

LEWIS COUNTY SHORT TERM RENTAL ADVISORY GROUP RULES OF PROCEDURE AND BY-LAWS

SECTION 1: Establishment

Pursuant to Chapter 2.50, Advisory Group, LCC, the Lewis County Board of County Commissioners (BOCC) established the Short Term Rental (STR) Advisory Group (here after referred to as "Advisory Group") by Resolution 26-084 to provide advice to the Lewis County Planning Commission on matters regarding short term rentals. The Advisory Group has no decision-making authority and serves at the will of the BOCC.

SECTION 2: Definitions

"BOCC" means Lewis County Board of County Commissioners.

"LCC" means Lewis County Code.

"Publicly Accessible" means the location and format shall enable all persons, including those with disabilities, to attend, observe, and participate on an equal footing. This involves physical, visual and audio considerations.

"Resident" means a person's primary home is located in Lewis County, as verified by the address listed on the person's Driver's License, state ID, voter registration or other government-issued form of identification.

"Short term rental" or "STR" means a lodging use, that is not a hostel, hotel, motel, cabin or yurt village, or bed and breakfast, in which a dwelling unit, or portion thereof, is offered or provided to a guest for a fee for fewer than thirty (30) consecutive nights. Please see Chapter 17.10, Definitions, LCC.

SECTION 3: Purpose

The Advisory Group provides advice to the Lewis County Planning Commission and the 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.

SECTION 4: Membership

4.1 Composition. The Advisory Group composition shall be:

- Three (3) individual owners of STRs or professional property managers of STRs located in unincorporated Lewis County, with preference given to one (1) representative from each BOCC District based on the street address of the STR. STR owners may, but are not required, to be a resident of Lewis County.

- Three (3) residents of unincorporated Lewis County that do not own any STRs, with preference given to one (1) representative from each BOCC District based on their primary mailing address.
- One (1) representative of other transient accommodations, such as a hotel, motel, bed and breakfast or RV Park located in unincorporated Lewis County and that does not operate STRs, and may, but is not required to, be a resident of Lewis County.
- One (1) shall be a Lewis County Fire District representative.

4.2 Terms. Members shall serve four (4) year terms as described in Chapter 2.50, Advisory Group, LCC, with the following staggering shown in Table 1 below. Members shall serve no more than three (3) terms; except, members serving a first term that expires on December 31, 2027 or December 31, 2028, shall be allowed to serve no more than four (4) terms.

Table 1: STR Advisory Group Composition and Terms

Representation	Position	Term Ending
STR owner/manager	1	December 31, 2027 and every 4 years after
Resident	1	December 31, 2028 and every 4 years after
STR owner/manager	2	December 31, 2028 and every 4 years after
Resident	2	December 31, 2029 and every 4 years after
STR owner/manager	3	December 31, 2028 and every 4 years after
Resident	3	December 31, 2029 and every 4 years after
Other Transient Accommodations	1	December 31, 2028 and every 4 years after
Fire District	1	December 31, 2029 and every 4 years after

SECTION 5: Appointments

5.1 Appointments. Appointments shall be made pursuant to Chapter 2.50, Advisory Groups, LCC.

5.2 Nominations.

5.2.1 Applications to fill a vacancy or reappointment shall be provided to the Chair of Advisory Group, who will distribute copies to all Advisory Group members at least seven (7) calendar days before the next regularly scheduled business meeting.

5.2.2 At the next regularly scheduled business meeting following close of the recruitment period, the Advisory Group shall review the applications, deliberate and vote to nominate not more than one (1) applicant per vacancy or reappointment. Nominations shall be made by simple majority vote of the members at a meeting where a quorum is present.

5.2.3 The Chair of the Advisory Group shall transmit the recommendation(s) to the BOCC for consideration in a timely manner.

