

**BYLAWS
OF THE
CLARK COUNTY CHARTER REVIEW COMMISSION
DRAFT**

Section I. Name,

This deliberative body shall be known as the Clark County Charter Review Commission (Commission) which consists of fifteen (15) Commissioners elected by Clark County voters on November 4, 2025.

Section II. Authorization Under Charter

The Clark County Review Commission exists as authorized under Article 9 of the Clark County Home Rule Charter.

Section III. Contact Information

1. The business address for the Commission is care of Clark County, PO Box 5000, Vancouver, WA 98666-5000.
2. The telephone contact number is 564-397-2232.
3. The general email contact address is CharterReviewCommission@clark.wa.gov.
4. Individual Commissioners email address is firstname.lastname@clark.wa.gov. No personal email addresses may be used to conduct business as a Commissioner.
5. The registered agent for service is Clark County in the state of Washington located at 1300 Franklin Street, Vancouver, WA 98666-5000.

Section IV. Purpose

The purpose of the Commission shall be to develop and refer to the electorate any recommended changes to the Home Rule Charter ("Charter") for the government of Clark County ("County") subject to the laws of the State of Washington ("State") and in accordance with the Constitution of the State.

Section V. Officers

1. The Officers of the Commission are a Chair, Vice Chair, and a Secretary.
 - a. Duties of the Chair include:
 - i. Presiding over all meetings of the Commission.
 - ii. Ruling on questions of procedures that may arise.
 - iii. Call special meetings of the Commission as provided in Section IX of these Bylaws.

- iv. Preparing an agenda for each regular or special meeting of the Commission.
 - v. Speak on behalf of the Commission before the media and external agencies unless and until such other representative is appointed by the Commission.
 - vi. Perform other duties as may be provided in these Bylaws or authorized by the Commission.
 - vii. The Chair or Vice Chair, if the Vice Chair is presiding, may take part in discussion and debate during the Commission meetings without handing over the gavel so long as they do not abuse the right to do so.
- b. Duties of the Vice Chair include:
 - i. Assume the duties and powers of the Chair in the absence of the Chair.
 - ii. Performs all duties assigned by the Chair.
 - c. Duties of the Secretary include:
 - i. Ensure recording and presentation of the minutes of all Commission meetings.
 - ii. Maintain the Bylaws under which the Commission operates and all amendments hereto.
 - iii. Perform such other duties as may be provided in these Bylaws or authorized by the Commission.
2. The Commissioner candidate receiving the most votes in the general election shall serve as interim Chair of the Commission during its initial meeting and until such time as the Commission shall determine the procedures under which it shall operate. Thereafter, Officers shall be elected from the Commission membership.
 3. Officers elected by the Commission shall take office immediately upon election. Their term in office shall expire upon completion of the duties of the Charter Review Commission or December 31, 2027, whichever occurs first.
 4. An officer may be removed from their position as an Officer, with or without cause, by an affirmative vote of ten (10) Commissioners at any regular meeting, or at a special meeting called for that purpose. Removal from an Officer position does not remove the individual from the Commission. Upon removal of an Officer, the position is deemed vacant and will be filled in accordance with Section V of these Bylaws.

Section VI. Staff

1. The Commission shall be supported by County staff and legal counsel.

2. Staff shall be responsible for the following:
 - a. Receiving and sending communication to and from the Commission.
 - b. Notifying the Commission of pertinent business.
 - c. Providing notices required by statute, these Bylaws, or Commission resolution.
 - d. Maintaining official records of Commission proceedings.
 - e. Presenting information and research.
3. Other County staff, experts, or advisors may support the Commission as requested by the Chair and approved by the County.

Section VII. Committees

1. The Commission may create, appoint, and dissolve committees, as deemed necessary to conduct the Commission's business, by a simple majority vote at a regular Commission meeting. Members must be appointed from the Commission.
2. The Chair of each committee shall be appointed by the members of the Committee and approved by a simple majority of the Commissioners. The committee Chair shall continue in that capacity until such time that the committee is dissolved, or the committee votes upon a new Chair.
3. The committee Chair has the responsibility to:
 - a. Call for meetings of the committee.
 - b. Run committee meetings.
 - c. Document committee business.
 - d. Make progress reports to the Commission at all regular Commission meetings.
4. At the request of the Commission, and upon its dissolution, each committee shall submit a written report to the Commission describing its activities, findings, recommendations, and other pertinent information.

Section VIII. Vacancies on the Commission

1. Vacancies on the Commission, occurring pursuant to Section 42.12.010 Revised Code of Washington (RCW) for elected office, shall be declared by the Chair.
2. Vacancies on the Commission shall be filled pursuant to Clark County Home Rule Charter, Article 9, Section 1(B).

Section IX. Meetings

1. All meetings shall be held in accordance with the Washington State Open Public Meetings Act (OPMA), Section 42.30 RCW.

