

1 **FINDINGS OF FACT AND RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS OF**
2 **KITSAP COUNTY, WASHINGTON REGARDING THE ADOPTION OF RULES OF PROCEDURE**
3 **FOR THE KITSAP COUNTY PLANNING COMMISSION**

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5 The Department of Community Development of Kitsap County, Washington, finds as
6 follows:

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8 1. In late 2016, Kitsap County began evaluating Kitsap County Planning Commission
9 Rules of Procedures (Rules) which are the standards by which the Planning
10 Commission functions, directs and clarifies its actions, procedures and organization.
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12 2. On February 7, 2017, following timely and effective public notice, the Kitsap County
13 Planning Commission held a work-study session to review the proposed Rules.
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15 3. On March 7, 2017, following timely and effective public notice, the Kitsap County
16 Planning Commission held a public hearing on the proposed Rules.
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18 4. On March 7, 2017, the Kitsap County Planning Commission deliberated on the
19 proposed Rules and **voted unanimously to approve** the Rules with amendments,
20 hereto attached as Attachment 1.

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22 **Therefore**, to promote the public interest and welfare of Kitsap County’s citizens and
23 based upon the abovementioned Findings, the Department of Community Development
24 recommends adoption of the proposed Rules of Procedure for the Kitsap County Planning
25 Commission.

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27 **APPROVED BY THE PLANNING COMMISSION OF KITSAP COUNTY, WASHINGTON, AT**
28 **A REGULAR MEETING THEREOF, HELD APRIL 4, 2017.**

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31 **BY** _____
32 **ROBERT BAGLIO, CHAIR**

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37 Resolution approving Rules of Procedure for the Kitsap County Planning
38 Commission

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41 **Amendments approved** by the Planning Commission March 21, 2017:

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44 *Amendment 1*

45 Section VI.C

46 Minutes, Audio Recordings, and Findings. Minutes of all meetings shall be prepared for
47 the record. In accordance with “Robert’s Rules of Order,” minutes shall be succinct and
48 shall record what is done, including motions, recommendations made and hearings that
49 have been continued. In accordance with “Robert's Rules of Order,” minutes are not
50 verbatim records of what is said or of testimony at meetings. Audio recordings of all
51 meetings shall be made available to the public, staff and officials, and shall be posted
52 and kept on the County's website. Minutes and audio recordings shall be 'indexed' in
53 relation to each other according to items on the related agenda. Findings shall not be
54 approved the same day as deliberation and voting without the unanimous consent of the
55 Planning Commission.

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58 *Amendment 2*

59 VII.A.2

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

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66 *Amendment 3*

67 IX.Q

68 Q. Voting Obligatory. Every member of the Commission present when a question is
69 put to vote shall vote on the question, unless that member has recused him or herself
70 due to a conflict of interest, or is allowed to abstain from voting by this bylaw or any
71 other applicable law. ~~unless a majority of the other members present excuses him or her~~
72 ~~from so doing or if such member is prohibited from voting or allowed to abstain from~~
73 ~~voting by this by-law or any other applicable law. If any member persists in refusing to~~

74 ~~vote for other than the reasons stated, he or she shall be recorded as voting in the~~
75 ~~negative on the question before the Commission.~~

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77 *Amendment 4*

78 General Ground Rules. 1.

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

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