

**RULES OF PROCEDURE
OF THE
CITY OF BURLINGTON
PLANNING COMMISSION**

We, the members of the City of Burlington Planning Commission, State of Washington, do hereby adopt, publish and declare the following rules of procedure:

- I. **Name.** The official name shall be “The City of Burlington Planning Commission”.
- II. **Location of Meetings.** The official seat of the Commission shall be in the City Hall of Burlington, Washington, and meetings shall be held there except on such occasions, and at such times as the Commission may, by majority vote, otherwise direct.
- III. **Officers.** The officers of the Commission shall consist of a Chairperson, Vice-Chairperson, and Secretary, and such other officers as the Commission may, by majority vote, approve and appoint.
- IV. **Chairperson Duties.** The Chairperson shall preside over the meetings of the Commission, and exercise all of the powers usually incident to the office, retaining however, to him/herself as a member of the Commission, the full right to second motions, participate in discussions and to have his/her own vote recorded in all deliberations of the Commission.
- V. **Vice-Chairperson Duties.** The Vice-Chairperson shall, in the absence of the Chairperson from any meeting, perform all duties incumbent upon the Chairperson. The Chairperson and Vice-Chairperson, both being absent, the members present may elect for the meeting a temporary Chairperson, who shall have full powers of the Chairperson during the absence of the Chairperson and Vice-Chairperson.
- VI. **Secretary Duties.** The Secretary may be a member of the Commission, or otherwise, as the Commission may determine. The Secretary shall keep a record of all meetings of the Commission, and of its Committees when requested to do so, and these records shall remain the property of the City of Burlington and shall be retained at the City office of record. In the absence of the Secretary from any meeting, a Secretary pro-tem shall be appointed.
- VII. **Length of Term.** The officers shall serve for a period of one (1) year, computed from January 1, until a successor has been elected at the regularly January meeting of the following year. In the case of any vacancy in office, the vacancy shall be filled by an election at the first regular meeting after the occurrence of such

vacancy, or at the end of the last meeting of the incumbent chairperson. Any officer may, however, be removed at any time by vote of the majority of the whole Commission entered on the record. If a member of the Commission has three unexcused absences, the Commission may ask the Mayor to replace the board member.

- VIII. **Regular Meeting Schedule.** The Commission shall hold regular meetings for the conduct of planning matters, which shall be open to the public. The public meeting shall be held on the third Wednesday of each month, at 7:00 p.m., in the City Council chambers at City Hall. If the regular meeting day falls on a legal holiday, the regular meeting shall be held on the next working day following, unless the Commission or the Chairperson shall fix another day therefore and give notice of said meeting by notifying the press, radio, and by other means as may now or hereafter be provided by Washington State Law for open meetings.
- IX. **Special Meetings.** The Commission may hold special meetings for the conduct of planning matters, which shall be open to the public and be held at the call of the Chairperson, Vice-Chairperson, or upon the written request, or vote, of the majority of the Commission, provided all members are notified. Open meeting notice shall be given for all special meetings. Meetings held before 7:00 p.m. in the evening shall be limited to business for which a public hearing is not required, uncontested land use permit reviews and workshops on topics where no final decisions are made.
- X. **Quorum.** The majority of the membership of the Commission shall constitute a quorum for the transaction of business.
- XI. **Compensation.** The members of the Commission, including the Chairperson and Vice-Chairperson, when acting as such, and Secretary or Secretary pro-tem, when a member of the Commission, shall serve without compensation.
- XII. **Committees.** The Commission shall have full power to create standing or temporary committees of one or more members, charged with such duties as the examination, investigation and inquiry, relative to one or more subjects of interest to the Commission, as it may by motion or resolution determine. No standing or temporary Committee shall have the power to commit the Commission to the endorsement of any plan or program without its submission to the body of the Commission.
- XIII. **Rules.** The rules of parliamentary practice, as set forth in the latest edition of Robert's Rules of Order, shall govern all meetings of the Commission. In addition, the Commission shall adhere to the requirements of the Appearance of Fairness Act in declaring all ex-parte contacts with other, or other possible conflicts of interest, associated with any item scheduled to be heard by the Commission prior to opening of the public hearing on the item. Those members

declaring a conflict of interest in the matter shall step down and not participate in the hearing on that matter unless they are the applicant or applicant's representative. After all the declarations are made, opportunity shall be given to members of the public to challenge any member who they feel may be biased due to the nature of the contact declared. If challenged, a member shall step down. A member need not step down due to declared ex-parte contacts, or other declared interests, if the member feels that such contact or interest will not interfere with his/her ability to hear the item without bias, unless such member is challenged by a member of the public. Failure to declare a possible conflict, or ex-parte contact, may invalidate the action of the Commission. Ex-parte contact does not include contact with City Hall staff who regularly serve the Commission. If the number of members stepping down on an item reduces the remaining Commission below the required quorum, the "Doctrine of Necessity" may be invoked by the Chairperson, or the acting Chairperson, whereby those members having the least conflict of interest may resume their positions and hear the item.

The above procedures shall be automatically modified to conform with any change in the State Law, or interpretation thereof, regarding the issue of "Appearance of Fairness", or "Doctrine of Necessity". The Commission shall be notified of any such modification, in writing, prior to the regular meeting.

- XIV. **Amendment of Rules of Procedure.** These rules of procedure may be amended at any regular or called meeting of the Commission by majority vote of the entire membership.
- XV. **Agenda Items.** Items for the agenda shall be sent out no later than the Thursday, or hand-delivered no later than the Friday, prior to the regular Tuesday meeting date of the Commission. Additional information, letters, and other materials may be presented to the Commission at the meeting. Such additional materials shall be read into the record of the proceedings.
- XVI. **Materials.** Each member of the Commission, following his/her appointment, shall be provided copies of documents listed below, plus other documents as the Chairperson may request or provide.
1. Revised Code of Washington, Chapter 35.63 entitled "Planning Commission".
 2. Rules and Procedures of the City of Burlington Planning Commission.
 3. Burlington Comprehensive Plan.
 4. Official Zoning Code of the City of Burlington.
 5. Official Subdivision Code of the City of Burlington.
 6. Official City Zoning Map.

Adopted this _____ day of _____, 20_____.

Chairperson

ATTEST

Planning Director