

BYLAWS OF THE BONNEY LAKE PLANNING COMMISSION

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ARTICLE I – NAME

Section 1. Name: The official name of the Commission shall be “The City of Bonney Lake Planning Commission;” hereinafter, referred to as the “Commission”

ARTICLE II – OFFICIAL SEAT

Section 1. Official Seat: The official seat of the Commission shall be in the Justice and Municipal Center of the City of Bonney Lake, 9002 Main Street East, Bonney Lake, WA 98391, and meetings shall be held there except on such occasions, and at such times, as the Commission may by a majority vote otherwise direct.

Section 2. Regularly Scheduled Meetings: The number of meetings per month and a schedule of meeting dates shall be established. Pursuant to Bonney Lake Municipal Code (BLMC) 2.26.020, the Commission shall meet at least 12 times a year. The regular meeting dates are established as the first Wednesday of every month at 6:30 p.m. with the third Wednesday of each month at 6:30 p.m. reserved as necessary in the Bonney Lake Council Chambers. If at any time any regular meeting falls on a holiday, such regular meeting will be held on the next Wednesday following the holiday at the same time and place. The time and place of meetings cannot be changed after notice has been sent unless notice of the change is also sent.

Section 3. Special Meetings: A special meeting may be called at any time by the Chair of the Commission or by a majority of the members of the Commission by delivering personally or by mail written notice to each member of the Commission. Special meeting notices shall also be posted at the Justice and Municipal Center, Senior Center, and Public Works Center not less than 24-hours before said meeting is scheduled. The notice shall specify the time and place of the special meeting and the business to be transacted.

Final disposition shall not be taken on any item not scheduled on the agenda for the special meeting.

Section 4. Open Meetings: The meetings and workshops of the Commission shall be open to the public.

ARTICLE III – MISSION, OBJECTIVES, & POWERS

Section 1. Obligation: The members of the Commission accept the responsibility of the office and declare their intention to execute the duties defined in applicable portions of the Revised Code of Washington to the best of their ability, and to carry out those objectives and purposes as established by Chapter 2.26 of BLMC as maybe subsequently amended by the City Council.

Section 2. Powers & Duties: The Commission shall exercise such powers and perform such duties as permitted by BLMC 2.04.1040, Chapter 2.26 BLMC, and Chapters 35.63 and 35A.63 of the Revised Code of Washington (RCW).

ARTICLE IV – OFFICERS

Section 1. Election of Officers: The Commission, at its first regular meeting of each year, shall elect a Chair and Vice-Chair. The Community Development Director shall arrange for staff to attend Commission meetings and serve as Clerk to the Commission.

Section 2. Terms of Service: The officers shall serve for a period of one year commencing with the first meeting of each year, and serve until a successor has been elected. Any officer may, however, be removed at any time by vote of a majority of the Commission entered on record.

Section 3. Compensation: The members of the Commission, including the Chair and Vice-Chair, while acting as such, shall be compensated at the rate provided in BLMC 2.26.060 and in accordance with the adopted payroll policies and practices of the City.

Section 4. Duties and Powers of the Officers of the Commission: The duties and powers of the Officers of the Commission shall be as follows:

A. Chair:

1. Preside at all meetings of the Commission.
2. Call special meetings of the Commission in accordance with the bylaws.
3. Sign official documents of the Commission.
4. See that all actions of the Commission are properly taken.

5. Represent the Commission at Council meetings to give recommendations or reports to the Council. The Chair may also duly designate another representative, which designee may include the appropriate department head or assigned staff liaison to represent him or herself.
6. Shall be authorized to cancel a meeting. No staff member shall cancel a meeting without concurrence of the Chair or Vice-Chair, or in their absence, for any appropriate reason.
7. Shall receive and respond to Commissioners inquiries regarding the business of the Commission.
8. Shall be responsible as a liaison to the Community Development Director or designee.

B. *Vice-Chair*

1. During the absence, disability or disqualification of the Chair at the Chair's discretion, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.
2. The Vice-Chair shall succeed the Chair, and complete the designated term of the Chair, if the Chair vacates his office prematurely. In the latter instance, a new Vice-Chair shall be elected at the next regular meeting.
3. The Chair and Vice-Chair, both being absent, the members present, if a quorum, may elect for the meeting a temporary chair who shall have full powers of the Chair during absence of the Chair and Vice-Chair.

