

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025 BYLAWS

ARTICLE I – OBJECT

These Bylaws are for the governance of the Clallam County Charter Review Commission and its committees and members.

ARTICLE II – OFFICERS AND STAFF

Section 1. There shall be elected from the members of the Charter Review Commission, hereafter referred to as "the Commission," the following officers who shall serve for the period of time necessary to comply with Article XI of the Clallam County Charter.

- a. There shall be a Chair of the Commission 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 a Commission meeting. The Chair shall perform the duties specified in these Bylaws and other duties as may be found consistent with proper conduct of business.
- b. There shall be a First and Second Vice Chair, one chosen from each commissioner district other than the district represented by the Chair who may act as members of all committees and who may be selected to chair any committee and who shall perform such other duties as may be specified in these Bylaws or as may be assigned by the Commission.
- c. 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 First Vice Chair and in the absence of the Chair and the First Vice Chair, by the Second Vice Chair.

Section 2. There shall be an Executive Committee consisting of the Chair, First and Second Vice Chairs of the Commission, and such additional members selected by the Chair and approved by a majority of the Commission. Duties of the Executive Committee shall be to:

- a. Make monthly status reports on the budget to the Commission.
- b. Oversee the activities of assigned staff to the Commission.
- c. Interview and recommend employment of consultants to the Commission for approval.
- d. Determine when a vacancy of the Commission exists.
- e. Perform other duties as assigned by the Commission for the orderly conduct of the business of the Commission.

ARTICLE III – MEETINGS

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

Section 2. Special meetings of the Commission may be called by the Chair or by a majority of the Commission in compliance with RCW 42.30.

Section 3. The Commission and committees may hold other meetings at such time and places as the Commission or committee may decide. Such meetings shall be accessible to the public and in compliance with RCW 42.30.

Section 4. Non-committee Commission members shall have no vote in committee, but may be allowed to speak on matters before the committee, subject to rules established by the Commission.

Section 5. Two public comment opportunities will be available at each meeting, subject to rules established by the Commission.

Section 6. Virtual meeting access (teleconferencing) shall be provided for all Commission meetings. A member may attend via teleconferencing.

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

ARTICLE IV – RULES OF ORDER

Except as modified by these Bylaws 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. The Commission shall elect a parliamentarian from its members to assist it in its proceedings.

ARTICLE V – QUORUM, ABSENCES FROM COMMISSION AND COMMITTEES

Section 1. Except as otherwise specifically provided in these Bylaws a simple majority of the Commission 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 Commissioners attending Commission and committee meetings shall be kept.

ARTICLE VI – COUNSEL AND RESEARCH STAFF

Section 1. All inquiries or requests for legal opinions shall be referred to the Prosecuting Attorney's Office at the direction of the Commission or Executive Committee.

Section 2. Questions of review, study, or investigation by the staff of the Commission shall be referred to the staff by a member of the Executive Committee or a majority of the members present at any regular or special meeting of the Commission.

Section 3. If an attorney-client privileged or other confidential communication is received by the Commission by request at a public meeting or executive session, with respect to each such communication, the Commission shall vote at its next regular meeting whether such confidentiality shall be retained or waived. Unless and until a majority vote of the Commission to waive confidentiality occurs, no member of the Commission may disclose the content of such communication to any party other than members of the Commission and the author(s) of the communication.

ARTICLE VII – PARTICIPATION BY THE CHAIR

The Chair may discuss any matter as a member and shall be entitled to vote on all matters. On debate on the adoption of proposed Charter provisions section by section, or on the adoption of the amended Charter as a whole, the Chair shall relinquish the Chair while speaking on the question.

ARTICLE VIII – VOTING

Section 1. 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 Bylaws, a majority vote of the members present shall be sufficient for the adoption of the motion.

Section 2. Any proposed Charter Amendments forwarded to the voters shall require a roll-call vote.

ARTICLE IX – ADOPTION OF PROPOSED AMENDMENTS AND RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS BY THE COMMISSION

Section 1. The following procedure shall be followed by the Charter Review Commission to propose Charter amendments to the Voters.

Step 1: GIVE NOTICE TO COMMISSION: A member or Committee shall provide a draft of the proposed Charter amendment to the Commission at a meeting. The proposed amendment shall be placed on the agenda at a subsequent meeting scheduled by the Commission.

Step 2: HOLD MEETING TO CONSIDER AMENDMENT: The proposed Charter Amendment will be considered by the Commission for their vote. If the Commission approves a final draft of the proposed amendment, the Commission shall schedule a final vote at a subsequent meeting scheduled by the Commission.

Step 3: GIVE NOTICE TO PUBLIC: Notice must be given to the public after the meeting at which the Commission approves a final draft of the proposed amendment and three days before the meeting at which the Commissioners will vote.

Step 4: HOLD MEETING TO ADOPT AMENDMENT: The proposed Charter Amendment shall be placed on the agenda for a roll-call vote by the Commission. A majority vote in favor of the proposed Charter amendment will be required to file such amendment with the Auditor for submission to the voters in the manner required by the Charter. The Commission shall

make no substantive changes to the language of a proposed amendment at this meeting. If the Commission decides to make substantive changes, the process returns to Step 2.

Section 2. The Charter Review Commission may forward recommendations (Charter 11.10.30) to the Clallam County Board of Commissioners by writing if adopted by a simple majority of the Charter Review Commission attending a regular or special meeting. The Commissioner(s) presenting the recommendation on behalf of the CRC, may only speak to the recommendation as voted by the CRC unless the Commissioner explains that she/he is expressing their personal opinion.

ARTICLE X – PUBLIC HEARINGS

Section 1. It is the desire of the Commission to hold as many public hearings as reasonable.

Section 2. The time and place of public hearings shall be fixed by the Commission. Such hearings will be rotated among the three commission districts as deemed appropriate by the Commission.

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

ARTICLE XI – 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 Commission or committees thereof shall not be made except as directed or authorized by a majority of the entire Commission 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 Commission's work as the Chair may deem necessary.

ARTICLE XII – VACANCIES

Section 1. Vacancies on the Board occurring pursuant to the Clallam County Charter shall be determined by the Executive Committee and announced at a Commission meeting.

Section 2. Vacancies shall be filled pursuant to Article XI of the Clallam County Charter.

ARTICLE XIII – COMMITTEES

The Commission may establish such standing committees and ad hoc committees as it deems necessary for the proper execution of the Commission's responsibilities. Committees shall have fewer Commission members than a quorum of the Commission. Members of each committee

shall elect a Chair from among their own number unless such Chair is named by the Commission.

Committees that are formed as per state law to write "For" and "Against" statements about amendments proposed by the Charter Review Commission which will be included in the Voters Pamphlet, are NOT considered to be committees of the Charter Review Commission even though they may be members of the CRC.

ARTICLE XIV – ORDER OF BUSINESS

There shall be an "Order of Business" (Agenda) established in the rules.

ARTICLE XV – AMENDMENT OF THE BYLAWS

These Bylaws may be amended at any time by an affirmative vote of a majority but not less than eight (8) of the Commission 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 Commission at least five (5) days prior to the meeting and following posting of such proposed action on the Clallam County website.

Adopted: December 22, 2025