

Revenue Advisory Committee RULES

ARTICLE I – OBJECT

These Rules are for the governance of the Clallam County Revenue Advisory Committee, hereafter referred to as the RAC, and its members and committees.

ARTICLE II – OFFICERS AND STAFF

Section 1. There shall be elected from the members of the RAC the following officers who shall serve for the period of time necessary to complete the work articulated in Clallam County Resolution No. 15-2024:

- a. There shall be a Chair of the RAC whose duties shall be to convene and preside at all regular or special meetings, may act as a member of all committees and make all appointments to committees with the approval of the majority of members present at the regular RAC meeting. The Chair shall perform the duties specified in these Rules and other duties as may be found consistent with proper conduct of business.
- b. There shall be a Vice Chair who may be selected to chair any committee and who shall perform such other duties as may be specified in these Rules or as may be assigned by the RAC. In the absence of the Chair from any meeting or public hearing, the duties and prerogatives of the Chair shall be carried out and performed by the Vice Chair.
- c. There shall be a Secretary who will be responsible for working with staff to ensure that meetings are recorded, minutes prepared, and correspondence received and forwarded to the members of the RAC. Other duties may be specified by the RAC.

Section 2. There shall be an Executive Committee consisting of the Chair, Vice Chair, the Secretary, a DNR representative of the RAC, and an additional member approved by a majority of the RAC. Duties of the Executive Committee shall be to:

- a. Status reports.
- b. Oversee the activities of assigned county staff.
- c. Perform other duties as assigned by the RAC for the orderly conduct of the business of the RAC.
- d. Create agendas.

Section 3. The Board hereby approves the following for use by the RAC as Rules of Order and basic procedure:

- a. The Clallam County Administrative Manual 952.
- b. Clallam County Resolution 15-2024.
- c. Robert's Rules of Order.
- d. The Rules of Procedure set forth below.

ARTICLE III – MEETINGS

Section 1. Regular meetings of the RAC shall be held as established in the Rules and in compliance with Open Public Meetings Act RCW 42.30.

Section 2. Special meetings of the RAC may be called by the Chair or by a majority of the RAC in compliance with Open Public Meetings Act RCW 42.30.

Section 3. The RAC and committees may hold other meetings at such time and places as the RAC or committee may decide and which are in compliance with the Open Public Meetings Act RCW 42.30.

Section 4. The RAC and all committee meetings shall be held in a location accessible to the public.

Section 5. All meetings of the RAC and committees shall be open to the public and to the press; provided, however, that at the direction of the Chair or a majority of the members present, the RAC or committees may at any time meet in or go into closed session or executive session for the purpose of discussion of matters exempted by the state Open Public Meetings Act RCW 42.30.

Section 6. Two public comment opportunities will be available at each meeting, one on agenda items only, and a second for general comment. Public comment will be limited to 3 minutes for each speaker.

Section 7. RAC record shall be maintained at the Clallam County website in compliance with the Open Public Meetings Act.

Section 8. Meeting Minutes.

- a. Will be created by the Secretary through a review of recordings of the meeting;
- b. Minutes will be included in the agenda packet for review and approval at the next RAC meeting.

ARTICLE IV – RULES OF ORDER

Except as modified by these Rules and when not in conflict with municipal, state, or federal law, all meetings shall be conducted in accordance with the most recent edition of Roberts Rules of Order.

ARTICLE V – QUORUM, ABSENCES FROM RAC AND COMMITTEES

Section 1. Except as otherwise specifically provided in these Rules a simple majority of the RAC shall constitute a quorum for the transaction of business.

Section 2. A simple majority of a committee shall constitute a quorum for the conduct of the business of the committee.

Section 3. An attendance record of all RAC and committee meetings shall be kept.

Section 4. RAC will consist of one representative from the County, each of the taxing districts, and the Department of Natural Resources. Each participating entity shall select a representative and an alternate for continuity of committee discussion, participation and progress. RAC members will serve for a term of (3) years.

ARTICLE VI – PARTICIPATION BY THE CHAIR

The Chair may discuss any matter as a member and shall be entitled to vote on all matters.

ARTICLE VII – VOTING

All votes shall be cast by voice, show of hands, or open roll-call vote. Except for those motions noted within Robert's Rules of Order that require two-thirds vote for passage, and except as otherwise provided for within these Rules, a majority vote of the members present shall be sufficient for the adoption of the motion

ARTICLE VII – ADOPTION OF RECOMMENDATIONS TO THE BOARD BY THE RAC

Section 1. The recommendations to the County Commissioners, expected pursuant to Resolution No. 15-2024, shall be made upon a recorded, roll-call vote. No motion shall be entertained for a formal recommendation to the Commissioners regarding the items within said resolution unless written notice has been given to the RAC members.

Section 2. The adoption of formal recommendations to the County Commissioners shall occur at the meeting to be held after (5) days public notice has been given that the proposed recommendations were to be considered at the next meeting of the RAC.

- a. The vote shall be for the adoption of each proposed recommendation one-by-one.
- b. Passage of the motion to adopt a proposed recommendation shall require the approval of a majority of all of the members of the RAC.
- c. The final recommendation/report of the RAC to the County Commissioners shall include a list of all voting members of the RAC, the organizations that they were appointed to represent, and any additional affiliations of the members relevant to the work of the RAC.

ARTICLE IX – PUBLIC HEARINGS

Section 1. It is the desire of the RAC to hold public hearings as reasonable and when relevant as determined by the RAC.

Section 2. The time and place of public hearings shall be fixed as deemed appropriate by the RAC.

Section 3. The Chair, the Vice Chair, or in their absence, the designee of the members present, shall preside at public hearings conducted by the RAC or committees.

ARTICLE X – PUBLIC STATEMENTS

Section 1. While any member has a right to express personal views and opinions pursuant to our constitutional guarantee of freedom of speech, statements purporting to represent the views or pronouncements of the RAC or committees thereof shall not be made except as directed or authorized by a majority of the entire RAC at any special or regular meeting or public hearing and provision shall be made for expression of minority views at the same time.

Section 2. The Chair may make public announcements of meetings or public hearings, and may authorize the issuance of fact statements relating to the RAC's work as the Chair may deem necessary.

ARTICLE XI – VACANCIES

Section 1. Vacancies shall be filled pursuant to Clallam County Administrative Manual 952 and Resolution 15-2024.

ARTICLE XII – AMENDMENT OF THE RULES

These Rules may be amended at any time by an affirmative vote of two-thirds of the RAC members present at any regular or special meeting after written notice of the proposed action has been mailed, emailed, or delivered to members of the RAC at least five (5) days prior to the meeting and following posting of such proposed action on the Clallam County website.

Adopted: May 13, 2024

Clerk of the Board: Joni Lewis