

**TOWN OF NACHES PLANNING COMMISSION
BYLAWS AND RULES OF PROCEDURE**

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1.0 INTRODUCTION

The official name of the organization shall be the “Town of Naches Planning Commission”, hereafter referred to as the “Commission”. The Commission shall consist of five regular members and an alternate member.

2.0 PURPOSE

The purpose of the Commission is to perform the function of a Municipal Planning Commission as set forth in RCW 35.63 and Section 17.08.010 (C) of the Town of Naches’ Municipal Code. The Commission serves in an advisory capacity to the Town of Naches Town Council. It is the responsibility of the Commission to make short and long term recommendations to the Town Council on land use and community development.

3.0 COMMISSION APPOINTMENT

The Town Council shall appoint all Commission members, including the alternate member position. If any Commission member should resign, be removed, or otherwise vacate his/her office, the Town Council shall appoint his/her replacement.

4.0 REGULAR MEETINGS

Regular meetings shall be held on the first Monday of each month at 7:00 p.m. at Naches Town Hall. If the regular meeting day falls on an official holiday (as determined by the Town), the meeting shall be held on the following business day. At such meetings, the Commission may consider all matters that properly come before them without prior notice being given to the members. The regular meeting agenda shall be posted at Town Hall and the United States Post Office-Naches Branch.

5.0 SPECIAL MEETINGS

Special meetings of the Commission may be called by the Chairman or Town Administrator, and must be called upon written request of any three Commission members. Notice of a special meeting and its purpose shall be given to all members at least twenty-four (24) hours in advance and the same notice shall be posted at Town Hall and the United States Post Office-Naches Branch.

6.0 APPLICATION PROCEDURES

Applications for consideration of business items before the Commission shall be made on forms provided by town staff.

7.0 MEETING ETIQUETTE

In order to provide a fair and efficient forum for the conduct of business at Planning Commission meetings, the following rules of etiquette shall apply:

- a.) No person shall address the Commission without first obtaining recognition from the Chairman.
- b.) The order of business shall be as presented on the agenda; changes to the agenda order shall be made by the Chairman.
- c.) For an agenda item in which a request has been made to the Commission, the applicant or proponent, upon recognition by the Chairman, shall state his/her request. If the applicant or proponent, or his/her representative, is not present, the Chairman may present the request (on behalf of the applicant) or postpone the item until the next regularly scheduled Planning Commission meeting.
- d.) For agenda items where a written staff report has been prepared, the staff person, upon recognition by the Chairman, shall summarize the report at the meeting.
- e.) Following the summary of the staff report, the Commission members shall be allowed to question staff regarding the material in the report.
- f.) After the Commission member's questions have been answered, the Chairman may recognize the applicant or proponent of that item of business to speak. Following the proponent's statements, any other person wishing to speak on the subject may be recognized by the Chairman.
- g.) Once a person has spoken in regard to a specific item before the Commission, he or she shall not be recognized to speak again until all persons wishing to speak have been given the opportunity to do so first.

8.0 VOTING

Voting on all items, in order to achieve approval, except for amendments to the Bylaws and Rule of Procedure, shall be accomplished by simple majority. All Commission members shall have one and only one vote on any particular item of business. The Chairman shall have one vote and shall have the same opportunity to vote as other Commission members. On items considered of extreme importance, the Chairman may call for a roll call vote. There shall be no voting by proxy.

The following shall be done in order for an item to be voted upon:

- a.) the item has been placed on the agenda prior to the meeting, or
- b.) the item has been discussed at a previous meeting, or
- c.) the item is considered by majority vote of the Commission to constitute an emergency and as such warrant immediate decision.

Each formal action of the Commission shall be made by a formal motion, which will be entered into the minutes. The Chairman shall, at his/her discretion, or at the request of any Commission member, read the motion before being voted on.

9.0 CONFLICT OF INTEREST

All members of the Commission shall exercise every effort to avoid conflicts of interest, or the appearance thereof, in the actions of the Commission. Any member who in his/her judgment has an interest in any matter before the Commission that would tend to prejudice his/her actions shall so publicly indicate, step down and abstain from the deliberations and voting on that matter.

10.0 QUORUM

A quorum shall consist of a majority of the total number of Commission members and no action shall be taken in the absence of a quorum except to adjourn the meeting to a future date.

11.0 OFFICERS

The officers of the Commission shall consist of a Chairman and Vice Chairman. Officers shall be selected from among the five Commission members at the first Commission meeting of the year and shall serve from January 1 through December 31.

12.0 DUTIES OF THE CHAIRMAN

It shall be the duty of the Chairman to:

- a.) Preside at all meetings of the Commission,
- b.) Enforce the Commission's Bylaws and Rules of Procedure,
- c.) Execute the will of the Commission, and
- d.) Appoint all Commission committees.

13.0 DUTIES OF THE VICE CHAIRMAN

It shall be the duty of the Vice Chairman to assist the Chairman and fulfill the duties of Chairman in the Chairman's absence.

14.0 DUTIES OF THE ALTERNATE MEMBER

An alternate Commission member shall attend Commission meetings on a regular basis in order to stay informed on the issues and familiarize themselves with how the meetings are conducted. The alternate member shall be treated as a Planning Commission member and shall receive the same mailings and information as the other members receive. An alternate member may be included in informal discussions at Commission meetings.

15.0 DUTIES OF TOWN STAFF

It shall be the duty of town staff to:

- a.) Call special meetings or public hearings when required or deemed necessary,
- b.) Maintain a record of Commission member attendance at Commission meetings,

- c.) Keep a current roster of Commission members,
- d.) Prepare the minutes of all Commission meetings,
- e.) Prepare and deliver Commission agenda packets,
- f.) Maintain a record of all correspondence, minutes and records, and
- g.) Assist the Chairman.

16.0 ABSENCE OF CHAIRMAN AND VICE CHAIRMAN

In the absence of the Chairman and Vice Chairman, a Chairman may be selected from the Commission members present to conduct the current meeting. The meeting may be canceled, postponed or continued to a future date as determined by the Commission.

17.0 COMMISSION MEMBER ABSENCE

Commission members shall notify the Chairman, Vice Chairman, or Town Staff in advance when they have a planned absence from a meeting.

18.0 COMMISSION MEMBER DISMISSAL

A Commission member shall be subject to dismissal from the Commission when they

- a.) have two consecutive unexcused absences, or
- b.) miss three meetings during a calendar year.

19.0 COMMITTEES

The Chairman may from time to time appoint sub-committees of the Commission membership, or a Committee-of-the-Whole thereof, to carry out certain specific duties or functions as the Commission deems advisable. The Commission Chairman shall appoint the members of each committee, and shall name the Chairman of each committee. The committee shall complete its assigned tasks expeditiously and report its findings to the Commission at their next meeting.

20.0 AMENDMENTS TO BYLAWS AND RULES OF PROCEDURE

These Bylaws and Rules of Procedure may be amended by two-thirds vote of the members present at any regular or special Commission meeting, provided notice of such proposed changes shall be distributed to each Commission member in good standing at least ten (10) days prior to such meeting.

APPROVED: _____
Rick Vogler, Chair

DATE: _____

PREPARED BY: _____
Julie L. Lawther, Clerk/Treasurer

DATE: _____