SECTION 6: Responsibilities

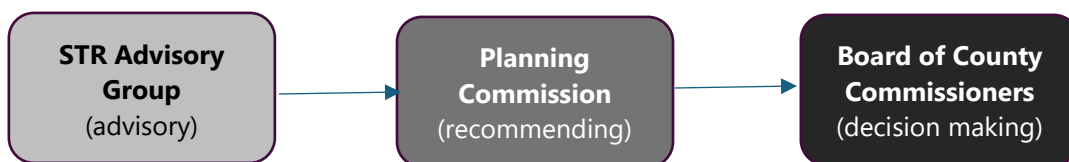
- 6.1 Authority. The Advisory Group is advisory in nature and votes are nonbinding on County staff, the Planning Commission or the BOCC.
- 6.2 Responsibilities.
- 6.2.1 **Monitoring and Assessment:** The Advisory Group shall collaborate with County staff to develop a set of performance metrics that will be consistently tracked and reported to the Planning Commission and BOCC. The Advisory Group will seek to create metrics that track both quantitative and qualitative measures of STR performance. The Advisory Group will collaborate with County staff in utilizing data to assess impact on STR permit holders, local residents and neighborhoods, visitors, area businesses, the local economy, emergency services, and County resources.
- 6.2.2 **Experience Reporting:** In addition to performance measures, the Advisory Group will provide feedback based on the direct experience of the constituents they represent. Advisory Group members shall provide dedicated time for such reporting at each regular meeting and are encouraged to provide ongoing reporting to County staff between meetings.
- 6.2.3 **Implementation Input:** The Advisory Group will evaluate the effectiveness of implementation tools and enforcement activities and make recommendations for improvements to County staff and the Planning Commission.
- 6.2.4 **Ordinance Revisions:** The Advisory Group assists County staff in the proposing ordinance amendments for consideration by the Planning Commission aimed at improving the effectiveness of the STR regulations to meet current and future community needs.

SECTION 7: Roles

- 7.1 Chair. The Chair of the Advisory Group shall be elected by simple majority vote of the members at a meeting where a quorum is present at the last regular meeting of the year to serve as Chair for the upcoming calendar year. The Chair shall conduct meetings. The Chair is responsible for transmitting official recommendations to County staff and the Planning Commission. In the event of a tie vote, the Chair shall provide the tie breaker. The Chair and Vice Chair may not have the same representation on the Advisory Group; for example, the Chair and Vice Chair may not both be STR owners. The Chair may serve no more than three (3) consecutive terms.

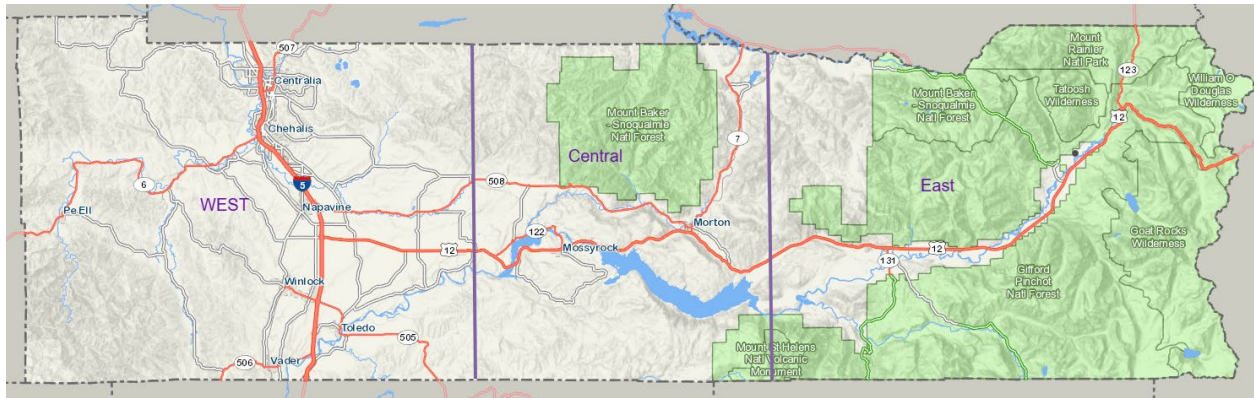
- 7.2 Vice Chair. The Vice Chair of the Advisory Group shall be elected by simple majority vote of the members at a meeting where a quorum is present at the last regular meeting of the year to serve as Vice Chair for the upcoming calendar year. The Vice Chair shall conduct meetings in the absence of the Chair. The Chair and Vice Chair may not have the same representation on the Advisory Group; for example, the Chair and Vice Chair may not both be STR owners. The Vice Chair may serve no more than three (3) consecutive terms.
- 7.3 Members. Advisory Group members shall attend all meetings, actively participate in discussions on behalf of the constituents they represent and according to Roberts' Rule of Order, and shall assist in forming recommendations and reaching consensus.
- 7.4 Community Development Staff. Staff shall serve as Clerk of the Advisory Group, perform record keeping and general meeting support, provide input towards the finalization of agendas, regularly provide information and updates, produce and present data and analysis, facilitate group discussions, and provide technical assistance.
- 7.5 Planning Commission. All recommendations of the Advisory Group shall be transmitted to the Planning Commission for consideration. The Planning Commission will make official recommendations to the BOCC based on the information received from the Advisory Group, as well as comments and testimony received from the public. See Figure 1 as an example of how recommendations are transmitted.
- 7.6 Board of County Commissioners. The BOCC is the decision-making body and shall consider recommendations from the Planning Commission. Members of the Advisory Group may be asked to help prepare and give presentations to the BOCC. See Figure 1 as an example of how recommendations are transmitted.

