



## **Bylaws to Implement Sammamish Municipal Code Chapter 2.60**

### **ARTICLE I: MEMBERS**

The Planning Commission consists of seven (7) members who are appointed by the City Council.

### **ARTICLE II: OFFICERS**

The elected officers of the Commission consist of a Chair and Vice-Chair. The Vice-Chair serves in the absence of the Chair. In the absence of both, the Chair and Vice-Chair, the members present shall elect a Chair Pro-Tempore.

The terms of office for Chair and Vice-Chair shall be one year; for Chair Pro-Tempore, the term shall be only for the meeting at which appointed. In the event of a vacancy from office, a replacement Chair and/or Vice-Chair shall be elected to serve the unexpired term of the vacant office(s).

#### **Process/ Timeline:**

- During the latter part of January each year the following process is conducted for the new Chair and Vice Chair positions:
  - Nominations are submitted.
  - Nominees confirmed.
  - Ballots are sent out via email returned and tallied.
  - New Chair and Vice Chair are initiated at the next regular meeting.
- One year terms for Chair and Vice Chair take effect at the 1st meeting in February.
- Repeat cycle annually.

#### **Chair/ Vice Chair Duties:**

- Run/Facilitate Planning Commission meetings in a fair, efficient, productive, informative manner;
- Act as spokesperson to City Council and when necessary, to the public and/or media;
- Work with Community Development Director on schedule/calendar and meeting agendas.

The Vice Chair is to attend meetings with staff and Chair and to fulfill duties of the Chair in the Chair's absence.

The Director of Community Development and/or designated staff representative shall provide other staff services necessary to carry on the work of the Planning Commission. The Administrative Assistant to the Community Development Director shall act as Secretary of the Planning Commission.

### **ARTICLE III: MEETINGS**

The regular meetings of the Commission are normally held on the 1st and 3rd Thursday of every calendar month at a time set in advance by the Commission so as to ensure reasonable public participation. Meetings are not held during the month of August. Staff is responsible for notice to the public and to generate and update a calendar for upcoming Planning Commission meetings.

If a regular meeting falls on a legal holiday, that meeting will normally be held on the following Thursday or on a special meeting date which is not a holiday.

At any meeting, the Commission may set a date for a special meeting. To provide adequate public notice, such special meeting shall not occur any sooner than 7 days after the Commission sets such a meeting.

All regular and special meetings of the Commission are open to the public.

#### **ARTICLE IV: AGENDA AND STAFF REPORTS FOR MEETINGS**

A copy of the agenda and accompanying materials for each meeting should be provided to each member not less than six (6) days prior to the date of the meeting.

The Director of the Department of Community Development should make regular reports to the Planning Commission on actions taken by the City Council.

#### **ARTICLE V: MINUTES AND RECORDS**

The approved action minutes and video recording serve as the record of actions taken. Draft action minutes will be provided to the Planning Commission Chair for initial review and correction. The Chair's proposed final minutes will be distributed to the entire Planning Commission for review. Approval will occur at a subsequent Planning Commission meeting.

#### **ARTICLE VI: PUBLIC INVOLVEMENT**

The Planning Commission's role is to advise the City Council on growth management issues, land use policies and development regulations. High quality public input is needed to help inform the Commission's analysis and recommendations.

The Commission goals for public involvement are to:

1. Undertake a fair, meaningful and effective outreach to affected parties for each work item, with opportunities for all interested parties to participate in a comfortable setting.
2. Use a consistent and adaptable process that allocates limited time efficiently and encourages input that is relevant, clear and specific.

When speaking to the Commission the following rules will apply:

1. Everyone who wishes to do so will be given the opportunity to speak.
2. Speakers are expected to focus their remark to the specific question being discussed by the Commission at that time and avoid extraneous issues.
3. Speakers must state their views respectfully without personal attacks, insults or disparaging comments.
4. Everyone is expected to respect the views of others even when they disagree with those views. Disruptive behavior will not be tolerated. Any person who persists in disrupting the proceedings will be asked to leave.
5. Everyone will be expected to respect the person speaking and interruptions will not be allowed.

