



**RULES OF PROCEDURE
LA CENTER PLANNING COMMISSION**

WE, THE MEMBERS of the Planning Commission of the City of La Center, County of Clark, State of Washington, do hereby adopt,

A. NAME

1. The official name shall be "The La Center Planning Commission"

B. ELECTION OF OFFICERS

1. The officers of the commission shall consist of a Chairperson, Vice-Chairperson and Secretary elected from the appointed members of the Commission and such other officers as the commission may, by the majority vote, approve and appoint.
2. The election of officers shall take place once each year on the occasion of the last meeting of December of each calendar year. The term of office of each officer shall run until the subsequent election.
3. The vacancy of an office caused by the resignation or removal of any officer of the Commission during his/her term of office shall be filled for the remaining term of office by the vote of a majority of the La Center Commissioners. The Chairperson would be replaced by the Vice-Chairperson and the Vice-Chairperson should be replaced by a vote of the members of the Planning Commission. The empty Planning Commission position shall be appointed by the Mayor and confirmed by City Council.
4. Chairperson. The Chairperson shall have full power to create temporary committees of one or more members. Standing committees of the Commission shall be created at the direction of the Commission and appointed by the Chairperson. Standing or temporary committees may be charged with such duties, examinations, investigations or inquiries relative to one or more subjects of interest to the Commission. No standing or temporary committee shall have the power to commit the Commission to the endorsement of any plan or program without the approval of the Commission.
5. Vice-Chairperson. 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 Chairperson Pro-Tem who shall have the full powers of the Chairperson during the absence of the Chairperson and Vice-Chairperson.
6. Secretary. In the absence of City staff, the Secretary shall provide meeting minutes.

C. BY-LAWS FOR PLANNING COMMISSION MEETINGS

1. Time of Meeting. The Planning Commission shall meet at 5:30 p.m. on the second Tuesday of each month in the City Hall or designated location, except on holidays, in which event the Planning Commission will convene at the call of the Chairperson on the next business day following the holiday.

2. Quorum. For all regular and special meetings, three or more commission members shall constitute a quorum. The Chairperson of the Commission shall be considered a commission member for the purpose of determining the presence of a quorum.
 - a. In the event a commission member is absent, an alternate commission member in attendance is considered a commission member for the purpose of determining a quorum.
 - b. If a quorum is not met at a regular meeting, a meeting shall be scheduled consistent with subsection 8.a.
3. Attendance. The mayor may discharge a commission member if that member misses more than three consecutive commission meetings or 20 percent or more of the meetings held in any 12-month period unless excused pursuant to rules adopted by the commission.¹
4. Procedure at Meetings. The presiding officer, hereafter referred to as the Chairperson, shall conduct all meetings of the Planning Commission in accordance with *Robert's Rules of Order Revised*. However, the validity of any act of the Planning Commission shall not be affected in any way by failure to observe said *Robert's Rules of Order Revised*.
5. Special Meetings. Additional meetings may be held at any time upon the call of the Chairman or by a majority of the voting members of the Commission or upon request of the City Council following at least twenty-four hours' notice to each member of the Commission. The notice to each member of the Planning Commission shall contain the time and place of the meeting and, the business to be considered at the meeting. The Planning Commission, at the special session, shall consider only the business set forth in the notice.
6. Procedure at Special Sessions. Except as provided in Section 4, the rules of procedure for special sessions shall be the same as regular sessions of the Planning Commission insofar as these rules are applicable.
7. Official Action. All official action of the Planning Commission shall be passed upon at regular or special sessions of the Commission.
8. Rules and Order of Business. The rules and order of business to govern meetings and proceedings of the Planning Commission are as follows:
 - a. The Chairperson shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, absent members, except those known to be unavoidably detained will be telephoned and told their presence is required to enable the Commission to proceed in its business. If the absent member or members do not appear within a reasonable time as affixed by the Chairperson, the members present shall adjourn until some specific time or until the next regular meeting.
 - b. If a Planning Commission member misses three consecutive meetings without notification to the Chairperson and-or secretary, the Chairperson shall consult with the member regarding his-her absenteeism. The Chairperson shall report back to the Commission with a recommendation regarding the status of the Commission member.
 - c. The City staff representative shall, with the approval of the Chairperson, prepare an agenda of the business to be presented at a regular commission meeting. No item of business shall be added to an agenda after the preceding meeting without approval of the Chairperson. The agenda shall be prepared in accordance with matters at the meeting as appear on the agenda for that meeting or as introduced by a commission member. Commission members shall endeavor, however, to have subjects they wish to have considered submitted in time to be placed on the agenda.

1. See LCMC 2.36.040

- d. The order of business at commission meetings shall be as follows, except when the Chairperson deems rearrangement of agenda necessary:
 1. Call to Order
 2. Pledge of Allegiance
 3. Roll call
 4. Approval of minutes
 5. Public Comment
 6. Unfinished Business
 7. New Business
 8. Reports
 9. Discussion of Next Agenda
 10. Adjournment
 - e. Only a member or an alternate member present shall be permitted to vote, subject to section 10, below.
 - f. The Chairperson, or a member of the commission acting as Chairperson Pro-Tem, shall be a voting member of the commission.
 - g. On a motion relating to any official action of the Planning Commission there shall be a roll call vote. On all other motions it is sufficient to put the question the following form: "All in favor say, 'aye', opposed 'no', abstentions..." If the presiding officer is then uncertain of the votes cast or if a division is called for, the presiding officer shall call for a roll call vote. The order of roll call vote shall be rotated each month.²
 - h. Minutes of each meeting shall be kept and where any vote is taken on any official action by the Planning Commission, a roll call vote shall be taken and the votes cast by each member present recorded.
 - i. Except by permission of the presiding officer, a commission member shall address any remarks to the commission, and not to the audience. Upon recognition and with permission of the presiding officer, a person in the audience may address the commission relative to any matter being considered by the commission at that time.
9. Amendments. The rules and by-laws may be amended at any meeting of the Planning Commission by a majority of a quorum of the Commission, provided that notice of said proposed amendment is given to each member in writing at least two weeks prior to said meeting.
 10. Alternate Commission member. An alternate member, who has attended commission meetings for a minimum of three consecutive meetings or has attended four meetings nonconsecutively, shall have the right to cast a vote, in the absence of a regular member.

² Roll call votes are not required except when a 'division of the house' has been called.