C. *Recording Secretary-Clerk*

1. Keep written and audio-recorded minutes of all meetings of the Commission per City Council policy.
2. Give or serve all notices required by law or by the by-laws.
3. Prepare the agenda for all meetings of the Commission per the Chair's direction.
4. Be custodian of Commission records.
5. Inform the Commission of correspondence, relating to business of the Commission and attend to such correspondence.
6. Sign correspondence of the Commission with knowledge of Chair.

ARTICLE V – ATTENDANCE & QUORUMS

Section 1. Absence Reports: Each member of the Commission who has knowledge of the fact that they will not be able to attend a scheduled meeting of the Commission may notify the Secretary at the earliest possible opportunity, and in any event prior to 12:00 P.M. on the date of the meeting. The Secretary shall notify the Chair of the Commission in the event that the projected absences will produce a lack of quorum.

Section 2. Attendance at Meetings: Members are expected to attend all meetings. For the purposes of recording member attendance, meetings lasting an hour or more, if a Commissioner leaves a meeting before the first hour has passed, it will be considered an unexcused absence. In addition, if a Commissioner arrives more than 10 minutes late to a meeting, it may be considered an unexcused absence. Any Commissioner may be removed pursuant to BLMC 2.26.010.C, as may be amended.

Section 3. Quorum: A majority of the members of the Commission, equivalent to four of seven positions anticipated by BLMC 2.26, shall constitute a quorum for the transaction of business. Any action taken by a majority of those present when those present constitute a quorum at any regular or special meeting of the Commission shall be deemed and taken as the action of the Commission.

ARTICLE VI – VOTING

Section 1. Requirements: A commissioner must be present at a Commission meeting to vote on any issue; provided, that in extraordinary circumstances, a commissioner shall be deemed present by appearing via telephone or other similar electronic means in order to establish a quorum for business. No commissioner shall be allowed to vote by proxy.

Section 2. Ties: In case of a tie in votes on any motion, the motion shall be considered defeated.

Section 3. Roll Call Voting: The chair or any commissioner may request a verbal roll call vote.

Section 4. Votes on Motions: The Commission requires a majority vote of those councilmembers present and voting for the passage of any motion or recommendation. Each commissioner present may vote on all questions before the commission except on matters in which the commissioner has been disqualified or the commissioner feels there may be a conflict of interest or a possible appearance of fairness issue perceived by the public.

Section 5. Appearance of Fairness: A commissioner shall disqualify himself or herself prior to any discussion of the matter and shall not attempt to influence the votes of the other commissioners. When disqualification of a member or members results or would result in the inability of the Commission at a subsequent meeting to act on a matter which

is required by law to take action, any commissioner who was absent or who had been disqualified under the appearance of fairness doctrine may subsequently participate provided such commissioner shall first have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.

Section 6. Failure to Vote on a Motion: Any commissioner present who fails to state his or her vote without a valid disqualification shall be declared to have voted in the affirmative on the question, except that an abstaining commissioner still creates a quorum. Commissioners have a right to abstain and cannot be compelled to vote. Any abstaining commissioner shall state his or her reason for the abstention. Abstentions shall be counted as neutral.

Section 7. Explanation of Vote on a Motion: Any commissioner desiring to explain his or her vote may do so by requesting the floor from the chair and shall be allowed the opportunity to do so for the public and the official record. The question shall not be called for by any commissioner until each commissioner has had an opportunity to address or state his or her concerns.

Section 8. Consensus Votes: When a formal motion is not required on an action or opinion, a consensus voice vote may be taken. The chair will state the action or opinion and each councilmember may vote by saying “aye” or “nay.”

Section 9. Reconsideration: Any action of the Commission shall be subject to a motion to reconsider, except any action previously reconsidered, motions to adjourn, motions to suspend the rules, an affirmative vote to lay on the table or to take from the table, or a vote electing to office one who is present and does not decline. A motion to reconsider may only be made by a member of the prevailing side on the original action. A motion to reconsider may be made at the same meeting the initial vote is taken, but no later than the next succeeding regular Commission meeting. Debate is limited to the reason for reconsidering the motion and should not be used to repeat discussion regarding the main motion.

Section 10. Tabling Issues: If a commissioner wishes to make a motion to table an issue, they may state their intentions to do so and inquire whether any commissioner wishes to make statements or provide information prior to the motion being made and seconded.