The Commission uses a variety of required and optional mechanisms to achieve its stated goals, including:

- Public comment opportunities at each Commission meeting
- Formal public hearings with advertised notice

- Round tables and other interactive mechanisms to promote dialog
- Outreach to stakeholder and interest groups
- Material in the monthly city newsletter and on the city website
- Survey(s) when appropriate and affordable
- Postcard mailings and GovDelivery mechanisms
- Field trips
- Review of peer city, state agency and Tribal comments
- Each work item may need some or many of these mechanisms, and the public involvement plan can be adapted as needed

For comments from any party at a Commission meeting the following rules will be employed and administered by the Chair with assistance from the staff:

- 3 minutes (Non-Agenda topic)
- 7 minutes for individual comments (Agenda topic)
- 7 minutes for representatives from a recognized group (Agenda topic)
- The Chair will ask the commenter to summarize once the time limit is reached
- Commenters are also encouraged to provide written materials

#### **ARTICLE VII: PUBLIC STATEMENTS FROM THE COMMISSION**

Any member of the Commission has a right to express personal views and opinions. However, statements representing the views or recommendations of the Commission must be authorized by a majority or consensus of the Commission. Minority views or positions may be conveyed as well.

#### **ARTICLE VIII: EX-PARTE CONTACTS AND SHARING OF INFORMATION**

It is in the public interest that, to the greatest extent possible, all members of the Planning Commission have an opportunity to be aware of and act upon the information that is available to other members. All members should place upon the record of the Planning Commission the substance of all ex-parte contacts that have occurred during the time a matter has been introduced and is still before the Planning Commission for a recommendation.

#### **ARTICLE IX: CONFLICT OF INTEREST**

If an actual or perceived conflict of interest exists that affects the work of the Commission, it is each member's responsibility to openly describe the issue, and refrain from any subsequent Commission participation, deliberation or voting on the subject.

#### **ARTICLE X: ORDER OF BUSINESS**

The Chair may adjust or amend the order of business as needed. The regular meetings normally use the following format;

- Call to order
- Roll call
- Approval of Agenda
- Approval of Minutes
- Review of Planning Commission Work Program Calendar
- Public Comment (Non-Agenda)
- Old Business (If carried over from a previous meeting)
- New Business

- Public Comment
- Adjourn

The Chair should conduct meetings in an open, fair and transparent manner. In the event of a procedural question, the Chair may refer to Roberts Rules of Order for guidance.

#### **ARTICLE XI: ATTENDANCE**

Each Planning Commission member should strive to attend all Commission meetings, to read materials beforehand and to participate fully.

Except in instances of sudden illness or other unforeseen hardship, members should advise the staff and the Chair/Vice Chair, of their intended absence prior to 4:30 p.m. on the day prior to the meeting. Excused absences will be noted for the record at the roll call.

#### **ARTICLE XII: RECOMMENDATION OF THE COMMISSION**

The Planning Commission's goal is to provide a consensus recommendation to the City Council. When a consensus cannot be reached, a majority vote is taken. Minority positions may be conveyed as well. A minority report shall be prepared within 7 days of the prevailing vote of the Planning Commission.

To document the actions taken by the Planning Commission, staff will prepare a written statement or memorandum, including the facts, findings and rationale for the final recommendations. This statement is then signed by the Chair of the Planning Commission whose responsibility it is to present the recommendations to the City Council on behalf of the Planning Commission.

#### **ARTICLE XIII: DEFINING SUCCESS**

The Planning Commission has identified the following standards for use in determining success:

1. The public process should be transparent and fair, and outreach should use a variety of media types so that all interested parties have the chance to participate.
2. All participants should have a chance to offer comments and suggestions. Meetings should be conducted in a productive and efficient manner.
3. The Planning Commission's submission to the City Council should contain a statement of findings and facts, a summary of viewpoints received by the Commission during the public comment process, and a set of recommendations along with the reasoning behind those recommendations.
4. The Planning Commission's process and products should be sufficient such that the City Council is able to take action on the recommendations without the need for substantial further research or fact-finding work. The recommended regulations should be easy to read and implement.

#### **ARTICLE XIV: NORMS**

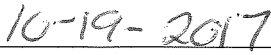
The Planning Commission has developed the following 'group norms' to define the expectations for conduct by Commissioners and the interaction among members. It is the intent that these be simple, self-explanatory and self-enforced. The Chair is empowered to remind members as the need arises to employ these norms. Commissioners will demonstrate respect for members of the public, staff and other Commissioners by:

- Attending each meeting and arriving on time (if late arrival is necessary, please call or email ahead)

- Reading materials in advance, coming to the meeting prepared, and submitting questions in advance
- Respectful and attentive listening to the speaker (minimal side discussions)
- Speaking respectfully to and about the public, staff and other Commissioners
- Minimizing unnecessary distractions (e.g., phones, screens) during Commission meetings

Bylaws adopted the Planning Commission

  
\_\_\_\_\_  
*Planning Commission Chair Signature*

  
\_\_\_\_\_  
*Date*

