



New Member Training

Short Term Rental Advisory Group

June 2026

Agenda

1. Introductions
2. STR Advisory Group Mission
3. Bylaws Review
4. Public Record
5. Meeting Location
6. Elections
7. STR Regulations
8. Round Table Discussion



Introductions

- Name
- Representing (STR owner, resident, etc.)
- Location (if different than representation)
- Why you volunteered for the STRAG



STR Advisory Group Mission

The Advisory Group provides advice to the Lewis County Planning Commission and the Board of County Commissioners (BOCC) on STR matters including analyzing data collected through STR permits, evaluating the relationship between STRs and residential housing, recommending good neighbor guidelines, and recommending future regulations for STRs, as appropriate.



STRAG Bylaws - Membership

- 3 STR owners or operators
- 3 Residents
- 1 Other Transient Accommodations
- 1 Fire District
- 4-year term, can serve up to 3 terms total



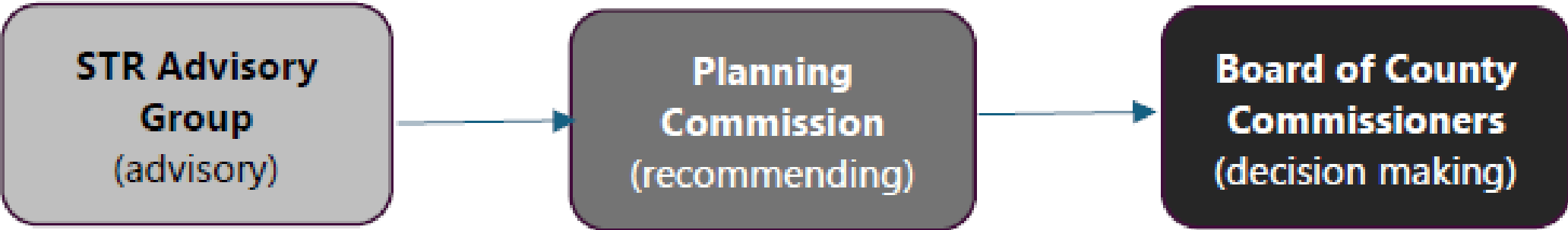
STRAG Bylaws - Roles

- Chair – run meetings
- Vice Chair – run meetings in Chair's absence
- Members – participate actively
- Staff – provide information, send notices
- Planning Commission – hears advice, holds public hearings
- BOCC – makes decisions



STRAG Bylaws - Roles

Figure 1: Typical Decision-Making Process



STRAG Bylaws – Code of Conduct

- Pursue and faithfully serve public interest
- Deal fairly with all participants.
- Exercise fair, honest, informed and independent professional judgement.
- May not use position to secure special privileges for you or others.



STRAG Bylaws - Disclosures

- Pecuniary interests must be disclosed
- Cannot make an unbiased decision = recusal



STRAG Bylaws – Public Records

RCW 42.56.010 “Public Record”

Any **writing** containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.



STRAG Bylaws – Public Records

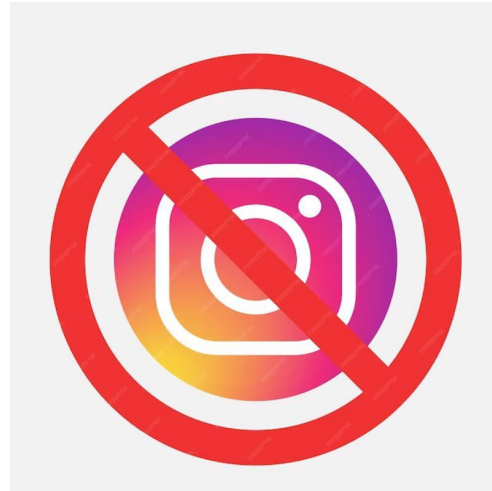
RCW 42.56.010 “Writing”

- Handwriting
- Printed letters, memos, reports, maps
- Emails
- Photographs
- Film and video recordings
- Audio recordings (e.g., voicemail)
- Social media



STRAG Bylaws – Public Records

DO NOT post or comment on anything that is related to Planning Commission business on social media



STRAG Bylaws – Public Records

What should you do?

- Emails – **do not reply-all**, only email staff
 - If you email another STRAG member, cc staff – we need a copy
- Materials – ask staff verbally or in email
- Notes – give to staff to make a copy
- Got a question – call staff (don't leave a detailed message)
- Social media – NO!



STRAG Bylaws - Responsibilities



MONITORING AND
ASSESSMENT



EXPERIENCE
REPORTING



IMPLEMENTATION
INPUT



ORDINANCE
REVISIONS

STRAG Bylaws – Meetings



Show up on time



Be prepared



Stay present



Listen to understand



Let everyone participate



Stay on topic



Challenge ideas,
not people

STRAG Bylaws – Making Decisions

Consensus means “general agreement among a group of people”



STRAG Bylaws – Making Decisions

1. Discussion
2. Motion and second
3. Vote
 - 1 = Full support
 - 2 = Will accept with reservation
 - 3 = Cannot support w/o changes
4. Passes
 - All 1's and 2's
5. 2nd Vote
 - 2-3's = Pass
 - 3-3's = Fails



STRAG Bylaws – Making Decisions

1. Motion – get tacos for dinner
2. Second
3. Vote
 - 5 – 1's & 2's
 - 2 – 3's
4. Discussion
 - 3's would like pizza
5. 2nd Vote = Passes
 - 5 – 1's & 2's
 - 2 – 3's



STRAG Bylaws – Making Decisions

1. Motion – pink w/purple polka dots
2. Second
3. Vote
 - 5 – 1's & 2's
 - 2 – 3's
4. Discussion
 - 3's only new structures, major renovation
 - Motion is amended*
5. 2nd Vote = Passes
 - 7 – 1's & 2's



Meeting Location

- 1st Tuesday of the Month – March, June, September, December
- Set the location for the rest of 2026



Chair and Vice Chair Elections

- Run September & December Meetings
 - Experience with Robert's Rules of Order
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- *Motion* – I move to elect _____ as 2026 Chair of the Advisory Group.
 - *Motion* – I move to elect _____ as 2026 Vice Chair of the Advisory Group.





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