ARTICLE VII– AGENDAS & ORDER OF BUSINESS

Section 1. Deadline for Agenda: The agenda shall be completed and mailed or delivered with supporting materials to the Commission by the close of business the Friday before the regularly scheduled Commission Meeting. If the Friday prior to the Planning Commission falls on one of the holidays established in BLMC 2.32.010, the complete agenda shall be provided by the close of business on the regular working day prior to the holiday. . Staff shall ensure that the Council is provided with, in a timely manner, copies of their agendas and minutes of all meetings. . Copies of all Council

agendas and minutes shall be provided to each commissioner by the staff in a timely manner.

Section 2. Order of Business: At every regular meeting of the Commission, the Order of Business shall be as follows [i.e. items 1 through 10], provided: the Commission, by a majority vote, may choose to modify the order if necessary.

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. Public Concerns [if not a scheduled public hearing]
- E. Public Hearings
- F. Old/Continuing Business
- G. New Business
- H. Correspondence
- I. For the Good of the Order (Commissioner’s Concerns and Staff Concerns located under “For the Good of the Order”).
- J. Next meeting date announced by the chair.
- K. Adjournment. No meeting shall be permitted to continue beyond 8:30 PM without approval of three-fourths of the commissioner who are present and eligible to vote. A new time limit must be established before taking a Commission vote to extend the meeting. In the event that a meeting has not been closed or continued by Commission vote prior to 8:30 PM, the items not acted on shall be deferred to the next regular Commission meeting as old business.

ARTICLE VIII– PUBLIC COMMENTS

Section 1. Citizen Comments: Citizens are encouraged to attend and participate at all Commission meetings. Under agenda item “Public Concerns,” citizens may address the Commission regarding any item of concern under the umbrella of the Commission’s jurisdiction, provided: if public concerns relate to a public hearing item, public comments to the Commission may be made solely during the verbal testimony portion of said hearing. Citizens have five minutes to address the Commission, unless granted further time by the chair or a majority of the commissioners present. Groups recognized by the chair or a majority of the commissioner present, who have a designated speaker, have a total of 10 minutes to speak. Following such comments, if action is required or has been requested, the chair may refer the matter to staff for review or investigation and report at a future meeting. Sign-up is not required for this portion of the Commission’s meeting.

Each citizen will be allowed to speak only once during the citizen comments portion in each Commission meeting.

Section 2. Conduct and Decorum: Any person addressing the Commission pursuant to shall comply with the following rules of conduct and decorum:

- A. When recognized by the chair, each person addressing the Commission shall go to the podium, give his/her name and address in an audible tone of voice for the record, and shall limit their remarks to the time specified, unless granted further time by the chair or requested by a majority of the commissioner present. All remarks shall be addressed to the Commission as a body and not to any member thereof. This time is set aside for citizen comments on Commission business and not to allow individual conversations between citizens and commissioner. No questions shall be asked of a commissioners, except through the chair.
- B. All speakers are expected to deliver their comments in a courteous and efficient manner. Any person using profanity, or making personal or impertinent or slanderous remarks, or becoming boisterous, unruly or disruptive while addressing the Commission may be requested to leave the meeting.
- C. Any speaker who fails to comply with these limits and rules for speaking at the Commission meetings, or otherwise acts in an unruly or disruptive manner, shall be subject to removal from the meeting.

Section 3. Written Communication: All material presented at Commission meetings shall also be presented to the Recording Secretary-Clerk to be entered as an exhibit. A copy of any written communications submitted to the Commission under Public Concerns or in reference to an agenda item shall be provided to the Recording Secretary-Clerk who shall note in the minutes that said communication was received and include the subject of the communication and the person or group submitting it.

Section 4. Public Hearing Procedures:

- A. ***Speaker Sign-In.*** Prior to the start of a public hearing, all persons wishing to be heard are required to sign in with the Recording Secretary-Clerk, giving their name and address and whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. Each speaker shall be given five minutes or when presenting the official position of any organization or group recognized by the chair or the majority of the commissioners present 10 minutes shall be allowed. As allowed by the chair or the majority of the commissioners, anyone who has signed in to speak at a public hearing may relinquish his or her allotted time to any person who is also signed in to speak. If there are numerous items for public hearings on any agenda, there will be a separate public hearing on each item. The chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e., proponents,

opponents, etc.). Public hearing testimony sign-up forms shall be available on the table outside of the council chambers prior to the meeting for use by those wishing to address the Commission.

