

Lewis County Planned Growth Committee Bylaws

I. Description and Purpose.

- A. The name of this advisory board is the Lewis County Planned Growth Committee (“PGC”).
- B. The PGC is an advisory board that provides advice to the Lewis County Board of County Commissioners (“BOCC”) relating to the distribution of future population growth, designation of urban growth areas and amendments to the Countywide Planning Policies pursuant to Ch. 36.70A RCW.

II. Members and Participation.

- A. The PGC shall be comprised of one elected official, or their designee, from each incorporated city in Lewis County and the Chair of the BOCC. The Chair of the BOCC may delegate their position to another BOCC commissioner.
- B. The Lewis County Community Development Director (“Facilitator”), or their designee, shall serve as the facilitator of the PGC and is not a member.
- C. The Lewis County Community Development Senior Long Range Planner (“Planner”) shall staff the PGC and is not a member.
- D. The Lewis County Community Development Administrative Assistant (“Clerk”), shall serve as the clerk of the PGC and is not a member.
- E. If a member of the PGC leaves office for any reason, another elected official, or their designee, shall serve as a replacement.
 - 1. Each city manager, or clerk to the city council, is required to forward council committee assignments to the Clerk on or before the last business day of February of each calendar year.

III. Attendance. All members are expected to be present for all regularly scheduled meetings of the PGC. Members are to inform the Clerk of an absence at least twenty four (24) hours in advance of any regularly scheduled meeting.

IV. Officers. The BOCC representative shall serve as the Chair of the PGC. The Chair will preside over all meetings of the PGC and will be the official adviser to the BOCC.

V. Meetings.

- A. Regular meetings will be held from 1:00 pm to 3:00 pm on the first and third Wednesday in May and the first Wednesday in June of each year. Additional meetings may be scheduled due to the number of agenda items or at the request of the Facilitator, Planner or Chair. Regular meetings may be cancelled due to a lack of agenda items or a lack of a quorum.
- B. Generally, meetings will be held at the Lewis County Courthouse.
- C. All meetings are open to the public and shall be noticed in accordance with the Open Public Meetings Act (Ch. 42.30 RCW).
- D. The Planner shall create the meeting agenda. PGC members may request specific topics, additional information, and speakers for upcoming meetings at any time.
- E. The Clerk shall publish the meeting agenda to the county website and email it to the PGC members and list of subscribers prior to the next scheduled meeting. In extenuating circumstances, updates or additional agenda items may be added with a minimum of twenty four (24) hours' notice.
- F. A quorum for a meeting of the PGC will consist of the Chair and at least two other members. Provided there is a quorum, any action by those present constitutes an action of the PGC. In the event a quorum is not present at any meeting, the Chair may choose to meet but not take action on decision items or may choose to adjourn and reschedule the meeting for a later date.
- G. Public participation shall be limited to three (3) minutes per speaker per item. In cases where there are many people signed up to speak during public comment, members of the public may be limited to two (2) minutes or another time limitation as determined by the Chair. Pooling of speaker time will be permitted at the discretion of the Chair. All speakers wishing to pool their time must be present at the meeting. Time allotted for pooled speakers will be determined by the Chair, not to exceed a total of ten (10) minutes. Speakers will be requested to not repeat statements made by previous speakers other than to express points of agreement or disagreement.
- H. Executive sessions may be called pursuant to permissible topics under 42.30.110 RCW.

- I. In the event of extraordinary circumstances, such as a public health emergency, PGC meetings may be held electronically (via phone or online). Electronic meetings shall be consistent with how other public meetings of the County are held and shall safeguard the public's ability to listen to the meeting and provide comments about the agenda items upon which the PGC will provide recommendations to the BOCC.
- J. The Clerk shall take meeting notes to maintain a record of the PGC discussion and decisions. Meeting notes will be made available to the public on the County website.

VI. Parliamentary Authority.

- A. Business, including presentations, discussions, motions, and voting, will be conducted in an orderly manner consistent with the County's public meeting procedure.
- B. Actions taken by the PGC in the advice given to the BOCC shall be voted upon by motion, with motions being deemed as approved if they are seconded and a quorum of the PGC is present and they receive a majority of the votes cast. Members must be present to vote. No proxy votes are permitted.

VII. Conflicts of Interest and Code of Ethics. Members of the PGC shall not use their membership for private gain and shall act impartially and not give preferential treatment to any private organization or individual in establishing recommendations and advice given to the BOCC. A member who has a particularized personal or private interest in a matter proposed shall disclose such interest to the PGC and BOCC prior to discussion of the matter by the BOCC, and if necessary, shall recuse themselves from the discussion or voting on the item.

- A. A recused PGC member may not attend or will remove themselves from such PGC meetings, and shall not attempt to influence the decisions of other PGC members voting on the advice given to the BOCC in making the final determination.
- B. A general interest as a landowner in Lewis County would not require disclosure and recusal.