

# CLALLAM BAY/SEKIU COMMUNITY ADVISORY COUNCIL

## RULES OF BUSINESS AND OPERATIONS

### **Purpose and Function of the Clallam Bay/Seki Community Advisory Council**

1. The Clallam Bay/Seki Community Advisory Council (CSCAC) was established by the Board of Clallam County Commissioners (BOCC) to enhance communication between Clallam County government and the citizens of the Clallam Bay/Seki area.
2. The CSCAC shall act as a liaison between the citizens of the Clallam Bay/Seki area and the Board of Clallam County Commissioners by functioning in an advisory capacity in order to more efficiently facilitate and convey community desires to the Clallam County Planning Commission and the Board of County Commissioners.
3. The CSCAC shall serve at the pleasure of the BOCC and shall review and make recommendations on community development issues such as: land use and zoning, economic development, public utility service delivery, transportation and pedestrian improvements, capital projects and services financing alternatives, parks and recreation, design standards, environmental protection and other related matters as deemed appropriate by the Board of County Commissioners. The Council shall consider matters of a long-range nature and shall not be asked to review or make recommendations on specific land use applications or similar project-level or quasi-judicial matters. The Council will serve as a citizen advisory body and will be empowered to recommend but not make ultimate decisions regarding any matter of public policy, procedure or regulation. The range of issues and recommendations considered by the Council shall require consistency with the Goals and Policies established in the Clallam County Comprehensive Plan, Title 31, C.C.C., and the Clallam County Zoning Code, Title 33, C.C.C.
4. The CSCAC shall consider issues as they directly or indirectly relate to the Clallam Bay/Seki area.

### **Conduct of Meetings**

The members of the Clallam Bay/Seki Community Advisory Council, constituted by the Board of Clallam County Commissioners under Resolution No. 115, 2001 on, December 4, 2001, and appointed under Resolution No. 21, 2002 on, February 12, 2002, as now or hereafter amended, adopts and agrees to the following rules for the holding of meetings and transaction of business.

1. A Chair, Vice-Chair, and Secretary of the Council shall be selected by a majority vote of the seven Council members and, if not limited by the terms of their appointments, shall preside for a period of two years after which, the process shall be repeated until vacancies are filled.
2. The Chair is the chief executive of the CSCAC and is responsible for facilitating meetings and to conduct the business of the CSCAC between meetings in coordination with County staff.

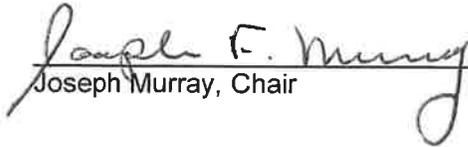
The Chair will serve as the official spokesperson for the group on matters relating to the press. The Chair is entitled to a single vote on all matters. The Vice-chair shall conduct all business and functions normally carried out by the Chair in the Chair's absence.

