

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025 RULES

AGENDA

The Executive Committee shall prepare the agenda for each regular or special meeting of the Commission with assurance of two public comment periods not exceeding three minutes each per speaker.

MEETINGS

Meetings shall be scheduled by a majority vote of the Commission. The 2025 Commission meetings shall be held on the 2nd and 4th Monday of each month at 5:30 p.m.

PUBLIC HEARINGS AND INTERVIEWS WITH PUBLIC OFFICIALS

- A. Public hearings where the public is invited to submit testimony or informational matter concerning the Charter shall be conducted in the following manner:
 - 1. Any person desiring to address the Commission or committee at a public hearing will be encouraged to first sign the speaker's list giving his or her name and address and the name of the persons, government unit, or organization on whose behalf he or she appears and speaks. Speakers will be recognized in the order of sign-up.
 - 2. The presiding officer may, in the interest of facilitating the business of the Commission or committee, limit the amount of time to be allowed to any person, governmental unit, organization or group and may limit the number of representatives of any group, governmental unit, or organization who shall be allowed to be heard on a particular subject under discussion.
 - 3. Any member of the Commission desiring to address the Commission or committee at a public hearing or meeting must first be recognized by the presiding officer.
 - 4. In order to assure that each Charter Review Commission member has the opportunity to ask questions of the speakers during public meetings, each member shall be allowed to ask one question until all members in attendance have been afforded the opportunity to ask a question. Once all members have been given the opportunity to ask a question, Chair will proceed in order again after the first round.
 - 5. The Chair will explain at the beginning of public hearings, that speakers can choose whether to answer questions; the Commission realizes that not everyone is comfortable speaking in public.
 - 6. All public comment (email, public hearing statements, letters, and telephone calls) shall be distributed to all Commission members by email or hard copy and Clerk will register all public comments retained for the Commission.
- B. Interviews of public officials and public employees may be conducted as a committee as a whole, provided that all testimony, statements, and papers pertaining to the Charter shall be made a part of the Commission's records.
- C. Public notice shall be given for any public hearing per RCW.

EXPENDITURES

After consultation with county staff, the Chair may expend funds up to \$50 to further the objectives of the commission; PROVIDED the Chair reports on the nature and the amount of such expenditures at the next general meeting of the commission. Any expenditure over this amount must be considered and approved per these rules.

COMMITTEES

In accordance with the Open Public Meetings Act (RCW 42.30), committees are public meetings and will be held where accessible to the public. Meetings may be announced as determined by the Commission.

The Chair of each Committee will have the discretion to determine how input from non-Committee Commission members and members of the public will be addressed.

The Chair of each Committee shall take appropriate action to ensure that a quorum of the Commission is not present at a meeting of the Committee.

SUSPENSION OF THE RULES

These rules may be suspended by a two-thirds vote of the members present at any regular or special meeting.

Adopted: April 28, 2025