KITSAP COUNTY PLANNING COMMISSION
RULES OF PROCEDURE

Note to reader: Changes in red below reflect actions individually deliberated by the Planning Commission. All other changes, as noted in the Change Matrix are incorporated by normal text.

I. Purpose of the Kitsap County Planning Commission

A. The Kitsap County Planning Commission shall assist the Kitsap County Department of Community Development in carrying out its duties, including assistance in the preparation and execution of the comprehensive plan and the adoption of development regulations, as defined in the Kitsap County Code (KCC) 2.56 and RCW 36.70.

II. Meetings and Location

A. The Planning Commission shall convene on the first and third Tuesday of each month in the Board of County Commissioners (Board) Chambers, Kitsap County Administration Building, 619 Division St, Port Orchard, Washington, unless otherwise noticed. Meetings may be held on other occasions, times, and places as the business of the Planning Commission may require.

B. The Planning Commission shall conduct a special meeting at the call of the Chair or upon the written request of a majority of the Planning Commission to the Secretary or Clerk of the Planning Commission, so long as twenty-four hours advance notice to all Planning Commission members has been given. Such notice shall include specific items of business and only those items of business set forth in the notice to the Planning Commissioners shall be in order. Such notice shall be prominently posted on the County website and physically posted outside the entrance to the Board of County Commissioners' Chambers, Kitsap County Administration Building, 619 Division St, Port Orchard, Washington.

III. Officers, Staff and Duties

A. Each member of the Kitsap County Planning Commission shall be appointed and confirmed by the Board of County Commissioners, in accordance with RCW 36.70.080.

B. The officers of the Planning Commission shall consist of a Chair, Vice-Chair, and Secretary.

C. The Planning Commission shall, at its first regular meeting of each year, organize itself by electing a chair and vice-chair to serve until the expiration of the calendar year. Elections shall be held by open nomination by way of a main motion, subject to a 'second' to the main motion, and shall be voted in accordance with majority rules. In the case of a declared vacancy or of the resignation of the Chair, the Vice-Chair shall automatically serve the remainder of the Chair's term of office. A special election will be held at the next regular meeting to elect a new Vice-Chair to serve until the next regular election. If the Vice-Chair position is vacated, the office of Vice-Chair shall be filled via an election at the next regular meeting following the notice of vacancy or resignation.

D. Chair. The Chair shall preside over meetings of the Planning Commission exercising all the powers usually incident to the office. The Chair shall have the full right and obligation to have their own vote recorded in all deliberations/recommendations of the Planning Commission.

E. Vice-Chair. The Vice-Chair shall, in the absence of the Chair from any meeting, perform all the duties incumbent upon the Chair.

F. Secretary. The Planning Commission ~~shall~~ may appoint the Clerk to serve as Secretary. In that capacity, the Clerk shall perform the duties of both the Clerk and the Secretary. Alternatively, the Planning Commission may appoint a secretary who need not be a member of the Planning Commission.

G. Clerk. The Director of the Department of Community Development shall assign a staff member who shall act as Clerk to the Planning Commission. The duties of the Clerk shall include, but are not limited to, keeping a record of all meetings of the Planning Commission, publishing notices for Planning Commission meetings, and disseminating information regarding Planning Commission meetings to the Planning Commission members and to the public.

H. Removal from Office. Any appointed member of the Planning Commission may be removed by the Board of County Commissioners for inefficiency, negligence of duty, or malfeasance of office, pursuant to RCW 36.70.110.

IV. Conduct of Meetings and Hearings

A. Kitsap County's code of conduct must be followed when attending a Planning Commission meeting (KCC 3.02)

B. The powers and duties of the Planning Commission shall be such as prescribed by Chapter RCW 36.70, as amended, and other applicable laws of the state; and the Planning Commission shall also perform such other duties as are not inconsistent with the laws of the state, at the direction of the Board of County Commissioners.

C. The Planning Commission shall conduct such hearings as are required by Kitsap County Code and state statutes, and shall make findings of fact and conclusions, which shall be transmitted to the Department of Community Development for transmittal to the Board, along with such comments and recommendations as the Department shall deem necessary.

D. In formulating its recommendations to the Department of Community Development for transmittal to the Board, the Planning Commission may be required to conduct public hearings. All such meetings and hearings of the Planning Commission committees shall be conducted in a manner consistent with the Code of Ethics for Municipal Officers, Chapter RCW 42.23, the Open Public Meetings Act, Chapter 42.30 RCW, the Appearance of Fairness Doctrine as applicable, Chapter RCW 42.36, and applicable public participation policies of the county. For more information on meeting conduct, see Procedural Laws Overview in the Planning Commission Handbook.