B. ***Opening the Public Hearing.*** The chair introduces the agenda item, opens the public hearing, and provides a summary of the following Rules of Order and/or advises the public that they may have a copy of such rules, which shall be available with other agenda materials regularly made available to the public at each Commission meeting:

1. The Commission set the public hearing to receive public testimony on all issues required by law or of sufficient public interest as determined by the Commission. Discussions by Commission of public testimony shall normally be scheduled for the next regularly scheduled workshop. Final action by the Commission on all public hearings shall normally be scheduled for the next regularly scheduled Commission meeting; except where no public testimony was provided, the Commission may choose to take final action immediately following the public hearing.
2. All comments by proponents, opponents or other members of the public shall be made from the podium; any individuals making comments shall state their name and address for the official record of the transcript of the public hearing.
3. No comments shall be made from any other location. Anyone making “out-of-order” comments shall be subject to removal from the meeting. If you are disabled and require accommodation, please advise the nearest staff member.
4. These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his/her right of free speech.

C. ***Presentation of Topic.*** After the public hearing has been opened, the chair calls upon staff to present a brief report on the matter under consideration.

D. ***Public Testimony.*** Following staff presentation, the chair calls upon proponents, opponents and all other individuals who have signed in to speak regarding the matter under consideration. After everyone that has signed in to speak has had their opportunity to do so, the chair shall ask three time if there is anyone else wishing to speak on this matter. Once the public testimony has concluded, the chair inquires:

“At this time I will inquire of the staff as to whether there have been any misstatements of fact or whether the staff wishes to introduce any material as to subjects raised by the proponents or opponents or alter in any regard its initial recommendations

- E. **Commissioner Questions.** The chair inquires as to whether any commissioner has questions for the proponents, opponents, speakers or staff. If any commissioner has questions for an individual, the person will be recalled to the podium by the chair.

- F. **Closing the Public Hearing.** Following the response to questions raised by commissioner, the chair either continues the public hearing to a specific date and time, or closes the public hearing. The commission may choose to keep the public record open to a date and time set by the commission to receive written testimony if the commissioner so desire.

- G. **Commission Action.** After the public hearing is closed, the materials is set over to the next Commission meeting as an old business item for action and/or discussion by the Commission. At the next Commission meeting, the chair inquires if there is a motion by any commissioner. If a motion is made, it shall be in the form of an affirmative motion. Following the motion and its second, discussion occurs among Commissioners. If a motion is not made and seconded, no further discussion or action on the topic is taken by the Commission. Following the discussion, the chair inquires if there are any final comments or recommendations from administration and then inquires of the Commissioners as to whether they are ready for the question.

ARTICLE IX– PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Procedure: *The Standard Code of Parliamentary Procedure*, Alice Sturgis, 4th edition, is hereby adopted for the government of the Commission in all cases not otherwise provided for in these rules.

ARTICLE X – KNOWLEDGE OF PLANS, POLICES AND RULES

Section 1. Knowledge of Planning Documents: All members of the Commission shall be generally familiar with:

- A. The Bonney Lake Comprehensive Plan, including functional or sub-area elements thereof;

- B. Bonney Lake’s land use codes, including but not limited to those codified in BLMC, Titles 13 through 19;

- C. Applicable state, county, and/or regional land use legislation, policies, and regulations;

- D. The Planning Commission By-laws, as well as Chapters 2.06 and 2.26 BLMC.

ARTICLE XI -AMENDMENTS

These Bylaws may be amended by a majority vote of those appointed to the Commission, when those present constitute a quorum, at any regular meeting; provided that the proposed amendments have been submitted in writing at a previous meeting.

Per BLMC 2.04.1040.B, the Commission shall provide the City Council for the City of Bonney Lake with a copy of the bylaws and shall be responsible for providing updated copies as amended.

Last Amended on March 19, 2014

Originally Adopted on August 22, 2001


Grant Sulham, Chair

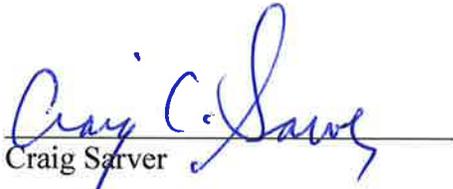

David Baus


Winona Jacobsen, Vice-Chair


Dennis Poulsen


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