

ASOTIN PLANNING COMMISSION

BY-LAWS

WHEREAS, the City of Asotin, a municipal corporation, in and for the State of Washington, has a Planning Commission established pursuant to the authority conferred by RCW 35.63, and

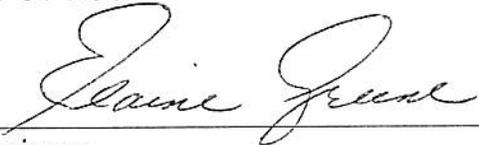
WHEREAS, Revised Code of Washington 35.63.040 directs that the Commission shall adopt rules for the transaction of its business,

NOW, THEREFORE,

IT IS HEREBY RESOLVED by the Planning Commission of the City of Asotin that the By-laws and Appendix thereto attached to this Resolution and incorporated herein by reference as if set forth in full, are hereby adopted as the official rules for the transaction of business of the City of Asotin Planning Commission.

DATED this 28th day of February, 2012.

CITY OF ASOTIN PLANNING COMMISSION

By:   
Chairman

Attest to:

By:   
Mayor

## BYLAWS

### ARTICLE I – NAME

#### Section 1. Name

The official name of the organization shall be the City of Asotin Planning Commission.

### ARTICLE II – OFFICERS

#### Section 1. Officers

The elective officers of the Planning Commission shall consist of a Chairperson, Vice-Chairperson, and Secretary.

#### Section 2. Nomination and Election of Officers

Nomination of elective officers shall be made from the floor at the annual election meeting which shall be held on the first regular meeting in January of each year. The election shall follow immediately thereafter. A nominee receiving a majority vote of those present at the election meeting shall be declared elected.

#### Section 3. Terms of Officers

The elective officers shall take office at the first regular meeting in February and shall serve for a term of no more than two years in succession. Officers can be removed by majority vote of the Commission.

#### Section 4. Vacancies of Offices

Vacancies in elective offices shall be filled immediately by regular election procedure as established in Paragraph 2 hereof, for the unexpired portion of the term.

Section 5. Duties of Officers

(a) Chairperson (Chair)

The Chair shall preside at all meetings and public hearings of the Planning Commission and shall call special meetings when the Chair deems it necessary or is required to do so. The Chair shall appoint all committees, shall be an ex-officio member of each, without power to vote. The Chair shall certify the expenditure of Planning Commission funds and shall sign the minutes of Planning Commission meetings and all official papers and plans involving the authority of the Planning Commission which are transmitted to the City Council. The Chair shall have the privilege of discussing all matters before the Planning Commission and voting thereon. The Chair shall have all the duties normally conferred by parliamentary usage on such officers and shall perform such other duties as may be ordered by the Planning Commission except as otherwise provided in these By-Laws, in other Planning Commission resolutions or in City Ordinances.

(b) Vice-Chairman (Vice-Chair)

The Vice-Chair shall assume the duties and powers of the Chair in his or her absence. If the Chair and the Vice-Chair are both absent, the Planning Commission members may elect a temporary chairperson by a majority vote of those present at a regular, recessed, or special meeting, who shall assume the duties and powers of the Chair and Vice-Chair during their absence.

(c) Secretary

The Secretary shall keep the minutes of all regular, recessed, and special meetings of the Planning Commission; such minutes shall be approved by the Planning Commission. The Secretary shall also keep the minutes of Planning Commission Committee meetings when requested to do so. The Secretary shall give notice of all regular and special meetings to Planning Commission members, shall prepare the agenda of regular and special meetings, shall serve proper and legal notice of all public hearings, and shall draft and sign routine correspondence of the Planning Commission. The Secretary shall maintain a file of all studies, plans, reports, recommendations, and official records of the Planning Commission.

## ARTICLE III – MEETINGS

### Section 1.     Regular Meetings

All regular meetings shall be held at Asotin City Hall at 7:00 p.m. on the first Thursday of January, April, July, and October. Special meetings to be called at any time by the Chairperson of the Commission.

### Section 2.     Recessed Meetings

All regular meetings shall be recessed to a definite time and place by a majority vote of the Planning Commission members present at the meeting.

