

Ordinance № 718, 2002

An Ordinance Repealing and Replacing CCC 3.05, Rules of the Board

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Chapter 3.05

RULES OF THE BOARD

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3.05.010 Quorum.

A quorum of the Board of Clallam County Commissioners shall consist of two (2) elected or appointed County Commissioners; PROVIDED, that in circumstances when these rules provide for the appointment of a pro-tem Commissioner, a quorum shall consist of two (2) elected, appointed, or pro-tem Commissioners.

3.05.020 Meetings.

In addition to regular meetings provided for in RCW 36.32.080, commencing on the first Monday of January, April, July, and October, regular meetings are adjourned to Tuesday of every week unless it is a holiday then the regular meeting of that week shall be scheduled for another day or cancelled. Nothing in this section shall prohibit the Board of County Commissioners from adjourning Tuesday meetings from time to time or from calling special meetings in accordance with notice requirements of law (RCW 42.30).

Regular meetings of the Board of Clallam County Commissioners are held at 10 a.m. in the Commissioners' Meeting Room of the Clallam County Courthouse, 223 East Fourth Street, Port Angeles, Washington. Board members may participate in regular meetings via conference call or videoconference. The Board may hold continued meetings in accordance with requirements of the law. All Board Meetings shall be open to the public. However, the Board may retire to Executive Session by majority vote and in compliance with the law (RCWs 42.23 and 42.30.110).

On the Monday prior to the regular meeting of the Board, or at other times as may be announced, a continued meeting may be held. This meeting is considered a "Work Session," wherein the Board is briefed by staff and discussions may occur with other agencies. These are generally not decision-making meetings, however, occasionally an action is taken.

The Board may conduct continued meetings in the evening at which time citizens may address the Board with items of concern.

3.05.030 Special Meetings.

A special meeting may be called at any time by the Chair of the Board (RCW 42.30.080) or by a majority of the members of the Board by providing written notice to each member of the Board, to each local newspaper of general circulation, and to each local radio or television station that has a written request on file with the governing body to be notified of special meetings.

Notice of the special meeting must be provided at least twenty-four (24) hours before the time of the meeting as specified in the notice and, in addition, shall be posted at the entrance to the meeting room.

The notice shall specify the time and place of the special meeting and the business to be transacted. Final action shall not be taken on any other matter at such meeting.

3.05.040 Emergency Meetings.

The notice required for special meetings may be waived in the event it is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements would make it impractical and increase the likelihood of injury or damage.

3.05.050 Meetings Outside the Regular Meeting Place.

The Board may schedule regular, continued, or special meetings at locations outside the regular meeting place, subject to provisions of the Open Public Meetings Act (RCW 42.30).

3.05.060 Officers of the Board.

The elected officers of the Board are the Chair and Vice Chair. At their first regular meeting of the calendar year, the Board of Clallam County Commissioners shall select one (1) of its number to preside at its meetings as Chair of the Board. In the event of a vacancy in the office of the Chair for any reason, including succession, the position shall be filled by the Vice Chair and the election of a replacement for the Vice Chair shall be held to serve the unexpired portion of the term. The Vice Chair will serve as Chair when the Chair is unable to serve.

The Chair shall sign all documents requiring the signature of the Board, and the Chair's signature, shall be as legal and binding as if all members had affixed their names, provided the signature is authorized by the Board. In case the Chair is absent at any meeting of the Board, all documents requiring the signature of the Board shall be signed by the Vice Chair.

3.05.070 Clerk of the Board.

The Board of Clallam County Commissioners shall appoint, by resolution, a Clerk who shall attend its meetings and keep a record of its proceedings. The Board may appoint an alternate person to act as Clerk when the appointed Clerk is unable to attend meetings.

3.05.075 Motions, Seconds, and Voting.

Any member of the Board, including the Chair and Vice Chair may make motions and/or second the motions of other members and vote on matters before the Board. Any member may disqualify themselves if they have a conflict of interest or believe participation in a Board action may raise issues of appearance of fairness.

3.05.080 Postponement of Action.

When only two (2) members of the Board are present at a meeting of the Board, and a division takes place on any question, the matter under consideration shall be postponed until the next regular meeting.

3.05.090 Pro-Tem Commissioner.

(1) In the event that no decision can be reached by the Board on a specific item due to self-disqualification of an elected or appointed Commissioner(s), the Board may, by majority vote at the request of the disqualified Commissioner(s), appoint a pro-tem Commissioner(s), to replace the disqualified Commissioner(s). One (1) of the votes for the pro-tem Commissioner must be the vote of the elected or appointed Commissioner who has disqualified himself.

(2) The pro-tem Commissioner shall be qualified to serve as a Commissioner, shall be a resident of the district of the Commissioner he replaces, and shall take the Oath of Office of Commissioner before serving as such.

(3) No County employee, except elected officials, may serve as a pro-tem Commissioner.

(4) The resolution appointing the pro-tem Commissioner shall specify the authority delegated to them, in terms of specific decisions or acts, and their authority shall be limited as stated by the resolution. The elected or appointed Commissioner shall continue to perform all other duties of his office, except those specifically delegated to the pro-tem Commissioner.

(5) The disqualified Commissioner and the pro-tem Commissioner shall each prepare and file with the Clerk of the Board prior to action upon the specific item which causes the disqualification, an affidavit stating that they have not discussed the merits of the matter with each other. The disqualified Commissioner shall also affirm there is no conflict of interest or appearance of fairness problem which requires disqualification and shall state the conflict of interest or appearance of fairness problem.

3.05.100 Agendas.

Agendas for regular meetings of the Board of County Commissioners shall be available to the public no later than the working day prior to the meeting.

Agendas for adjourned or continued meetings of the Board of County Commissioners shall be available to the public no later than the working day prior to the meeting.

Additions or modifications to the agenda may be made by majority vote of the Board at any time during the regular meeting.

3.05.110 Records of the Board.

All records of the Board, except those which are not public records within the terms of RCW 42.17.310, as enacted or hereafter amended, shall be available for public inspection at the office of the Commissioners during regular working hours.

3.05.120 Procedure Manual.

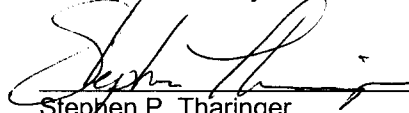
Within one (1) year of the effective date of this ordinance, the Board shall prepare and adopt by resolution procedures to be followed by the Board in the handling of recurring matters before the Board. This manual shall be available to the public at a reasonable cost.

PASSED AND ADOPTED this twelfth day of March 2002

BOARD OF CLALLAM COUNTY COMMISSIONERS



Howard V. Doherty, Jr., Chair

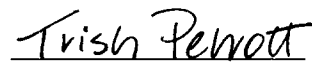


Stephen P. Tharinger



Michael C. Chapman

ATTEST:



Trish Perrott
Clerk of the Board