

BY-LAWS AND RULES OF PROCEDURE

WALLA WALLA CITY PLANNING COMMISSION

The City Planning Commission is created by Ordinance of the City Council of the City of Walla Walla, Washington, to direct the growth and physical development of the City of Walla Walla in a sound and orderly fashion for the health, safety, morals, and general welfare of the citizens of Walla Walla.

MISSION STATEMENT: The City Planning Commission's mission is the creation of an organized development pattern, which through the Comprehensive Plan and related ordinances, will guide public and private endeavor toward producing a more efficient community for the benefit of both the entire community and the individual resident.

FUNCTIONS & DUTIES: The function of the Commission shall be to perform and provide advisory services in matters related to planning to the Council, City Departments, citizenry, and other governmental agencies. Its duties shall be to:

- ~ Formulate a Comprehensive Plan for the long term development of the community;
- ~ Monitor implementation of the Comprehensive Plan and update the Plan periodically to meet emerging needs and new circumstances;
- ~ Make recommendations to the City Council on programs and policies which can assist in meeting the goals and objectives of the Plan;
- ~ Formulate programs and codes which implement the Plan, including but not limited to: Zoning Code, Zoning Map, Subdivision Code, Urban Growth Management programs, and environmental review standards;
- ~ Promote public understanding of the Commission's role and the benefits of organized community development.

In order that the functions, duties, and responsibilities of the Commission may be carried out in an orderly and consistent fashion with full public knowledge of the procedures involved, the following by-laws and rules of procedure are adopted:

I. NAME

The official name shall be "The City of Walla Walla Planning Commission".

II. MEETINGS

1. Regular Meetings: The regular meetings of the Commission will be held on the first Monday of each month at 7:00 pm. All meetings will be held at the Walla Walla City Council Chambers, City Hall, Walla Walla, Washington, unless otherwise directed by the Commission chairperson. All meetings shall be open to the public.
2. Special Meetings: Special meetings shall be at the call of the chairperson or by request of at least a majority of the Commission members.

3. Annual Meeting: The annual meeting will be the first regular meeting in January.
4. All regular and special meetings shall be in conformance with the Open Public Meeting Act (RCW 42.30).
5. If no matters over which the Planning Commission has jurisdiction are pending for the next regularly scheduled meeting, a meeting may be canceled at the notice of the chairperson.
6. Except as modified by these rules of procedure, the latest edition of Robert's Rules of Order (as interpreted by the parliamentarian) shall govern the conduct of all Commission meetings.

III. ELECTION OF OFFICERS

1. The officers of the Commission shall consist of a chairperson and vice-chairperson elected from the appointed members of the Commission, and such other officers as the Commission may, by majority vote, approve and appoint.
2. Election of officers shall take place at the annual meeting or the first regular meeting thereafter when new members are seated on the Commission. The term of office for each officer shall run until the subsequent election. The office of chairperson and vice-chairperson shall be held by a member for no more than two (2) consecutive one-year terms. If, for any reason, Commission officers are not elected at the January regular meeting, the existing officers shall continue to serve until an election is held.
3. Vacancy of an office caused by resignation or removal of any officer of the Commission during his or her term of office shall be filled for the remaining term of office by vote of the majority of the Commission. The chairperson would be replaced by the vice-chairperson, and the vice-chairperson should be replaced by vote of the members of the Commission.
4. Ex-officio (non-voting) members of the Commission shall be the Development Services Director or his or her designee.

IV. ABSENCE OF MEMBERS

1. In the event a member is absent for three (3) consecutive regular meetings, or for twenty-five (25%) percent of the regular, special, or adjourned meetings within a six (6) month period without being excused by the chairperson of the Commission, the member's record shall be forwarded by the chairperson to the Mayor for consideration of asking for the member's resignation. The secretary shall keep a record of attendance and shall submit it to the chairperson of the Planning Commission semi-annually (at the June and December regular meetings).

V. QUORUM

1. For the transaction of business by the Commission, a quorum shall consist of four (4) members. The Commission shall conduct no business unless a majority of its

membership is present at the meeting. With a quorum present, the business of the Commission shall be transacted by a majority vote of the members present and voting.

2. All votes taken by the Commission shall be by voice or roll call at the discretion of the chairperson.

VI. OFFICERS

1. The chairperson shall preside over the meetings of the Commission and exercise all the powers usually incident to the office. The chairperson shall record his or her vote in all actions of the Commission.
2. The vice-chairperson shall, in the absence of the chairperson, perform all the duties incumbent upon the chairperson. The chairperson and vice-chairperson both being absent, the members present may elect for the meeting a temporary chairperson who shall have the full power of the Commission during the absence of the chairperson and vice-chairperson.
3. Secretary: The Development Services Director or his or her designee shall be the secretary for the Walla Walla City Planning Commission. The secretary shall keep a written record of all business transacted by the Commission, notify all members of all meetings, keep on file all official records of the Commission, and be responsible for serving legal notice of all public hearings.

