

CLALLAM COUNTY Heritage Advisory Board

Bylaws

Article I-Object

These Bylaws are promulgated and enacted by the Heritage Advisory Board (HAB) for the governance of the HAB.

Article II-Precedence

To the extent any text of these Bylaws is determined to be in conflict with either the state law or the County Code, the text of the state law and/or County Code will be controlling. These Bylaws also expressly recognize that state law and County Code may, in the future, be the subject of amendment. Those amended state laws and/or County Code will also be controlling.

Article III-Membership and Terms

- A. Membership of the HAB was established in Resolution 72, 1977 and amended by Resolutions 280, 1980 and 2, 2020, which were adopted by the Clallam County Board of Commissioners.
- B. The members representing governmental or quasi-governmental entities shall not have limits on the length of their terms. Accordingly, the following positions will hold four (4) year terms:
 - a. District I
 - b. District I
 - c. District I
 - d. District II
 - e. District II
 - f. District II
 - g. District III
 - h. District III
 - i. District III
- C. A full-term shall be four (4) years in length and no longer. In order to preserve continuity, terms may be set for varying lengths so that vacancies occur in staggered years. Terms may be adjusted as necessary to maintain staggered expiration dates.
- D. Clallam County will appoint Commissioners' Office staff to serve as Administrative Assistant for the HAB.

- E. Through the Clallam County Board of Commissioners office, an attorney with the Prosecuting Attorney's Office will provide legal advice and consultation to the HAB in its role as an advisory board to the County Commission BUT not to individual HAB members.

Article IV-Purpose of Heritage Advisory Board

The Clallam County Board of Commissioners recognizes the need to preserve a record of the history and culture of the Clallam County area and to raise awareness of their importance, thereby providing the people of Clallam County with greater access to and understanding of their shared past and fostering a deeper sense of community and place.

The HAB is responsible for providing the Clallam County Board of Commissioners with advice, guidance and support for the administration of the Clallam County Heritage Grant Fund. The Heritage Grant Fund will be funded with a portion of document recording fees collected by the Clallam County Auditor as authorized in 2005 under RCW 36.22.170, HB 1386. Funds are to be used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents."

Article V-Duties of the HAB

The HAB shall report to the Board of County Commissioners annually about HAB activities during the year.

The HAB shall make recommendations to the Board of County Commissioners for projects to be funded with a portion of document recording fees collected by the Clallam County Auditor as authorized in 2005 under RCW 36.22.170, HB 1386. Funds are used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents."

Article VI-Meetings

- A. Regular meetings of the HAB shall be held on the first Monday of each month at 4:30 p.m. and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
- B. All meetings will be held both in person and virtually.
- C. At the first meeting of each year, HAB "members" shall elect a chairperson to run the meetings and organize, with the assistance of the HAB's Administrative Assistant, the agenda for the meetings. The "members" shall also select a vice-chairperson who shall act as chairperson when the elected chairperson is not present.
- D. A record of attendance of HAB members shall be kept for all HAB meetings.

- E. Special meetings of the HAB may be called by the Chair of the HAB and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
- F. The HAB meetings shall be open to the public and members of the media, and shall occur in a location that is handicapped accessible.
- G. Public comment (oral testimony) at HAB meetings shall be limited to that time on the meeting agenda set aside for public comment.
- H. All meetings will have two public comment periods.
- I. Public comment will be limited to three minutes per speaker.
- J. HAB meetings will be held in compliance with all health and safety requirements in effect at the time of the meeting.

Article VII-Agenda format

While the Chair has full discretion to establish the agenda for any and all HAB meetings, the following "Order of Business" is offered as a default or template agenda format for possible use:

- Open the meeting at the time set
- Roll call
- Approval/Modifications of the agenda
- Public comment
- Approval of minutes from prior meeting
- Business items
- Items for the Good of the Order
- Public comment
- Announce date for next meeting
- Adjourn

Article VIII-Quorum

A quorum shall be the simple majority of the number of members appointed to the board at the time a meeting is to be had or an action is to be taken.

Article IX-Voting

- A. A majority vote of the HAB members present and forming a quorum shall be sufficient for adoption of any motion, including recommendations to the Board of County Commissioners.
- B. There shall be no secret ballots.

Article X-Adoption by the HAB of amendments

- A. At any meeting of the HAB where a quorum (as defined in Article VIII above) is present, the HAB may, by a majority affirmative vote, recommend changes of these Bylaws.

- B. Any amendment suggested pursuant to Sections A in this Article must be on the Agenda of one HAB meeting and may not be approved or rejected until the next “regular” meeting of the HAB in order to provide time for review and consideration of the proposed amendment.
- C. Any Bylaw changes need to be reviewed and approved by the Prosecuting Attorney’s Office and Clallam County Board of Commissioners.

Article XI-Public hearings

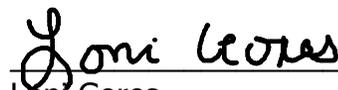
- A. The HAB has authority to hold such public hearings as it deems necessary at a time, date, and place chosen by the Chair and arranged by the Administrative Assistant.
- B. Such hearings shall be noticed and held in compliance with the Open Public Meetings Act.
- C. If such public hearings are to be held, the HAB is encouraged to hold them in diverse locations reflecting the population of the County that resides in the western, central, and eastern regions of this County.

Article XII-Vacancies

Any vacancies in the HAB shall be filled by the decision of the Clallam County Board of Commissioners as decided in a public meeting. If needed and if applicable, the County Commission may enter into Executive Session pursuant to RCW 42.30.110(1) in order to complete the work of declaring the existence of a vacancy or filling a vacancy. The appointment process for vacancies is described in Clallam County Policy 952 Boards and Committees.

These Bylaws replace any previous Bylaws or Rules of Procedures established by the Heritage Advisory Board.

Adopted by the Heritage Advisory Board this 7th day of October, 2024.



Loni Gores
Clerk of the Board, Heritage Advisory Committee