### Section 3.     Special Meetings

Special meetings may be called by the Chair, by a majority of the members of the Commission, or by the City Council.

### Section 4.     Notice of Meetings

Notice of all regular and special meetings shall be given by the Secretary to the members of the Planning Commission. Notice of all regular meetings shall be given at least 4 days (96 hours) prior to the meeting. Notice of all special meetings shall be given at least 2 days (48 hours) prior to the meeting. The notice shall state the time and place of the meeting and the agenda to be considered by the Planning Commission at such meeting.

Petitions and communication from the audience and matters brought to meeting by the Staff and Commission members, which are not on the agenda for the meeting, may be received and discussed at the meeting. However, no official action may be taken on any

matter at a Planning Commission meeting which is not included on the agenda for such meeting or which has been added to the agenda after it has been mailed to the Planning Commission members except that this requirement may be suspended at any meeting by the unanimous vote of the members present at the meeting.

Section 5. Order of Business

- (a) Call to order by Chairperson
- (b) Roll call
- (c) Approval of Minutes of preceding meeting
- (d) Public hearings
- (e) Unfinished business
- (f) New Business
- (g) Petitions and communications from audience
- (h) Written communications
- (i) Reports from Planning Commission members and committees
- (j) Staff reports
- (k) Adjourn

Section 6. Motions and Voting

The commission shall act as a body in making its decisions and amending them. Motions shall be restated by the Chair before a vote is taken. The name of the members making and seconding a motion shall be recorded in the minutes of the meeting.

Voting on amendments to the Zoning Ordinance and Map, all matters requiring a public hearing before the Planning Commission and all matters referred to the Planning Commission by the City Council shall be by roll call vote and the vote of each member shall be recorded in the minutes of the meeting.

Section 7. Parliamentary Procedure

Parliamentary procedure in Planning Commission meetings shall be governed by Roberts Rules of Order, Revised, unless it is specifically provided otherwise in these By-Laws, in other Planning Commission resolutions, or in City Ordinances.

ARTICLE IV – COMMITTEES

Section 1. Establishment of Committees

The Planning Commission may establish such standing or special committees as it deems advisable and assign each committee specific duties or functions. Each standing committee shall consist of three members. No standing or special committee shall have the power to commit the Planning Commission to the endorsement of any plan or program without its submission to the body of the Commission.

Section 2. Appointment and Terms of Committee Members

The Chair of the Planning Commission shall appoint the members of each standing or special committee and shall name the chairperson of each committee. The members of each standing committee shall be appointed at the first regular meeting in January for a term of one year. Special committees may be appointed at such time and for such purposes and terms as the Planning Commission approves.

Section 3. Committee Vacancies

Vacancies on committee shall be filled immediately by the Chair of the Planning Commission for the unexpired portion of the term.

Section 4. Meetings of Committees

All committees shall meet at the call of the committee Chairperson, provided that the Chair of the Planning Commission shall also have the authority to call a special meeting of any committee at any time and upon such notice as he or she may specify.

Section 5. Quorum and Voting

The majority of the members appointed shall constitute a quorum of all committees. The affirmative vote of a majority of the committee membership shall be required for the adoption of a matter before the committee.

ARTICLE V

Conflict of Interest

Any member of the Commission who in his or her opinion has an interest in any matter before the Commission that would tend to prejudice his or her actions shall so publicly indicate and shall step down and refrain from voting and any manner participation with respect to the matter in question.

ARTICLE VI

Records

The following are the official records of the Commission:

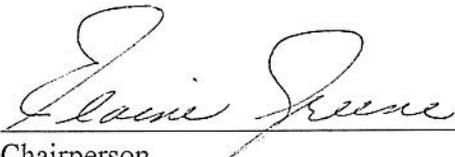
- (a) Agenda
- (b) Minutes approved by the Commission
- (c) The file of any case
- (d) These By-Laws of the Commission

ARTICLE VII – AMENDMENTS

Amendments

These By-Laws may be amended at any regular meeting by the affirmative vote of five members of the Planning Commission; provided that the proposed amendments have been submitted in writing at a previous meeting.

APPROVED this 28th day of February, 2012.

  
Chairperson