VII. CONFLICT OF INTEREST

1. As a matter of procedure, the chairperson shall ask, prior to each appropriate item on the agenda at each meeting, if any member has a conflict of interest on the item to be considered. Any member of the Commission who has a conflict of interest in any way with the particular case before the Commission should publicly announce that a conflict exists prior to the public hearing being undertaken or as soon as the conflict is realized. Such member shall excuse himself or herself from the meeting room and shall not participate in any discussion or voting on said item.
2. Commission members shall not discuss current or pending cases with any person or persons associated with the proposed project (either for or against) at any other time than at a public meeting or hearing. Persons wishing to discuss current or pending cases before the Commission should be encouraged to attend a regular or special meeting of the Commission and discuss the item with the full Commission present.

VIII. APPEARANCE OF FAIRNESS

1. As a matter of procedure, the chairperson shall ask, prior to each appropriate item on the agenda at each meeting, if any member has an appearance of fairness issue on the item to be considered. Any member of the Commission who has an appearance of fairness issue in any way with the particular case before the Commission should publicly announce that an appearance of fairness issue exists prior to the public hearing being undertaken or as soon as the appearance of fairness issued is realized. If there is an appearance of fairness issue, the Commission member needs to: 1) state if there were any Ex Parte Contacts? If so, who and what was the substance of the contact? 2) will the Commission member still remain impartial? 3) will the Commission member have a direct or indirect benefit resulting from the decision? The chairperson will ask if anyone present objects to the Commission member's participation in the hearing? If no one objects and if the Commission member has stated that she or he can remain impartial, the Commissioner member shall remain. If there is an objection, the Development Services Director shall advise the Board or Commission if it would be appropriate for the member to remain seated.

IX. ORDER OF BUSINESS

1. Agendas shall be prepared for each meeting consisting of the following order of business:
 - a. Call to Order
 - b. Roll Call
 - c. Approval of Minutes
 - d. Public Hearings (conflict of interest or appearance of fairness issues to be addressed before each item)
 - e. Unfinished Business (conflict of interest or appearance of fairness issues to be addressed before each appropriate item)
 - f. New Business (conflict of interest or appearance of fairness issues to be addressed before each appropriate item)
 - g. Development Services Director's Report (conflict of interest or appearance of fairness issues to be addressed before each item)
 - h. Miscellaneous
 - i. Adjournment
2. At the conclusion of the presentation of the item before the Commission by the Development Services staff, the chairperson will open the public hearing and will conduct the hearing as follows:
 - a. All persons wishing to speak in favor of the matter before the Commission shall be asked to speak first, and all persons wishing to speak against the proposal before the Commission shall be asked to speak second. Prior to the conclusion of the public hearing portion of the meeting, the chairperson shall ask staff if any written comments have been received and to read verbatim or to summarize those comments.
 - b. Each person speaking to the Planning Commission shall stand, approach the microphone (if provided) and give his or her name and address for the record.

- c. All comments shall be directed to the chairperson.
- d. Public comments shall be kept factual and on the subject. The chairperson is charged with the responsibility of discouraging and stopping irrelevant and unnecessarily long, repetitive, or abusive comments. If a large number of people wish to give comment, the chairperson may limit the length of initial comment. Time permitted, additional opportunity will be provided for additional public comment after everyone who desires to speak has an opportunity.
- e. The chairperson should not allow the audience to interrupt public comment.
- f. Speakers shall not question one another. All comments and questions shall be directed to the chairperson.
- g. If written comments or petitions are made, a copy shall be presented to the chairperson.
- h. Rebuttal by the Applicant - applicant may rebut testimony or evidences but should not submit new testimony or evidence.
- i. Upon completion of the public hearing portion of the meeting, the chairperson will close the public hearing and the Commission will continue discussion on the matter before them.
- j. At any time after the chairperson has closed the public hearing, any member of the Commission may make a motion to approve, deny, or postpone the matter. A motion is always introduced in the form "I move that" followed by a statement of the proposal. Most important in the statement is the finding of fact supporting the motion. Aside from very brief explanatory remarks, it is not permissible to discuss the merits of a motion prior to its being seconded. All discussion must wait until after the chairperson has stated the motion to the assembly and has called for discussion.
- k. Another member may say "I second the motion". Seconding a motion is merely an indication that the member is seconding it wishes the motion to come before the Commission for consideration. If no one seconds the motion, the chairperson may declare "The motion is lost for want of a second".
- l. When a motion has been properly proposed and seconded, any member has a right to discuss it. Discussion must be confined to the question that is before the Commission.
- m. When all members who desire to discuss the question have done so, the chairperson puts the motion to a vote. Any member may also "call for the question" which immediately ceases discussion and puts the motion to a vote.

- n. Voting will be by voice vote or roll call as determined by the chairperson.
- 3. Regular agenda items will follow essentially the same procedure with the exception of the public hearing portion.

X. PETITIONS AND APPLICATIONS

- 1. Petitions and applications for formal action by the Commission will be accepted by the Commission only after said request has been properly filed with the Development Services Department, City of Walla Walla. Upon presentation to the Development Services Department, application materials will be examined to ensure they are complete and accurate before acceptance.
- 2. Proper application procedures are set forth in Title 22 of the Walla Walla Municipal Code.

XI. AMENDMENTS

- 1. The rules of procedure may be amended at any regular or special meeting of the Commission by a favorable vote of four (4) or more members, if the proposed amendment is presented in writing at the preceding regular Commission meeting.