E. The Planning Commission shall prepare an annual report that reviews the previous

twelve months' activities. Department of Community Development shall assist in scribing the report. The report shall be affirmed by the Planning Commission by majority vote present.

F. The Planning Commission shall meet at least once annually with the Board to, at minimum, review its roles, responsibilities, expectations, and performance. The meeting shall be an opportunity to review the latest annual report of the Planning Commission as well as provide input on upcoming legislative and work programs.

V. Composition of the Planning Commission

A. The Planning Commission shall be composed of nine members, whose members shall be appointed by the Kitsap County Board of Commissioners in accordance with RCW 36.70.080 and KCC 2.56.035. Appointments to the Planning Commission shall be staggered and each member's four-year term shall commence on the first day of January of the year when the term was created and shall expire on the four-year anniversary thereof.

VI. Conduct of Business

A. Parliamentary Procedure. The rules contained in the current edition of 'Robert's Rules of Order Newly Revised' will be followed, except as otherwise amended herein.

B. Quorum. The majority of the appointed membership of the Planning Commission will constitute a quorum for the transaction of all business at meetings. All actions of the Planning Commission shall be determined by a majority vote at a meeting at which a quorum is present. In accordance with RCW 36.70, as it now exists or is hereafter amended, the Planning Commission's recommendation regarding the Comprehensive Plan, Comprehensive Plan amendments, or development regulations shall be by affirmative vote of not less than a majority of the total members of the Planning Commission.

C. Minutes and Video Recordings, ~~and Findings~~. Minutes of all meetings shall be prepared for the record. In accordance with "Robert's Rules of Order," minutes shall be succinct and shall record what is done, including motions, recommendations, and hearings that have been continued. In accordance with "Robert's Rules of Order," minutes are not verbatim records of what is said or of testimony at meetings. Video recordings of all meetings shall be made available to the public, staff, and officials, and shall be posted and kept on the Kitsap County Planning Commission website. Minutes and audio recordings shall be 'indexed' in relation to each other according to items on the related agenda.

D. Minority Reports. A Planning Commissioner whose vote was in the minority may submit a minority report to the Department briefly explaining their position which will then be forwarded to the Kitsap County Board of Commissioners for consideration.

E. Public Spokespersons. The Chair and Vice Chair are the only members of the Planning Commission that can speak on behalf of the Planning Commission.

F. Chair and Vice-Chair Absent. Where the Chair and Vice-Chair are both absent, the

members present may elect for the meeting a temporary Chair who shall have full powers of the Chair during the absence of the Chair and Vice-Chair.

G. Email Communication. The Planning Commission shall be mindful of the Open Public Meetings Act when conducting communication via email. The Planning Commission shall not engage in dialogue or discussion of business via email. All email correspondence to and from Planning Commissioners must be sent by the Clerk.

H. Study Session or Workshop. So long as attendance is not a quorum, Planning Commissioners may meet informally in study sessions or participate in workshops on projects such as the development of comprehensive plan, development guidelines, policies, and development regulations. Any further action, discussions, and conclusions involving a quorum of members must be open to the public.

I. Performance of Duties. In the performance of its duties, the Planning Commission shall apply the Code of Ethics for Municipal Officers (RCW 42.23), the Open Public Meetings Act (RCW 42.30), the Appearance of Fairness Doctrine as applicable (RCW 42.36), and applicable public participation policies of the county. For more information on performance of duties, see Procedural Laws Overview in the Planning Commission Handbook.

VII. Reconsideration

A. Reconsideration, if successful, allows a Planning Commission member to bring back for a quorum's further consideration a motion already voted on. The purpose of reconsidering a vote is to permit correction, to take into account added information, or a changed situation developed since the taking of the vote. Procedures for reconsideration must be consistent with the following:

1. A motion for reconsideration may be made only at a regular or special meeting by a member who voted on the prevailing side. The reasons to reconsider must be stated in the motion of reconsideration and must be seconded. When a member who cannot move for reconsideration believes there are valid reasons for reconsideration, they should, time and opportunity permitting, try to persuade a member who voted on the prevailing side to make such a motion. A second for reconsideration may be made by any member of the Planning Commission.

2. The making of a motion for reconsideration and its second is subject to expire at the conclusion of the next regularly scheduled meeting following the meeting at which the motion was originally voted upon. If the motion for reconsideration is seconded, and is timely, the reconsideration motion must be heard and voted upon at the same meeting.

