



SULTAN PLANNING BOARD

RULES OF PROCEDURE

JULY 2016

RULES OF PROCEDURE FOR THE SULTAN PLANNING BOARD

ARTICLE I – NAME

The Planning Board was established by Sultan Municipal Code 2.17.080 (Ord 924-06 § 2). The Board consists of five (5) Members appointed by the Mayor and confirmed by the City Council. The Board shall be named the **Sultan Planning Board**.

The Goals of the Sultan Planning Board are as follows:

1. To influence in a positive manner the major planning efforts and projects that will affect the City.
2. To advocate consistency and integration among plans which provide future image and direction for the City as well as the means for meeting more immediate needs.
3. To insure that effective citizen participation, including opportunities for timely public involvement, is part of the City's planning process.
4. To represent a whole-City view point when evaluating proposed policy issues.
5. To make recommendations to the Mayor/City Council which recognize the City's needs and government constraints as well as citizen viewpoints.

ARTICLE II – ATTENDANCE

Section 1:

As a courtesy, any Board Member anticipating absence from an official meeting should notify the Chair or Recording Secretary, preferably at least one day in advance of the meeting.

Section 2:

Any Board Member who misses three consecutive regular meetings shall be subject to action up to and including removal by the Mayor as provided in SMC 2.17.120.

Section 3:

A Board Member may, for personal reasons, request a leave of absence. The request shall be in writing and submitted to the Planning Board. The Board shall forward the letter, together with its recommendation, to the Mayor.

ARTICLE III – OFFICERS & STAFF

Section 1: Officers.

The officers of the Sultan Planning Board shall be a Chair, Chair Pro-Tem. The Chair and Chair Pro-Tem shall be selected from among the five Members who comprise the Board. Should a Chair resign or otherwise vacate his/her office the Chair Pro-Tem shall assume Chair responsibilities at the next meeting and the Board shall nominate and vote on a new Chair Pro-Tem at that same meeting. If the Chair Pro-Tem declines to advance to the Chair, the Board shall nominate and vote on the office of Chair and Chair Pro-Tem at the same meeting.

Section 2: Elections.

The Chair and the Chair Pro-Tem shall be elected annually at the last regularly scheduled meeting in June of each year.

Section 3: Duties of the Chair.

Shall be to preside at all meetings of the Sultan Planning Board, enforce the rules of procedure, and execute the will of the Board. The Chair shall appoint all sub-committees. The Chair shall preserve order and decorum, prevent attacks on personalities or the impugning of member's motives and confine members in debate to the question under discussion.

Before the meeting is called to order, it is the duty of the Chair to determine if there is a quorum present. If a quorum is not present, the Chair shall wait a reasonable time to determine if a quorum will be present. If it appears that a quorum will not be present, or if a reasonable time expires and there is no quorum, the Chair shall call the meeting to order, announce the absence of a quorum, then entertain a non-debatable motion to adjourn to a specific time and place, or entertain a recess. During the recess, measures shall be taken to contact members of the Board to seek their attendance. Failing sufficient attendance, the meeting shall be reconvened and the non-debatable motion to adjourn shall be entertained.

Section 4: Duties of the Chair Pro-Tem.

Shall be to assist the Chair and during his/her absence to act as Chair until the Chair is able to resume his/her duties. In the absence of the Chair, the Chair Pro-Tem shall preside. In the absence of both the Chair and Chair Pro-tem, the meeting shall be called to order by the Clerk for the election of a temporary Chair.

Section 5: Secretary of the Board:

The Secretary of the Board shall be the Director of the Sultan Community Development Department, or his/her designee. Duties of the Secretary shall be to:

- (a) Keep a record of all correspondence.
- (b) Preserve all manuscripts and records.
- (c) Keep a current roster of all Members.
- (d) Prepare and circulate Planning Board Packets.
- (e) Record and prepare the minutes of all meetings of the Board.

ARTICLE IV – MEETINGS AND VOTING

Section 1: Meetings.

All meetings of the Sultan Planning Board are open to the public. Meetings shall be scheduled on the First and Third Tuesdays of every month.

Section 2: Public Hearings.

Public hearings are held to obtain public input on matters of policy and legislative proposals. Planning Board actions and hearings do not involve the legal rights of specific, private parties in a contested setting but rather affect a wider range of citizens or perhaps the entire City.

Section 3: Quorum.

A quorum shall consist, at all meetings of the Sultan Planning Board, of a simple majority of the total number of Planning Board positions.

Section 4: Conflict of Interest and Appearance of Fairness.

- A. The Sultan Planning Board has the responsibility to ensure that all public process is fair and transparent in both substance and appearance. This means that the public must be provided adequate and timely notice of all meetings and the topics that will be addressed by the Board at those meetings.
- B. The public has the right to attend all meetings and the right to know the information and considerations on which the Board basis its action.

