

**FERRY COUNTY  
RESOLUTION NO. 2007-03**

**AMENDING RESOLUTION NO. 2003-15  
BYLAWS OF THE FERRY COUNTY PLANNING COMMISSION**

**WHEREAS**, Resolution No. 94-45, Bylaws of the Ferry County Planning Commission, was adopted by the Ferry County Board of Commissioners on October 3, 1994. Resolution No. 94-45 was amended by Resolution 2001-03, Bylaws of the Ferry County Planning Commission, by the Ferry County Board of Commissioners on January 16, 2001. Resolution No. 2001-03 was amended by Resolution No. 2003-15 on June 23, 2003; and

**WHEREAS**, the said resolution amends the appointment and terms of members of the Ferry County Planning Commission. The Members of the Commission shall be appointed by the Ferry County Board of Commissioners. The Commission shall consist of nine members, three from each district. Members of the Commission shall be appointed to four-year terms expiring December 31. Vacancies occurring for any reason other than the expiration of the term shall be filled by appointment for the unexpired portion of the term. Vacancies shall be filled from the same Commissioner District as that of the vacating member.

**WHEREAS**, if after advertising for vacancies on the Planning Commission, the Board of County Commissioners is unable to appoint the allotted three members from each district due to the lack of nominees, the Board of County Commissioners may appoint at large interim members for a period of up to 1 year, until such time as a volunteer in the designated district comes forward; and

**WHEREAS**, Interim Members of the Commission for the first year will be appointed until December 31, 2007. Thereafter, the interim term would be from January 1<sup>st</sup> to December 31<sup>st</sup>.

**NOW, THEREFORE BE IT HEREBY RESOLVED** that the Ferry County Board of Commissioners hereby provides for at large interim members of the Ferry County Planning Commission.

034056

034056

ex 7

( )

( )

( )

RESOLUTION NO. 2007-03

**BYLAWS**  
OF  
THE FERRY COUNTY PLANNING COMMISSION  
AS OF SEPTEMBER 1994

ARTICLE I  
AUTHORITY

The Ferry County Planning Commission was established by the Ferry County Board of Commissioners, here in after referred to as the Board, on June 5, 1961, in accordance with laws prescribed under Chapter 201, Laws of Washington 1959 as codified as Planning Enabling Act RCW Chapter 36.70. These Bylaws are adopted as directed by RCW 36.70.140.

ARTICLE II  
PURPOSE & JURISDICTION

The Ferry County Planning Commission is an advisory body appointed by the Ferry County Board of Commissioners to provide a balanced representation of the citizen interests of the county, and to advise and make recommendations on land use issues at the local level. The Planning Commission has jurisdiction in Ferry County to prepare and execute a comprehensive plan, and review and make recommendations regarding the adoption of official controls and amendments.

ARTICLE III  
APPOINTMENT AND TERMS OF MEMBERS

**Section 1: Appointment**

The Members of the Commission shall be appointed by the Ferry County Board of Commissioners.

**Section 2: Number**

The Commission shall consist of nine members, three from each Commissioner District.

**Section 3: Term of Office**

Members of the Commission shall be appointed to four year terms expiring December 31.

**Section 4: Vacancies**

Vacancies occurring for any reason other than the expiration of the term shall be filled by appointment for the unexpired portion of the term. Vacancies shall be filled from the same Commissioner District as that of the vacating member.

**Section 5: Interim Members**

If after advertising for vacancies on the Planning Commission, the Board of County Commissioners is unable to appoint the allotted three members from each district due to the lack of nominees, the Board of County Commissioners may appoint at large interim members for a period of up to 1 year, until such time as a volunteer in the designated district comes forward. The term for Interim Members of the Commission for the first year will be appointed until December 31, 2007. Thereafter, the interim term would be from January 1<sup>st</sup> to December 31<sup>st</sup>.

**Section 6: Removal**

Any appointee member of the Commission may be removed by the Chairman of the Board, after public hearing, with the approval of the Board, for inefficiency, neglect of duty, or malfeasance in office.

ARTICLE IV  
PLANNING COMMISSION OFFICERS AND THEIR DUTIES

**Section 1: Designations**

Each Commission shall elect its chairperson and vice chairperson from among the appointed members for a term of one year. The Planning Director shall appoint a secretary who need not be a member of the Commission.

**Section 2: Chairperson**

The chairperson shall preside at all meetings of the Commission, assure proper order of the Commission, and represent the Commission before legislative and administrative bodies.

**Section 3: Vice Chairperson**

Vice chairperson shall perform all of the chairperson's duties in the absence of the chairperson.

