

MODIFICATION ADOPTED ON APRIL 8, 1980, REVISED DECEMBER 4, 2001, Revised May 7, 2019.

**BY-LAWS & RULES OF PROCEDURE
PLANNING COMMISSION OF THE CITY OF SEQUIM**

I. NAME

The official name is "The Planning Commission of the City of Sequim," hereinafter referred to as the "Commission."

II. COMPOSITION AND DUTIES

1. The Commission consists of seven (7) members appointed by the Mayor and confirmed by City Council for terms of four (4) years.
2. In accordance with SMC 2.36 as amended by Ordinance No. 2001-010, the members of the Planning Commission may be appointed from among the residents of the City of Sequim. Additionally, not more than two (2) members may be appointed from outside the City limits, if they reside within the boundaries of the Sequim School District and within Clallam County.
3. The duties of the Commission are those delineated in Chapter 2.36, "Planning Commission" of the Sequim Municipal Code.

III. MEETINGS

1. All meetings are to be held at the City Hall Council Chambers, Sequim, Washington, on the first and third Tuesday of each month, unless otherwise directed by the Chair of the Planning Commission and shall be open to the public.
2. A Special Meeting may be called at any time by the Chair or by the majority of the members of the Commission after complying with the requirements of the Open Public Meeting Act. The agenda for that meeting shall be sent with the notice.
3. The last meeting in February of each year will be the annual election and review meeting of the Planning Commission.
4. Public Hearings will be scheduled and conducted per Title 20 of the Sequim Municipal Code.

IV. ELECTION OF OFFICERS

1. The officers of the Planning Commission are the Chair, Vice-Chair and Executive Secretary.
2. The Chairman of the Planning Commission will be elected for a one (1) year term by the Planning Commission at its first meeting of the new year. Term of office shall begin immediately after the election at the first meeting of the year. The Vice-Chair of the Planning

Commission will also be elected for a one (1) year term at the first meeting of the new year.

3. The Chair and Vice-Chair will not serve more than three (3) consecutive terms and a member not present may not be nominated and elected as either the Chair or Vice-Chair of the Planning Commission. The Executive Secretary shall not be a member of the commission but shall be chosen by the City Manager and shall serve at the City Manager's pleasure under the advice and consent of the Commission.
4. Nominations will not require a second. Election of officers shall be by voice vote. If for any reason a decision cannot be agreed upon, the Planning Commission shall continue nominating members for the vacant position until a decision is made.

V. CHAIR

1. The Chair will preside over the meetings of the Planning Commission and may exercise all the powers usually incident of the office retaining; however, to himself/herself as a member of the Commission, shall have the full right to have his own vote recorded in all deliberations of the Commission.
2. The Chair has full power to create temporary committees of one (1) or more members. Standing committees of the Commission shall be created at the direction of the Commission and appointed by the Chair. Standing or temporary committees may be charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to the Commission. No standing or temporary committee has the power to commit the Commission to the endorsement of any plan or program without the approval of the Commission.
3. The Chair will be responsible with the Director of Community Development for setting the agenda for each meeting and seeing to it that applications for all land use actions or code amendments are dealt with promptly and in a business-like manner by the Planning Commission.

VI. VICE-CHAIR

1. The Vice-Chair will, in the absence of the Chair, perform all the duties incumbent upon the Chair. The Chair and Vice-Chair both being absent from a meeting, the members present will elect for that meeting a temporary Chair who will have the full powers of the Chair during the absence of the Chair and Vice-Chair. If a vacancy occurs in the office of the Vice-Chair, the Planning Commission must nominate a sitting member whom, after receiving approval by a voice vote of the Commission, will serve the remainder of the Vice-Chair's term.

VII. EXECUTIVE SECRETARY

1. The Executive Secretary acts as staff to the Planning Commission and will keep the official record of all the meetings of the Planning Commission, its committees, appointments, transactions and expenditures, and will perform other duties required by the Chair.
2. He/She will attend all regular, special, committee meetings and work sessions of the Planning Commission and will be responsible with the Chair for the agenda for each meeting.

3. He/She will work the prescribed hours, days and varied shifts that are required to meet the needs of the Planning Commission.
4. He/She will act as recording and corresponding Secretary.
5. He/She will notify individual planning commissioners one month before their term of office is to expire.

VIII. QUORUM

A quorum of the Planning Commission is four (4) of the seven (7) members.

IX. ABSENCE OF MEMBERS

1. Attendance at Commission meetings is expected of all Commission members.
2. If a member misses three (3) consecutive regular meetings, or is absent from twenty- five percent (25%) of the meetings in one calendar year without being excused by the Commission, a note will be made of it by the Executive Secretary and forwarded to
3. The City Council for their consideration. A copy of that note shall be forwarded to the Chairman and to the members.
4. A member unable to attend a meeting shall notify, in advance, the Chair or the Executive Secretary, for an excused absence.

X. RESIGNATIONS AND RE-APPOINTMENTS

Any Planning Commission member who wishes to submit his/her resignation or who desires reappointment due to an expiration of term of office must do so in writing to the Mayor with a copy forwarded to the Chair and the Executive Secretary of the Planning Commission.

XI. APPLICATIONS - DEVELOPMENT AND NON-PROJECT

Applications for Commission consideration will be accepted by the Planning Commission only when properly filed with the Executive Secretary.

XII. AGENDA PACKET

An agenda for a regularly scheduled meeting must be distributed four (4) calendar days preceding any scheduled meeting to each member of the Planning Commission.

The agenda for each meeting will consist of the following items:

1. Call to Order
2. Roll Call
3. **Approval of Minutes**
4. Items from the Public Not Already on the Agenda
5. Unfinished Business (Old Business)
6. New Business
7. Items from Commissioners/Committee Reports
8. Planning Director's Report
9. Good of the Order

10. Adjournment

XIII. AMENDMENTS AND DATING REQUIREMENTS

1. These By-Laws may be amended at any regular or called meeting of the Commission by a majority vote of the entire membership providing that the proposed amendment is presented in writing and placed on the agenda and packet material prior to the regular or called meeting. And no amendment to the Constitution or By-Laws will be permitted without at least equal notice and a majority vote.
2. Amendments and all copies of the By-Laws shall show the date of adoption.

APPROVED ON THE 7th OF May, 2019



CHAIR, SEQUIM PLANNING COMMISSION