark County as approved by the Board of County Commissioners.

X. APPLICATION AND PETITION

- a. Petitions and applications will be accepted by the Planning Commission only when properly filed with Community Planning.
- b. In order that the proper deliberation and consideration be given any application, the Planning Commission reserves the right to withhold any decisions on any application for a period not to exceed time as set forth in the governing ordinance.

XI. AGENDA

- a. An agenda shall be prepared for each meeting, consisting of the following order of business:
 - 1) CALL TO ORDER
 - 2) ROLL CALL & INTRODUCTION OF GUESTS
 - 3) COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS
 - 4) PUBLIC HEARING ITEMS & PLANNING COMMISSION ACTION
 - 5) OLD BUSINESS
 - 6) NEW BUSINESS
 - 7) COMMENTS FROM PLANNING COMMISSION MEMBERS
 - 8) ADJOURNMENT

XII. AMENDMENT

- b. The rules of procedure may be amended at any regular or called meeting of the Commission by a majority of the entire membership if the proposed amendment is presented in writing at a preceding regular or called meeting.