VIII. Recommended Amendments to Rules of Procedure

A. The Planning Commission may request amendments to the Rules of Procedure. Such recommendations may be made at any regular or special meeting of the Planning Commission, provided that the following conditions have been met:

1. The proposed change has been an item of business at a previous meeting;

2. The proposed change has been communicated to the membership ten (10) days prior to the meeting at which changes shall be voted upon;

3. The proposed change is not in conflict with any state or local regulations; and

4. The proposed change receives a favorable majority vote of a Planning Commission quorum.

IX. Meetings Rules and Procedures

A. Voting Obligatory. Every member of the Planning Commission present when a question is put to vote has a duty to and shall vote on the question, unless:

1. That member has a conflict of interest;

2. The Planning Commissioner cannot be impartial;

3. Kitsap County's principles of ethics require recusal; or

4. In a quasi-judicial setting, the recusal is required due to the Appearance of Fairness Doctrine

Where an abstention is considered or used, the member ~~shall~~ should advise the reason for the abstention.

B. Exercising Powers. The Planning Commission shall exercise its authority through motions duly made and acted upon by the Planning Commission in conformance with Robert's Rules.

C. Inconsistent Motion. A motion that is inconsistent with Washington law or local regulations has no validity.

D. Intent of Motion. All motions shall express fully and clearly the intent of the mover and should be worded in the affirmative.

E. Motion to be Seconded. A motion is not properly before the Planning Commission and shall not to be considered until it has been seconded.

F. Motion for Discussion. No motion shall be entertained or debated until duly seconded by a Planning Commissioner and then announced by the Chair.

G. Withdrawing Motion. After a motion has been moved and seconded, it shall not be withdrawn without the consent of the majority of members who are present.

H. Amendment to Motion. An amendment proposed to a motion shall be relevant to its subject matter and shall not propose a direct negative of the motion.

I. Amendment to Amendment. Only one amendment to a motion shall be before the Planning Commission at any time, but an amendment to the amendment may be before the Planning Commission at the same time. An amendment to an amendment shall be relevant to the amending motion and shall be voted on before the amendment to the main motion.

J. Debate on Amendment. The Planning Commission shall only debate the merits of the amendment and not the merit of the motion it is amending.

K. Majority to Decide. Every disputed question shall be decided by a majority of the votes of the members of the Planning Commission present at the meeting.

L. Point of Order. Upon raising Point of Order, the Chair shall rule the Point of Order valid or not valid.

X. Ground Rules

A. Ground Rules for regular and special meetings shall be attached to the Planning Commission Rules of Procedure.

KITSAP COUNTY PLANNING COMMISSION
GENERAL GROUND RULES

1. The Planning Commission Chair will conduct meetings according to specific topics and, when possible, timing as outlined in the agenda. Parliamentary procedures as noted in Robert's Rules shall be followed unless otherwise noted. Meetings will start on a timely basis.

2. Out of respect for Planning Commissioners and members of the public, all cell phones and any other electronic devices must be turned off or muted. To allow for an audible record, conducting conversations with other members of the audience or staff during the meeting shall be avoided.

3. Kitsap County's code of conduct must be followed when attending a Planning Commission meeting (KCC 3.02).

4. General comment or public testimony may be made orally or in writing. For general comment, each member of the public is limited to ~~two (2)~~ three (3) minutes for in person, or call-in. For public hearings three (3) minutes is allowed. Issues that warrant more time may be continued for future meetings. If testifying in person, names and residential locales shall be noted for the record. Testimony and comments should identify succinct issues and desired actions of the Planning Commission. If written testimony is used, the Secretary or the Clerk of the Planning Commission should receive a copy; if copies are desired for the Planning Commissioners, the Secretary or Clerk will, if possible, distribute them before the public hearing begins. Any testimony is encouraged to be submitted in writing in lieu of oral testimony.

5. Meetings may be conducted without a quorum present. However, a quorum will be required for formal recommendations via voting on motions, which will be duly noted for the record by Planning Commission Secretary or Clerk. Five (5) members of the Planning Commission shall constitute a quorum.

6. Any member desiring to speak shall be recognized by the Chair and shall confine their remarks solely to the subject under consideration.

7. Kitsap County is committed to ensuring all people have equal access to county services and programs. If you need information in a different format, or to request auxiliary aids, services, or accommodations, please let us know by contacting Kitsap1 at 360.337.5777 or help@kitsap1.com. When possible, please make requests at least two weeks before the event where services will be needed.