Figure 1: Typical Decision-Making Process



SECTION 8: Meetings

- 8.1 Location. Advisory Group meetings shall be held at a publicly accessible location in Lewis County, such as a community hall, senior center, grange, school or library, agreed to by simple majority vote of the members at a meeting where a quorum is present. Meetings may rotate locations with proper notification. Meetings shall not be held in a private home. The location of all meetings for the upcoming calendar year shall be determined at the last regular meeting of the current year. All meetings shall include an online attendance option.



Map 1: West, Central and East Lewis County

- 8.2 Regular Meetings. Regular meetings shall be held on the first Tuesday of the month of March, June, September and December. When a regular meeting day falls on a legal holiday, the Advisory Group shall reschedule the meeting. Meetings scheduled in this manner will be considered special meetings.
- 8.3 Special Meetings. Special meetings may be called by the Chair in consultation with the Vice Chair and County staff or at the written request of at least three (3) members of the Advisory Group to the Chair.
- 8.4 Meeting Notice. Regular Meetings shall be noticed on the Lewis County Community Development webpage at least seven (7) calendar days before the meeting. Special Meetings shall be noticed on the webpage at least three (3) calendar days before the meeting. County staff will maintain an email list of interested parties and all meeting notices shall be distributed to that list. The notice shall include the date, time, location, agenda and link to an online participation platform (e.g., Teams, Google Meet, Zoom).
- 8.5 Agenda. The agenda shall be determined by the Chair in consultation with County staff. The agenda for each meeting shall be distributed in writing to all Advisory Group members and posted on the Lewis County Community Development webpage at least three (3) days before the meeting. All agendas shall follow the general format below, except the agenda may be modified by simple majority vote of the members at a meeting where a quorum is present:
1. Call to Order
 2. Determination of Quorum
 3. Consent: Meeting Agenda, Previous Meeting Notes
 4. Public Comment (3 minutes per person)
 5. Experience Reports
 6. Old Business
 7. New Business
 8. Good of the Order
 9. Adjourn

