

*Amended by
Ordinance #107*

**ORIGINAL
Clallam County Commissioners
FILE COPY**

ORDINANCE NO. 79 1977

An Ordinance
establishing rules of the Board for the conduct of business
of the Board of Clallam County Commissioners;
and adopting a chapter in the Clallam County Code (C.C.C.)

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Chapter 3.05*

Rules of the Board

Sections:

- 3.05.010 Quorum
- 3.05.020 Sessions
- 3.05.030 Special Sessions
- 3.05.040 Emergency Sessions
- 3.05.050 Sessions in Forks and Sequim
- 3.05.060 Chairman of the Board
- 3.05.070 Clerk of the Board
- 3.05.080 Postponement of Action
- 3.05.090 Pro-Tem Commissioner
- 3.05.100 Agendas
- 3.05.110 Records of the Board
- 3.05.120 Procedure Manual

C.C.C. 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.

C.C.C. 3.05.020. Sessions. In addition to those regular sessions provided for in R.C.W. 36.32.080 commencing on the first Monday of Janu-

*New Chapter

ary, April, July and October, those regular sessions are hereby adjourned to Monday of every week unless such Monday is a holiday, in which case the regular meeting of that week shall be Tuesday. Nothing in this section shall prohibit the Board of County Commissioners adjourning said Monday sessions from time to time or from calling special sessions in accordance with notice requirements of law.

C.C.C. 3.05.030. Special Sessions. A special session or meeting may be called at any time by the Chairman of the Board or by a majority of the members of the Board by delivering personally or by mail written notice to each member of the Board; and to each local newspaper of general circulation and to each local radio or television station which has on file with the governing body a written request to be notified of such special meeting or all special meetings.

This notice must be delivered personally or by the mail at least twenty-four (24) hours before the time of the meeting as specified in the notice, and 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 disposition shall not be taken on any other matter at such meeting by the Board. Any Commissioner may waive written notice by filing a written waiver of notice prior to or at the commencement of the meeting. Notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes, with the consent of that member.

C.C.C. 3.05.040. Emergency Sessions. The notices required for special sessions may be dispensed with in the event a special session 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 of such notice would make notice impractical and increase the likelihood of such injury or damage.

C.C.C. 3.05.050. Sessions in Forks and Sequim.

(1) The Board shall adjourn the second Monday meeting of every

other month to a date certain within the calendar week of that meeting to a place certain within the Town of Forks or the Clallam Bay - Sekiu Area at a time certain.

(2) The Board shall adjourn the second Monday meeting of every other month not adjourned pursuant to C.C.C. 3.05.050 (1) above to a date certain within the calendar week of that meeting to a place certain within the City of Sequim at a time certain.

C.C.C. 3.05.060. Chairman of the Board. The Board of Clallam County Commissioners at their first session after any general election in which a Commissioner is elected shall select one (1) of its number to preside at its meetings as Chairman of the Board. The Chairman shall sign all documents requiring the signature of the Board, and the Chairman's signature, as Chairman of the Board, shall be as legal and binding as if all members had affixed their names, provided said signatures are authorized by the Board. In case the Chairman is absent at any meeting of the Board, all documents requiring the signature of the Board shall be signed by two (2) members of the Board.

C.C.C. 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.

C.C.C. 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 subsequent meeting.

C.C.C. 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 or Commissioners, the Board, by majority vote at the request of the disqualified Commissioner(s), may appoint a pro-tem Commissioner or Commissioners, 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 the pro-tem Commissioner, in terms of specific decisions or specific acts, and that pro-tem Commissioner's authority shall be limited as so 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 the decision upon specific item which causes the disqualification, an affidavit stating that they have not discussed the merits of the matter with the other on the specific item to be considered. The disqualified Commissioner shall also affirm that he does have a conflict of interest or appearance of fairness problem which requires him to disqualify himself, and shall state the conflict of interest or appearance of fairness problem.

C.C.C. 3.05.100. Agendas. Agendas for regular meetings of the Board of County Commissioners shall be available to the public on the working day prior to the meeting.

Agendas for adjourned or continued sessions of regular meetings of the Board of County Commissioners shall be available to the public prior to the meeting.

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

C.C.C. 3.05.110. Records of the Board. All records of the Board, except those which are not public records within the terms of R.C.W. 42.17.310, as enacted or hereafter amended, shall be available for public inspection at the office of the Commissioners during regular working hours.

C.C.C. 3.05.120. Procedure Manual. Within one (1) year of the effective date of this ordinance, the Board shall prepare and adopt by resolution a manual of 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.

ADOPTED this 13th day of December, 1977.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Howard V. Doherty, Jr.
Howard V. Doherty, Jr., Chairman

Dick Lotzgesell
Dick Lotzgesell

Ronald N. Richards
Ronald N. Richards

ATTEST:

Alice C. Thorne
Alice C. Thorne, Auditor
and Clerk of the Board

ORIGINAL
Clallam County Commissioners
FILE COPY

FILE COPY