



Planning Commission

Rules of Procedure

We, the Members of the Planning Commission of Grays Harbor County, State of Washington, established by Chapter 2.24 of the Grays Harbor County Code, pursuant to RCW 36.70 or its successor, do hereby declare, adopt and publish the following Rules of Procedure:

A. NAME

The official name shall be the “Grays Harbor County Planning Commission” (hereinafter referred to as “Commission”).

B. MEETINGS

1. All meetings will be held at the County Administration Building in Montesano, Washington unless otherwise authorized by the Chair or Vice-Chair of the Commission, or directed by the Board of County Commissioners to hold teleconference meetings. Regular meetings shall be held on the first Tuesday of each month, commencing 6:30 PM, and shall be open to the public.
2. Special meetings may be convened by the Chair or Secretary, and shall be scheduled in conformance with RCW 42.30.080 or its successor.
3. When a regular meeting day falls on a legal holiday, the Commission will convene on the next business day.
4. A meeting may be canceled by the Chair or Secretary, if no matters are pending on its calendar.

C. ELECTION OF OFFICERS

1. 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 majority vote, approve and appoint.

2. At least two members of the Commission shall act as a Nominating Committee. Officers shall not be a part of said Committee. The Committee shall be chosen by the Chair at the meeting in October or as decided by the Chair or Secretary.
3. The election of officers shall be held once each calendar year at the meeting in November or as decided by the Chair or Secretary. The term of office of each officer shall run from the first meeting in the following calendar year through December of said year or as decided by a majority of the Commission membership at the subsequent election, provided; however, any officer may be removed at any time by vote of a majority of the Commission membership.
4. After the Chair is elected at the meeting specified in Section C.3 above, the Chair shall appoint a representative of the Commission to serve as a member of the Board of Adjustment for the following calendar year.
5. The vacancy of an office caused by the resignation or removal of any officer of the Commission during their term of office shall be filled for the remaining term of office by a majority vote of the Commission membership.

D. CHAIR

1. The Chair shall preside over meetings of the Commission and may exercise all powers usually incident to the office. The Chair may vote on any proper motion.
2. The Chair shall have full power to create standing or temporary committees of one or more members, 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 its submission to and approval by the Commission.
3. No member shall serve more than two consecutive terms as Chair, unless an extension is specifically authorized by a majority of the current membership.
4. 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 full powers of the Chair during the absence of the Chair and Vice-Chair.

E. SECRETARY

The Secretary shall be the Grays Harbor County Planning and Building Director or their representative. The Secretary shall keep a record of all meetings of the Commission and its committees.

F. QUORUM

1. No business may be transacted by the Commission unless a quorum, consisting of at least a majority of the current members, is present at the meeting. For the specific purpose of Commission business, a “current member” means an appointed member, and excludes a vacant position.
2. The concurring vote of a majority of the members of the Commission who are present shall be necessary to decide in favor of or against a matter upon which it is required to render a decision.
3. Except as modified herein, the Commission will follow *Robert’s Rules of Order* in conducting the meetings.

G. ABSENCE OF MEMBERS

If a member has been absent for three consecutive meetings, or the Member has otherwise acted in a manner which exhibits inefficiency, neglect of duty or malfeasance, the Commission may, on a vote consisting of at least a majority of the current members, make a recommendation to the Board of County Commissioners that the absent member be removed, and a replacement member be appointed pursuant to GHCC (Grays Harbor County Code) 2.24.010.

H. APPLICATIONS AND PETITIONS

Applications and petitions will be considered by the Commission only when properly filed with the Secretary on such application forms as may be reasonably required and which contain sufficient information on which to base a proper decision.

I. AGENDA

An agenda which may consist of the following order of business shall be prepared for each meeting:

1. Roll Call
2. Minutes of the previous meeting
3. Visitors not part of the agenda
4. Old Business
5. New Business (Application hearings):
 - a. Staff presentation
 - b. Presentation by Applicant or their representative
 - c. Testimony in support of the application
 - d. Testimony in opposition to the application
 - e. Commission questions and deliberation
 - f. Commission vote
6. Planning reports and discussion
7. Executive Session, if needed
8. Adjournment

J. RECUSAL

Any member who wishes to recuse from participating in the hearing and/or decision for a request before the Commission due to a potential conflict of interest or bias, shall state for the record and leave the meeting. Per RCW 42.36.090 or its successor, if recusal of a member results in a lack of quorum, the challenged member may participate in the hearing and/or decision if they disclose the basis for recusal before the decision is made.

A member must answer “yes” to the following Questions 1 through 5 and must answer “no” to Questions 6 through 10, to participate fairly in a quasi-judicial proceeding:

1. If ex-parte contacts have occurred, have they been revealed at the public hearing?
2. Has an opportunity been given to object to their participation in the hearing because of ex-parte contact?
3. Does the member have a reasonable impartial attitude toward the request?
4. Is the member free from any direct financial benefit that could result from the approval or denial of the request?

5. Is the member free from any indirect financial benefit that could result from the approval or denial of the request?
6. Does the member have any personal interest in which they stand to gain or lose by the decision?
7. Will there be any prospective employment for the member or their family as a result of the decision?
8. Is there any business competition between the member and any of the parties at the hearing?
9. Is there any family relationship between the member and any of the parties at the hearing?
10. Has the member made a final decision on the request before hearing any testimony or evidence?

K. RULES OF CONDUCT FOR PUBLIC HEARINGS

The following rules provide a framework for conducting a proper public hearing while assuring that the hearing will be orderly, concise and fair to all:

1. All persons speaking before the Commission should speak into a microphone, and identify themselves by name, address and organization, if any.
2. Testimony should be kept factual and on the subject. The Chair is responsible for discouraging or stopping unnecessarily long, repetitive or irrelevant testimony.
3. At the onset or during the course of the public hearing, the Chair may impose a limit on the length of testimony. Opportunity may be provided for additional public comments after everyone else who wishes to speak has done so, time permitting.
4. If statements are written, it is requested that a copy be presented to the Secretary of the Commission. All material (photos, maps, drawings, etc.) presented as evidence at the hearing may be retained by the Commission.
5. Members of the audience shall not interrupt testimony or question a speaker. All questions and comments must be addressed to the Chair.
6. The Chair will close the public hearing when all public testimony has been received. After the hearing is closed, all discussion will be by the Commission only. The audience shall not interrupt the Commission while a motion is on the floor, nor participate in a question raised from that motion.

L. AMENDMENT

The Rules of Procedure may be amended at any regular or special meeting of the Commission by a majority vote of the current members.

Adopted on this _____ day of _____, 2024.

By: _____
Signature *Print Name*

Signature *Print Name*

Signature *Print Name*

Signature *Print Name*

Signature *Print Name*