- C. Fairness also requires that:
1. Board Members avoid any bias or appearance of bias, and any violation of the Washington standards regarding Appearance of Fairness in their decisions (see items F and G below).
 2. The Board act in a timely manner
 3. The Board keep full and accurate records of its proceedings
 4. The Board establish and make available the ground rules under which it conducts business. The decision-making process the Board applies to any issue before it is not only to be rational, but is also perceived as rational
 5. Decisions should be supported by information available to the Board Such information is contained in an application, staff report, or other documents submitted to the Board, or included in any testimony presented before the Board, or explicitly stated by a Board Member from his or her personal observations, knowledge, or experience.
- D. The Sultan Planning Board has the responsibility to recognize the comprehensive and long-range nature of many of the Board's decisions. The Board must consider, balance, and integrate, the many physical economic and social aspects of the issue being decided. The Board must consider not only the decision's immediate impacts on those persons most affected, but also its future and secondary impacts on the City as a whole. The Board should thus explicitly evaluate all facts, alternatives, means, and consequences relevant to its decisions.
- E. Each Board Member has the responsibility to acquire whatever information and knowledge is necessary to fully understand and make wise decisions and recommendations in the interest of the City. To this end, each Board Member is expected to depend on both his/her personal background, experience, and familiarity with the City, as well as the expertise and knowledge of, and information available to the City staff members.
- F. If a Board Member or his/her immediate family has a tangential interest in the matter at hand in a public hearing or board meeting but the member does not think that this would prejudice his/her opinion the Board Member should publicly disclose this interest on the record prior to the start of the hearing and allow persons to challenge his/her participation in the hearing. If so challenged the Board Member may recuse him or herself from the proceedings without further action from the Board. In this case, the Board Member shall leave the hearing room and refrain from voting and any manner of participation with respect to the matter in question.
- G. Alternatively, the Board Member is permitted to address the challenge and declare whether or not they wish to remain seated to consider the subject at hand. If the Board Member states reasoning for and the desire to remain seated, the Board shall vote on the issue. Based on the vote, the Chair shall declare whether the Member is able to remain seated or is required to step down.

Section 5: Agenda

- A. The preparation of the agenda will be the duty of the Director of Community Development or his/her designee, and he or she will coordinate that preparation with the Chairperson.
- B. The agenda may be divided into sections and be continued to subsequent meetings when it is apparent that one meeting will not be sufficient to complete the scheduled business.
- C. Copies of the agenda and the meeting packet will be available to all Board Members with sufficient time for review prior to the meeting.
- D. The order of business shall be prescribed on the agenda; changes to the agenda order shall be approved by the Chair.

Section 6: Meeting Decorum.

- A. No person shall address the Board without first obtaining recognition from the Chair.
- B. The Board may allow comments from Members of the public attending work sessions by permission of the Chair or majority vote.
- C. If there are a large number of people who wish to speak at a meeting the Chair may limit each speaker to a specific number of minutes of speaking time. If the speaker is representing an organization, The Chair may grant the speaker additional speaking time.
- D. If audience dialogue becomes disruptive, the Chair may recess the meeting or request the meeting be adjourned.
- E. Once a Member of the public has spoken in regard to a specific matter before the Board, he or she shall not be recognized to speak again until all persons wishing to speak have first been given the opportunity to do so.
- F. To aid in creation of accurate meeting minutes all speakers should identify themselves each time they address the Board.
- G. Sultan Planning Board Meetings will begin at a prescribed time as indicated by public notice. They will continue until the agenda items have been completed or until 10:00 PM whichever comes first. Continuation of a meeting past 10:00 PM requires approval of a motion to extend by a majority vote. If no motion is approved the meeting the Chair will continue the meeting to a certain date.
- H. The Board may continue a public hearing to a future date for due cause stated at the time of the continuance. Any continuance shall be to a date and time announced at the time of the continuance. A continued public hearing to a date certain does not require new public notice. A closed public hearing cannot be re-opened without issuance of a new public notice.

Section 7: Regular Meeting Procedures.

All meetings held by the Sultan Planning Board shall use the following procedures:

- Chair – Call to order
- Pledge of Allegiance
- Roll Call
- Changes to the Agenda
- Public Comments on Items Not on the Agenda
- Board Member Comments
- Approval of Minutes
- Open Public Hearing, if Applicable
- Hearing and Action Items
- Discussion Items
- Summary of Meeting Results and Actions for Next Meeting
- Public Comments on Agenda Items Only
- Adjournment

Section 8: Public Hearings Procedures.

All public hearings held by the Sultan Planning Board shall be recorded and use the procedures currently approved by the City Attorney for that purpose.

If any Board Members disclose appearance of fairness issues, the Chair shall allow the applicant or other audience Members to challenge their participation in the hearing. If a challenge is offered, the procedures of Section 4.F. and 4.G. above will be employed. If the applicant and/or audience member does not object to the Board Member hearing the case once a challenge has been raised and responded to, the Chair shall have them declare their satisfaction with the response for the record.

Section 9: Voting. Voting on all matters except amendments to these by-laws be by simple majority.

- A. All Board Members shall have one vote on any particular item of business.
- B. The Chair shall enjoy the same opportunity to vote as afforded other Board Members. The Chair, however, may not bring a motion forward.
- C. On matters of extreme importance, the Chair or a Member may call for a roll-call vote.
- D. No matter may be voted upon unless:
 - 1. The matter has been placed on the agenda prior to the meeting by any Member of the Board, or by the Secretary, or:
 - 2. A new item, not on the agenda, is considered by a majority vote of the Board, to constitute an emergency warranting immediate action. Based on approval of an emergency declaration, the matter shall then be voted upon according to normal voting procedures.
- E. There shall be no voting by proxy.

ARTICLE V – AMENDMENTS

These Rules of Procedure may be amended by a supermajority vote of the number of Planning Board positions, provided notice of such proposed changes shall be transmitted by the Secretary to each Member in good standing not less than five (5) days nor more than fifteen (15) days prior to such meeting.

ALL MEMBERS OF THE PLANNING BOARD SHALL BE GOVERNED BY THESE BY-LAWS. WHERE THE BY-LAWS DO NOT STATE OTHERWISE, THE PARLIMENTARY RULES AND PROCEDURES CONTAINED IN THE CURRENT, NEWLY REVISED, EDITION OF *ROBERTS RULES OF ORDER* SHALL APPLY.