**Section 4: Chairperson Pro Tem:**

When both the chairperson and vice chairperson are absent from a hearing or meeting, the remainder of the citizen members of the Planning Commission shall elect a chairperson pro tem from among their own number by majority vote.

**Section 5: Secretary**

Secretary shall be the Planning Director or designee. It shall be the duty of the secretary to prepare all official instruments of the Planning Commission as well as the notices and minutes of the Commission meetings, assure the proper indexing of all Planning Commission documents as public record, and record the proceedings of all meetings, resolutions, transactions, findings, notices, and determinations of the Planning Commission.

ARTICLE V  
MEETINGS OF THE PLANNING COMMISSION

**Section 1: Regular Meetings**

Regular meetings of the Ferry County Planning Commission shall be held monthly at the Ferry County Planning Department, Republic, Washington, on the second Wednesday of each month at 6:00 p.m.

**Section 2: Special Meetings**

Special meetings of the Planning Commission may be held upon the call of the Commission Chairperson, the Planning Director, or a majority of the members. Notification of such meetings are to be given in writing, at least 24 hours prior, to all Commission members and the media. The notice shall contain the place, time and nature of the business to be transacted at the special meeting. Action at special meetings is limited to matters identified on the agenda published in the notice.

**Section 3 Emergency meetings**

In the event of a true emergency, the Commission Chairperson or the Planning Director, with the assent of a majority of Commission members contacted by telephone, may call an emergency meeting without advance written notice. Such meeting is open to the public. Publicly accessible minutes shall carry the specific justification for such meeting.

**Section 4: Executive Meeting**

When deemed appropriate, the commission may hold an executive meeting. This shall be a noticed official meeting whose topics of deliberation are truly confidential in nature. This meeting shall be closed to the public, there shall be neither deliberation nor vote on adgendized items before the Commission.

**Section 5: Public Review**

All meetings of the Commission shall be open to the public. All meetings shall be recorded and the minutes written from the recordings. These documents are of public record and subject to public inspection. Before recommending an official control or amendment to the Board for adoption, the Commission shall hold at least one public meeting to address the matter and to give the public a chance to comment.

ARTICLE VI  
ORDER OF REGULAR MEETING

**The procedural order of all regular meetings shall be as follows:**

- Chairperson shall call the meeting to order and determine a quorum.
- Approve the minutes of the previous meeting.
- Review items carried over from a previous agenda.
- Address items on the present agenda.
- Discuss other business.
- Schedule the Planning Commission calendar and announce future meetings.
- Chairperson may adjourn the meeting.

ARTICLE VII  
FORM AND CHARACTER OF MOTIONS

**Section 1: Robert's Rules of Order**

The form and character of motions shall conform to those offered within Robert's Rules of Order, Revised, except as specified below.

**Section 2: Proposal of Motion**

Upon review of the full public record and due deliberation among the members of the Planning Commission, any of its members, except the chairperson, may make a substantive motion. The motion shall include not only direction (Approval, Approval with specified conditions, or Disapproval) but also a recitation of findings which support the motion.

**Section 3: Second of Motion**

A second, citing compatible findings shall be required.

**Section 4: Findings in support of Motion**

Other Commission Members may support the motion with other compatible findings.

**Section 5: Death of Motion**

A motion shall die for lack of second.

**Section 6: Defeat of Motion**

Where a motion to disapprove an item has been defeated, a member of the planning commission initially in opposition may make a motion to approve or approve with conditions.

**ARTICLE VIII  
QUORUM AND VOTING REQUIREMENTS**

**Section 1: Quorum**

The Chairperson and four (4) of the appointed citizen members of the Planning Commission shall constitute a quorum. A quorum shall be present for the transaction of any business that may come before any monthly or special meeting of the planning Commission.

**Section 2: In Lieu of Quorum**

In the event a decision must be made in a timely manner, and it has been determined that a quorum does not exist, the Planning Director can, after consulting with a majority of the members, decide on the issue.

**Section 3: Majority Vote Required**

A majority of the citizen members of the Planning Commission then present at the meeting shall be required to pass a motion.

**Section 4: Record of Voting**

All votes shall be taken by the secretary in random order.

**Section 5: Tie-breaking Vote**

The Chairperson shall vote only in the event of a tie.

**Section 6: Abstention**

Abstention from voting shall not be counted in the determination of a motion but shall be recorded.

**Section 7: Disqualification**

Any member who disqualifies his or her self on the basis of the appearance of fairness shall not be counted in the computing of a quorum.