3. The Secretary shall record minutes of all regular and special meetings of the CSCAC and present minutes to the CSCAC for approval. In the absence of the Secretary, the Chair may appoint another Council member to record minutes.
4. Meetings of the CSCAC shall occur at 5:00 PM, on the fourth Wednesday of every month. Additional meetings may be held as deemed necessary by the Chair, by a minimum of four (4) committee members, or by the Board of County Commissioners. Meetings shall be held at the Clallam Bay Sekiu School District Administrative office. Pursuant to Resolution No. 115, 2001, the CSCAC and the Board of Clallam County Commissioners shall hold a minimum of one (1) joint meeting per calendar year to review topics of common interest and discuss priorities and ways to refine the advisory process. Clallam County shall appoint a representative to attend each meeting. This representative shall be available to provide information at the request of the CSCAC and to provide liaison with the Board of Commissioners and other County Departments.
5. All CSCAC meetings shall be open to the public and any actions taken shall take place during the CSCAC meetings. The public shall be invited to ask questions or comment during specified periods during the meeting. Public interruptions during the meetings will be discouraged.
6. Regular attendance of CSCAC meetings is vital to the success of the Council in the development of much needed recommendations to the Board of County Commissioners. The Council and the community benefits greatly from full participation of each member and keenly feels each absence. In light of this, committee members are expected to notify the Chair or Vice Chair of anticipated absence from any meeting of the CSCAC as far in advance of the meeting as possible. Chronic absence may be cause for the Chair to forward a recommendation of dismissal to the Board of Clallam County Commissioners. Three unexcused absences in any twelve month period or two consecutive unexcused absences shall constitute chronic absence.
7. A simple majority of the total of the members appointed to the Council constitutes a quorum for the conduct of CSCAC business. Voting may be by voice, show of hands, ballot or roll call at the discretion of the Chair appropriate to the magnitude of the issue. Robert's Rules of Order shall govern matters of procedure when consensus is not possible, except as otherwise provided in these rules or in Washington State Law.
8. The decision making approach of the CSCAC will be by consensus. Consensus is best characterized by decisions that represent the general opinions and desires of all members while not necessarily capturing the total or exact opinion or desire of any one particular member. Consensus is reached through discussion and consideration of all perspectives on a particular issue. In certain instances, it may involve minor elements of compromise provided the main points of discussion are generally agreed to. If consensus cannot be reached, the issue under consideration may be tabled until the next meeting where it will be addressed as old business. If consensus as defined herein cannot be reached on the issue, the CSCAC will recognize a simple majority vote. The minority opinion, and the names of the members supporting the minority opinion, will also be made part of the record forwarded to the Board of Commissioners or other advisory body as applicable.

9. Conflict of interest is defined as the possibility or appearance of possibility, direct or indirect, such as, but not limited to, material personal gain or advantage to a member or associate of a member (friend, family, affiliated group, etc), from a decision or action taken by the Council. Because the members of the CSCAC reside in or own businesses and/or property in the Clallam Bay/Seki area, any Council member who believes that he or she has a notable and direct conflict of interest in a matter under consideration has a responsibility to disclose the concern for the record when the matter is presented by the Chair.
10. The order of business considered by the CSCAC shall be determined by agenda based on the direction of the Council from the previous meeting and/or from the direction of the Board of Clallam County Commissioners. The sequence and content of agenda items may be modified at the discretion of the Chair within the limits of the authority of the CSCAC set forth under Resolution No. 115, 2001.
11. Meetings of the CSCAC shall be limited to no longer than three (3) hours, unless otherwise agreed to by a simple majority.
12. The CSCAC may establish such standing or special sub-committees as it deems appropriate and assign each sub-committee specific duties and functions. Each standing or sub-committee shall have three (3) members, at least one of whom shall be a member of the CSCAC. Each standing or sub-committee shall be for advisory purposes only and serve the greater purpose of the CSCAC in carrying out its mission. Terms of standing or sub-committee members shall be determined by the CSCAC. The Chair of the CSCAC shall appoint members of each standing or sub-committee. Vacancies shall be filled immediately by the Chair of the CSCAC. Each standing or sub-committee shall conduct its business in a manner consistent with the adopted rules of business and operations of the CSCAC.
13. Each member of the CSCAC brings to the process a unique perspective and appreciation for the values and opinions that comprise the community of Clallam Bay/Seki. Because of this, every member is a valued participant in the success of the CSCAC. Each opinion is worthy of respect and fair time. Therefore, it will be the responsibility of every member of the CSCAC to treat others with common courtesy, respect and the elements of decorum in order that all points of view are respected and considered prior to forwarding recommendations to the Board of Clallam County Commissioners.
14. These rules may be amended at any meeting by a vote of the majority of the Council membership.

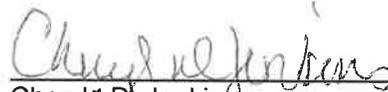
PASSED AND ADOPTED THIS 24th DAY OF April, 2002.

CLALLAM BAY/SEKIU COMMUNITY ADVISORY COUNCIL

  
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Joseph Murray, Chair

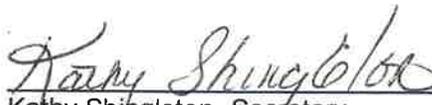
  
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Iris Wilson

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Pamela Riddle

  
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Cheryl D. Jenkins

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J. Patrick Marrin

  
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John Robinson, Vice-Chair

  
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Kathy Shingleton, Secretary