

CITY OF COLVILLE  
COLVILLE, WASHINGTON  
PLANNING COMMISSION BYLAWS

Article I – Name

The official name shall be, “The City of Colville Planning Commission.”

Article II – Official Meeting Place

The official meeting place of the Commission shall be in the City Hall of Colville, Washington, and meetings shall be held there except at such times a majority vote of the Commission otherwise directs.

Article III – Organization of the Commission

1. Members: There shall be seven members appointed by the Mayor. Appointment shall be in accord with 1935 Washington Planning Enabling Act and the City of Colville Ordinance creating the Commission.
2. Officers: A Chairman, Vice-Chairman and any other officers the Commission deems necessary shall be elected at the first Commission meeting in April of each year. A secretary shall be appointed by the Chairman.
3. Duties of Chairman: The Chairman shall preside over all regular and special meetings of the Commission. He shall appoint all committees and serve as an ex-officio member of each. The Chairman shall have the privilege of discussing any matter before the Commission and voting thereon. He shall have all the duties and authority afforded a Chairman by standard parliamentary procedure as detailed in Robert’s Rules of Order, Revised.
4. Duties of Vice-Chairman: The Vice-Chairman shall assume the duties and powers of the Chairman during his absence. In the event both the Chairman and Vice-Chairman are absent, the members of the Commission present shall elect a temporary Chairman, who shall have full powers of the Chairman.
5. Duties of Secretary: The Secretary shall keep a record of all meetings of the Commission and any of its committees. The Secretary shall give notice of all special meetings, shall prepare in conjunction with the Chairman, the agenda for meetings, and shall maintain a file at City Hall of all studies, plans, reports, recommendations, and correspondence of the Commission. In addition, the Secretary shall perform such other duties as the Chairman may determine.
6. Terms of Office: The Chairman, Vice-Chairman and any other elected officers shall serve for a period of one year. In the event of a vacancy in an office, an election shall be held at the next regular meeting to fill the unexpired term except that the Vice-Chairman shall assume the office of Chairman in the event of his resignation.

#### Article IV – Meetings

1. The Commission shall hold regular meetings on the second and fourth Wednesdays of each month at 7:00 p.m. except when changed by a majority vote of the Commission.
2. The Chairman may call for a special meeting of the Commission by providing at least 72 hours notice to the Commission members, and to the public via the local media. The Commission, by request of two members, may also call for a special meeting in accord with the requirements specified above.
3. All meetings of the Commission shall be open to the public.

#### Article V – Transaction of Business

1. A quorum shall consist of not less than four appointed members as determined at the opening of the meeting. Action shall be taken by a majority vote of those present and shall be taken as an action of the Commission.
2. Official actions are limited to those matters included on the agenda.
3. In order for an item to be placed on the agenda of a regular meeting, it must be received by the Chairman or the Secretary the Wednesday preceding the meeting, except if a public hearing is required the Secretary must receive the request soon enough to allow sufficient time for publication prior to the meeting, in accord with requirements of ordinance under which the public hearing is being held. Copies of the agenda shall be available to the Commission and the public at least two days prior to the meeting.
4. Order of Business:
  - a) Quorum determination
  - b) Call to order
  - c) Approval of minutes of preceding meeting
  - d) Reading of written communications
  - e) Public hearings
  - f) Petitions or communications from audience
  - g) Communications from Planning Commission members or committees
  - h) Communications from staff
  - i) Adjournment
5. Procedures for Public Hearings:
  - a) The Chairman reviews the subject of the hearing orally. The Planning staff adds any background or related information. The Commission members may ask relevant questions of the Commission or staff. The hearing is opened. All petitions and/or data from the staff, Commission and audience shall be presented.
  - b) The Planning staff presents a technical analysis, reviews planning considerations and implications, cites alternatives and makes recommendations, if any.

- c) Spokesman for proponents are given the opportunity to speak in favor of the hearing subject or application. All information should be factual, relevant, and not repetitious of previous presentations. A reasonable time shall be allowed the spokesman; others shall be limited to short supporting remarks. Every individual that speaks shall give their name and address.
- d) Spokesman for opponents are given the opportunity to speak in opposition to the hearing subject or application. All information should be factual, relevant, and not repetitious of previous presentations. A reasonable time shall be allowed the spokesman; others shall be limited to short supporting remarks. Every individual that speaks shall give their name and address.
- e) Spokesman for the proponents and opponents are allowed brief rebuttal time.
- f) Commission members or the staff voice any other significant considerations or pose questions.
- g) The public hearing is closed.
- h) Motion for disposition from Commission and seconding of motion.
- i) The Chairman restates the motion as presented and identifies the author and second of the motion.
- j) Additional discussion by Commission members.
- k) Disposition of motion.

Article VI – Conflict of Interest

Any Commission member who, in his opinion, has an interest in any matter before the Commission that could prejudice his actions shall so indicate publicly and shall refrain from any discussion on the matter as well as voting thereon.

Article VII – Attendance

1. Attendance is expected of all Commission members at all regular and special meetings.
2. In the event a Commission member is absent from 3 or more consecutive regular meetings, the Commission shall so indicate to the City Council and may recommend the removal of the Commission member.
3. A Commission member may, for personal reasons or to fulfill a required obligation, request a leave of absence. The request shall be made in writing and submitted to the Planning Commission. The Commission shall forward the result, together with its recommendation, to the Mayor.

A leave of absence may be granted by the Mayor, who may temporarily fill the Commissioner's position during the term of the leave of absence.

Article VIII – Records

The following are official records of the Commission: All written studies, plans, correspondence, agendas, minutes, staff or committee reports, and other documents and public record except documents pertaining solely to personnel matters.

Article IX – Amendments to Bylaws

These bylaws may be amended at any regular meeting of the Commission. Amendment shall require the affirmative vote of four members and shall have been submitted at the previous meeting. Any bylaws previously adopted are hereby repealed.

Adopted this 23<sup>rd</sup> day of June 2004.

/s/ Jody Hoffma  
Chairman

ATTEST:

/s/ Susan Davis  
Secretary