ARTICLE IX

INSTRUMENTS AND DOCUMENTS OF THE PLANNING COMMISSION

**Section 1: Official Instruments**

The official instruments of the Planning Commission are the record of notice, the agenda, and the minutes of hearings and meetings. Where in special cases the Planning Commission wishes to provide advice to the legislative body or administrative agency, it may do so by resolution.

**Section 2: Materials of Record**

Any and all materials submitted to the Planning Commission regarding an item shall be entered into the public record by motion to "Accept for the record."

**Section 3: Documents**

All notices, agendas, requests, agency or consultant letters or reports, citizen petitions, staff reports, minutes of meetings, and resolutions shall constitute the documents of the Planning Commission and shall be indexed as a matter of record.

ARTICLE X

CONDUCT OF THE MEMBERS OF THE PLANNING COMMISSION

**Section 1: Preparation**

Members of the Planning Commission shall take such time as to prepare themselves for meetings and hearings.

**Section 2: Absences**

Any citizen member of the Planning Commission absent from three consecutive regular meetings or any four regular meetings within a calendar year without being excused by the chairperson or Planning Director, may be removed for cause by the Board after a public hearing.

**Section 3: Conflict of Interest**

A Planning Commission member with a conflict of interest in an item before the Commission must state that a conflict of interest exists and withdraw from participation in the public hearing, working session, special meeting, or regular meeting on that item. The interests of that Planning Commission member may be represented before the Planning Commission by a specifically designated representative or legal agent at the public hearing or working session, and testimony entered into the public record.

**Section 4: Removal**

Participation of a Planning Commission member under cloud of a conflict of interest is cause for removal.

ARTICLE XI

CONDUCT OF PERSONS BEFORE THE PLANNING COMMISSION

**Section 1: Relevant Comment - at Hearings**

During all public meetings and working sessions, members of the public shall be given equitable opportunity to speak. Comments should be addressed to the item before the Planning Commission. Where a comment is irrelevant, inflammatory, or prejudicial, the chairperson may instruct the Planning Commission to "disregard" the comment, which nevertheless remains in the public record.

**Section 2: Invitation to Comment - at Meetings**

During all regular and special meetings of the Planning Commission, the public may be present but shall remain silent unless specifically invited by the chairperson to provide comment.

**Section 3: Orderly Conduct - at all Proceedings**

During all Planning Commission proceedings, members of the public have the obligation to remain in civil order. Any conduct which interferes with the equitable rights of another to provide comment or which interferes with the proper execution of Commission affairs may be ruled by the chairperson as "out-of-order" and the offending person directed to remain silent. Once having been so directed, if a person persists in disruptive conduct, the chairperson may entertain a motion to "eject" from the Planning Commission hearing or meeting. Where the person fails to comply with successful motion to eject, the chairperson may then call upon civil authority to physically remove the individual from the chamber for the duration of the meeting or deliberation on that item.

ARTICLE XII

034063

034063

030153

030153

SEVERABILITY

Should any article of the planning commission bylaws be found to be illegal, the remaining articles shall remain in effect.

ARTICLE XIII  
ADOPTION AND AMENDMENT OF BYLAWS

**Section 1: Review**

Bylaw adoption or amendment shall be made following review by the legal counsel and public hearing.

**Section 2: Vote**

The bylaws shall be adopted or amended upon a vote of a majority plus one of the citizen members of the Planning Commission.

**Section 3: Effect**

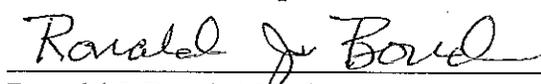
Adoption or amendment of bylaws shall take effect immediately following a successful vote.

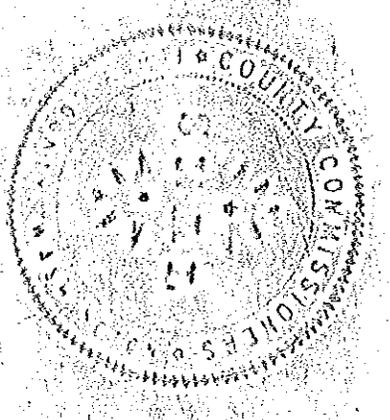
APPROVED this 20th day of February, 2007

FERRY COUNTY BOARD OF COMMISSIONERS  
FERRY COUNTY, WASHINGTON

  
\_\_\_\_\_  
Brad L. Miller, Chairman

  
\_\_\_\_\_  
Mike L. Blankenship, Member

  
\_\_\_\_\_  
Ronald J. Bond, Member



ATTEST:

  
\_\_\_\_\_  
Joy Osterberg,  
Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Michael G. Sandona  
Prosecuting Attorney