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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 Councilors , pursuant to Chapter 44, Laws of 1959 (RCW 35.63), do hereby adopt, publish and declare the following rules of procedure.

### I. NAME

The official name shall be "The Clark County Planning Commission (PC)."

### II. PUBLIC MEETINGS

- a. Public meetings will be held at the Clark County Public Service Center, Vancouver, Washington, unless otherwise directed by the Clark County Community Planning Director in consultation with 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. Special meetings shall be the call of the Clark County Community Planning Director.
- c. 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, as long as those items have been properly noticed.
- d. If no matters over which the Planning Commission has jurisdiction are pending upon its calendar, a meeting may be cancelled by notice of the Clark County Community Planning Director.

### III. STAFF REPORT

- a. The chair will introduce the hearing item.
- b. Staff will present their report and recommendation.
- c. Staff will answer questions from the PC before public testimony is taken.
- d. Staff may answer questions from the public and also from the PC during and after public testimony.

### IV. TESTIMONY

- a. Oral testimony

The chair has the discretion to limit public testimony to three (3) minutes for for all such testimony. by a group of

proponents The Chair may also grant additional time if the evidence and testimony is not repetitious, irrelevant, or immaterial.

- b. Written Testimony (including graphic material, electronic media, social media posts, maps, photos, academic studies, charts, tables, and other material)
  - i. In order to assure timely review and consideration by the Planning Commission, written testimony (mailed, emailed, 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.
  - ii. Material submitted after the time frame as described in the subsection above may or may not be reviewed by staff and by the Planning Commission; however, all written material is included in the record.

#### **V. DELIBERATION & VOTE**

- a. After the staff report has been presented and public testimony has been taken, the Chair will close the hearing and the PC will deliberate.
- b. The PC may ask questions of staff during the deliberation.
- c. Once a consensus has been reached that the debate can end, the Chair will call the question and a roll call vote will be taken.
- d. The vote is a recommendation to the Board of County Councilors and the staff will forward the PC recommendation to the Board of County Councilors.
- e. At the discretion of the Chair, the volume of material submitted or the amount of time required for adequate public input may prompt a continuation of a particular hearing item.

#### **VI. 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.

#### **VII. CHAIR**

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.

#### **VIII. VICE CHAIR**

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.

#### **IX. QUORUM**

A simple majority of the appointed members shall constitute a quorum for the

transaction of business, both work sessions and including hearings. 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.

**X. 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 Clark County Community Planning Director or a designee, the Chair shall, at the discretion of the Commission, request that the Chair of the Board of County Councilors 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 Councilors.

**XI. COMMUNITY PLANNING DIRECTOR**

Clark County 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 Clark County Community Planning 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 Councilors.

**XII. 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.

**XIII. AGENDA**

An agenda shall be prepared for each meeting, consisting of the following order of business:

- i. CALL TO ORDER
- ii. ROLL CALL & INTRODUCTION OF GUESTS
- iii. COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS
- iv. PUBLIC HEARING ITEMS
- v. OLD BUSINESS
- vi. NEW BUSINESS
- vii. COMMENTS FROM PLANNING COMMISSION MEMBERS
- viii. ADJOURNMENT

**XIV. 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.