2. Regular meetings shall be established by the Commission, consistent with Article 9 Section 1(A) of the Home Rule Charter, which shall establish dates, times, and frequency for all regular meetings.
3. Meetings may be held virtually, in-person, or combination thereof.
4. Order of business, shall include, but not be limited to:
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Approval of Agenda
 - d. Open Public Comment
 - e. Approval of Minutes
 - f. Executive Committee Reports
 - g. Committee Reports
 - h. Comments by Support Staff
 - i. Old Business
 - j. New Business
 - k. Good of the Order

Section X. Quorum

1. A quorum of the Commission must be present for the conduct of any business at a meeting of the Commission.
2. A quorum for any meeting of the Commission shall consist of eight (8) Commissioners who are physically or virtually present at the meeting location.
3. A majority of the committee shall constitute a quorum for the conduct of the business of a committee.

Section XI. Participation and Nondiscrimination

1. The Commission shall encourage and allow for civil and germane public testimony during every regular and special meeting of the Commission or through written public comment. Oral public comment will be limited to three (3) minutes for each individual.
2. The Commission will not discriminate, in accordance with Washington and Federal Laws.

Section XII. Communications

1. The Chair may speak on behalf of the Commission before the media and external agencies, unless and until another representative is appointed or delegated by the Commission.

2. County Staff will ensure public distribution via a County web page that is distinctly for Commission business on behalf of the Commission on which the following are posted, Commission notice of meetings, recordings of meetings, agendas, minutes, media releases, a copy of the Clark County Charter proposed changes, composition of the Commission, contact information, and other pertinent information.
3. County Staff will ensure that each Commissioner is provided a County e-mail address. The County issued e-mail will be the only e-mail permitted for Commission business.
4. All Commissioner and Commission written communications, including e-mails, concerning the business of the Commission, whether or not to or from a County e-mail address, shall be subject to public disclosure, in accordance with the Washington Public Records Act, Chapter 42.56, Revised Code of Washington.

Section XIII. Rules of Order

Except as modified by these Bylaws, and when not in conflict with state law, all meetings of the Commission and its committees shall be held using Robert's rules of Order (revised edition) for guidance. Any failure on the part of the Commission, or one or more of its committees, to adhere to Robert's Rules of Order shall not invalidate any action taken by the Commission, provided that such actions is not otherwise in conflict with state law, these Bylaws, or other requirements established by the Commission.

Section XIV. Voting

1. Each Commissioner shall have one (1) vote on all matters before the Commission and its committees.
2. All votes shall be cast by open roll call (virtually or physically) or as agreed upon by the Commission.
3. Approval of any motion or other action by the Commission requires the vote of a simple majority of a quorum present at a meeting, unless otherwise specified in these Bylaws.

Section XV. Submittals to County

The Commission shall submit to the Clark County Auditor its proposed amendments in accordance with the Auditor's policy and procedures.

Section XVI. Adoption of proposed changes by the Commission to the Charter

1. No motion shall be entertained to propose an amendment to the Charter unless the proposed amendment has been included on the Commission's duly

advertised and posted agenda for a Commission meeting; provided that a proposal that has been included in the Commission's duly advertised and posted agenda may itself be amended by the Commission without further posting unless the scope or nature of the proposal is significantly changed by the amendment. A seconded motion to propose an amendment to the Charter must be approved by simple majority vote of a quorum of the Commission.

2. The proposal of Charter amendments for submission to the County Auditor to be included on the ballot before the Clark County electorate shall occur at a regular meeting to be held after fourteen (14) days' notice has been given of such consideration. No amendment shall be allowed, and the vote shall be for the adoption or rejection of each proposal to amend the Charter. The names of those Commissioners voting Aye and Nay shall be recorded for the permanent record of the Commission.

Section XVII. Changes to Bylaws

1. The initial Commission approval of Bylaws shall be by simple majority vote of a quorum present at a meeting.
2. Proposals for amendment or repeal of these Bylaws, in whole or in part, may be submitted by any Commissioner to the Commission during any regular meeting of the Commission, provided, however, that the proposal to amend or repeal has been duly included in the posted and advertised agenda for that meeting and a copy of the proposal provided to all Commissioners no less than fourteen (14) days prior to the meeting. A Commissioner request to place on the agenda a proposal to amend or repeal the Bylaws must be granted by the Chair. A seconded motion for adoption of amendment or repeal of Bylaws shall be approved by a simple majority vote of a quorum of Commissioners present at a meeting.
3. Any amendment or repeal of these Bylaws approved by the Commission shall become effective immediately.
4. If approved by the Commission, the Secretary shall add the amendment or repeal and include it as part of these Bylaws. The Secretary, or his/her designee, shall ensure distribution of amended Bylaws to all Commissioners.

Section XVIII. Dissolution

The Commission shall automatically dissolve on or before December 31, 2027.