

Kitsap County Planning Commission
Rules of Procedure

We, the members of the Planning Commission of the County of Kitsap, State of Washington, pursuant to Resolution No. 60-1961, adopted on December 26, 1961, by the Board of County Commissioners, do hereby enact the following Rules of Procedure:

I. Name

The official name shall be "The Kitsap County Planning Commission."

II. Seat

The official seat of the Commission shall be in the Kitsap County Court House, and meetings shall be held in such places and at such times as the Commission directs.

III. Officers

The officers of the Commission shall consist of a Chairman ("Chair"), Vice-Chairman ("Vice-Chair"), Secretary and such other officers as the Commission may by majority vote, approve and appoint.

IV. Duties of the Chair

The Chair shall preside over the meetings of the Commission, which may be conducted in accordance with Roberts *Rules of Order* and exercise all the powers usually incident to the office, retaining, however to himself/herself as a member of the Commission, the full right and obligation to have his/her own vote recorded in all deliberations of the Commission.

V. Duties of the Vice Chair

The Vice-Chair shall, in the absence of the Chair from any meeting, 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 full powers of the Chair during the absence of the Chair and Vice-Chair.

VI. Duties of the Secretary

The Secretary may be a member of the Commission or otherwise, as the Commission may determine. The Secretary shall keep the seal of the Commission, if one shall be adopted, and shall cause it to be affixed to the instruments under the direction of the Commission. The Secretary shall keep a record of all meetings of the Commission and its committees when requested to do so, and these records, together with the seal, shall remain the property of the Commission and be retained at such office as the Commission may direct. In the absence of the Secretary from the meeting, a Secretary pro-temp shall be appointed.

VII. Elections

Elections shall be held the first meeting of each calendar year. Any officer or employee may, however, be removed at any scheduled meeting by a vote of a majority of the full Commission entered on record.

VIII. Meetings

The Commission shall convene on the second and fourth Tuesday of the month. Meetings may be held on such other occasions as the business of the Commission may require. Meetings may be cancelled if proper notice is given. The Commission shall meet at the call of the Chair, Vice-Chair, or upon the written request of a majority of the Commission to the Secretary.

IX. Conduct of Business

The Planning Commission will apply the appearance of fairness doctrine in matters concerning a specific parcel or a small group of parcels including individual site specific zoning or tax status change requests.

Quorum: A simple majority of the members shall constitute a quorum for the transaction of business. The Planning Commission will make a recommendation to the Board of County Commissioners or Department of Community Development based on the affirmative vote of not less than a majority of the total members of the commission. Individual commission members may submit a letter under their signature, explaining their views on the matter under advisement.

X. Amendments to these Rules of Procedure

Amendment to these Rules of Procedure may be made at any regular or special meeting of the Commission, provided that the following conditions have been met:

- a. The proposed change has been an item of business at a previous meeting;
- b. The proposed change has been mailed to the membership ten (10) day prior to the meeting considering the proposed change;
- c. The proposed change is not in conflict with the statutes which authorize the Planning Commission; and
- d. The proposed change receives a favorable majority vote of the Commission quorum present.

XI. By-Laws or Rules of Procedure previous to the date of this adoption are hereby revoked entirely.

Adopted on June 15, 2004 by the

KITSAP COUNTY PLANNING COMMISSION

TOM NEVINS, CHAIR
JOHN TAYLOR
DEAN JENNIGES
JOHN AHL
DEBORAH FLYNN
MARK FLYNN
MONTY MAHAN
MIKE GUSTAVSON
LARY COPPOLA