

**BY-LAWS AND RULES OF PROCEDURE
OF THE
PLANNING COMMISSION OF THE COUNTY OF DOUGLAS**

We, the members of the Planning Commission of the County of Douglas, authorized by Chapter 36.70 RCW and duly appointed by the Douglas County Board of Commissioners, do hereby adopt, publish, and declare the following by-laws and rules of procedure:

ARTICLE I. NAME AND MAILING ADDRESS

- A. The official name shall be the "DOUGLAS COUNTY PLANNING COMMISSION", herein referred to as "Planning Commission."
- B. The official mailing address of the Planning Commission shall be the same as the mailing address for the Douglas County Department of Transportation and Land Services.

ARTICLE II. MEETINGS AND QUORUM

- A. Regular meetings of the Planning Commission shall be held at 5:30 PM in the Douglas County Public Services Building, 140 19th Street NW, East Wenatchee, Washington, or such other place as the Chair shall designate, on the second Wednesday of the month. A meeting may be canceled if there are no matter for the Planning Commission to consider. Special meetings of the Planning Commission may be held upon the call of the Chair, Vice-Chair, Executive Secretary or at the request of a majority of the members of the Planning Commission. Five (5) days written notice of any meetings shall be given to each member of the Planning Commission.
- B. A majority of the total members of the Planning Commission shall constitute a quorum for the transaction of any business that may come before any regular or special meeting of the Planning Commission.
- C. The sessions of the Planning Commission shall be open to the public and shall proceed in accordance with provisions of the Open Public Meetings Act of 1971, RCW 42.30 as amended.
- D. Except where in conflict with these By-laws and Rules of Procedure, Roberts Rules of Order shall govern the conduct of all public meetings and hearings of this body.

ARTICLE III. OFFICERS, ELECTIONS AND TERMS

A. The officers of the Planning Commission shall be a Chair, Vice-Chair, and Executive Secretary. The officers, except the Executive Secretary, shall be regularly appointed members of the Planning Commission.

B. The Chair shall preside over the meetings of the Planning Commission and exercise all the powers usually incident of the office, retaining the full privileges of a Planning Commissioner. The Chair shall decide on all points of order and procedure, subject to these by-laws and Roberts Rules of order. The Chair shall appoint any committees found necessary to investigate any matters before the Planning Commission.

C. The Vice-Chair shall, in the absence of the Chair, perform all the duties incumbent upon the Chair. In the absence of the Chair and Vice-Chair, the members present may elect for the meeting an acting Chair who shall have full powers of the Chair during the absence of the Chair and Vice-Chair.

D. The Douglas County Director of Land Services or his/her designee shall serve, ex officio without vote, as the Executive Secretary. The Executive Secretary shall keep a record of all meetings of the Planning Commission and, when requested to do so, its committees. These records, together with the seal, shall remain the property of the Planning Commission and be retained at the office of the Douglas County Department of Transportation and Land Services.

E. The officers, with the exception of the Executive Secretary, shall be elected prior to July 1 of each calendar year and shall assume office on July 1 of each calendar year. The officers shall serve for a period of one year, serving until a successor has been elected and assumes office.

F. Vacancies in office shall be filled by special election.

ARTICLE IV. VOTING

A. Each regularly appointed member, including the Chair, shall be entitled to one vote on any matter that may come before the Planning Commission. Except on administrative or procedural matters, the record of the Planning Commission shall show the individual vote of each member.

B. The approval of a comprehensive plan, or any amendment, extension, or addition thereto; or the recommendation to the Board of Commissioners of any official control or amendments thereto, shall require the affirmative vote of not less than a majority of the total membership of the Planning Commission. Passage of other matters upon which the Planning Commission is authorized to act shall require the majority vote of the Planning Commissioners present in session at the time.

C. Failure of a motion to approve any matter upon which the Planning Commission is authorized to act shall be deemed a denial. Failure of a motion to deny any matter upon which the Planning Commission is authorized to act shall not constitute approval.

D. The Planning Commission shall include findings of fact supporting any action upon which it is authorized to act. A clear description of conditions necessary to carry out the spirit and intent of any comprehensive plan or official control shall be included in the action. The Executive Secretary shall submit to the Board of Commissioners, in writing, the recommendation of the Planning Commission not later than fourteen (14) calendar days following action by the Planning Commission. The transmittal to the Board of Commissioners shall include the motion and findings of fact considered by the Planning Commission.

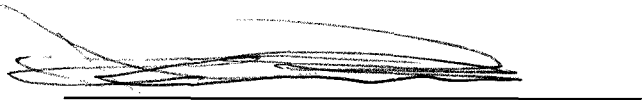
ARTICLE V. COMMITTEES

Committees may be established by the Chair or by affirmative vote of a majority of the membership of the Planning Commission. Standing or temporary committees of one or more members, shall be charged with such duties of examination, investigation and inquiry relative to one or more subjects of interest to the Planning Commission, as the Chair may direct or the Planning Commission may by motion or resolution determine. No standing or temporary committee shall have the power to commit the Planning Commission to the endorsement of any plan or program without its submission to the Planning Commission for consideration at a regular or special meeting.

ARTICLE VI. AMENDMENTS

The Planning Commission may amend these By-laws and Rules of Procedure by majority vote of the total membership at any regular or special meeting. A copy of the proposed amendments must be transmitted in writing by the Executive Secretary to each member of the Planning Commission at least fourteen (14) calendar days in advance of the meeting at which action is scheduled.

Dated this 13th day of February, 2013.



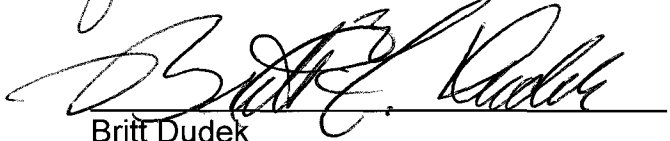
Robert Knowles, Chair



Joanne Rosenthal, Vice Chair

Absent

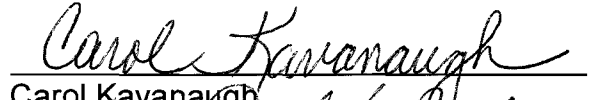
Norman Cavadini



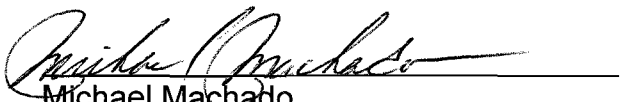
Britt Dudek



Kathalene Humphrey



Carol Kavanaugh



Michael Machado



Fred Suter



Brad Vickery

ATTEST:



Mark D. Kulaas
Executive Secretary