- 8.6 Quorum. A quorum is five (5) Advisory Group members. If a quorum is not present at a meeting, topics that are not official business and that do not require a vote may be discussed. No official business or votes may be taken if there is no quorum present at a meeting.
- 8.7 Cancellation. If no old business is pending and there is no new business to discuss, a regular meeting may be canceled at the call of the Chair in consultation with County staff. Notice of a cancelled meeting shall be posted on the Lewis County Community Development webpage at least three (3) calendar days before the cancelled meeting.
- 8.8 Meeting Conduct. The Chair or Vice Chair will follow Roberts' Rules of Order in the conduct of meetings. All members are expected to follow the meeting ground rules below:
- 8.8.1 **Show up on time and be prepared**. Be prompt in arriving at the meeting and in return from recesses. Be prepared by reading materials before the meeting. Come to the meeting ready to provide positive participation.
- 8.8.2 **Stay present**. Silence cellular devices and do not attend to non-meeting business during the meeting.
- 8.8.3 **Listen to understand**. Stay open to different viewpoints than your own and listen closely to what the speaker intends. You can respect and even understand another person's point of view without needing to agree or disagree with them.
- 8.8.4 **Let everyone participate**. Share time with all Advisory Group members. Be patient when listening to others and don't interrupt.
- 8.8.5 **Stay on topic**. Avoid straying off-topic or introducing information that is not relevant to the topic at hand. When possible, use facts and evidence to support your point of view.
- 8.8.6 **Challenge ideas, not people**. Casting judgement or blame is counterproductive. Respectful debate and exchange of ideas can yield new insights, aid in group understanding and foster problem-solving.
- 8.9 Public Comment.
- 8.9.1 All people that wish to provide comments to the Advisory Group shall be afforded equal time. Unless otherwise determined by the Chair, in consultation with the Advisory Group members, each person wishing to address the Advisory Group shall have three (3) minutes to speak.

- 8.9.2 Each person speaking shall identify themselves by name, location of residence and who they are representing, if applicable. If a speaker represents a number of people who are not themselves, a show of hands will be allowed to indicate support for that particular comment.
- 8.9.3 All comments shall be directed at the Chair. Comments shall be kept factual and on subject. The Chair will stop irrelevant, repetitive or abusive testimony, and may require comments to be submitted in writing rather than read into the record. Any Advisory Group member may request the Chair to take action.
- 8.9.4 The audience shall not interrupt any person's comments. All cellular phones must be silent. Applause, loud side conversations, shouting, booing or other reactions disruptive to civil discourse are not permitted. The Chair may ask individuals exhibiting disruptive behavior to leave the meeting room, and the Advisory Group may recess or adjourn the meeting if disruptions continue. Any Advisory Group member may request the Chair to take action.
- 8.9.5 During public comment speakers shall not question or cross-examine one another, Advisory Group members or County staff. Speakers may submit written question(s) to the Chair or County staff prior to or at the start of the meeting, but Advisory Group members are not required to answer them. The Chair may ask share the question(s) during the public comment item on the agenda, allowing time for Advisory Group members or County staff to respond if they so choose.
- 8.9.6 All written comments, exhibits, maps or other information, shall be submitted to the Chair and County staff prior to or at the meeting. County staff shall retain original written comments for the record.
- 8.10 Meeting Notes. County staff shall prepare meeting notes and provide draft notes to the Advisory Group in a timely manner. The Advisory Group shall approve the notes as consent during a regular meeting where a quorum is present. County staff shall make meeting notes available to the public.

SECTION 9: Decision Making

- 9.1 Consensus. To the extent possible, the Advisory Group shall seek to reach consensus viewpoints through thoughtful dialogue. Except if pursuant to any section of the bylaws when simple majority vote is required, the consensus steps below shall be followed to make decisions:

Step 1 – The topic is discussed in open forum with equal opportunity for all Advisory Group members to share points of view.

Step 2 – A motion and second are required prior to taking a vote on the topic. Any motion that does not receive a second dies for lack of a second.

Step 3 – Each Advisory Group member shall vote as follows:

1 = Full support of the motion.

2 = Will accept the motion with some minor reservations.

3 = Cannot support the motion unless modifications are made. Members are expected to explain their concerns and offer appropriate alternatives.

Step 4 – First vote. If all members vote 1 or 2, the motion passes. If any member votes 3, they shall have the floor to provide an explanation and propose appropriate alternatives.

Step 5 – If any member votes 3 during the first vote, then, following discussion, a second vote on the original motion is taken. (Note – the original motion may be amended prior to the second vote if the member making the motion and the member who seconded the motion both agree to the amendment.) If three (3) or more members vote 3 during the second vote, then the motion dies for lack of consensus, and the process begins again at Step 2. If two (2) or fewer members vote 3 during the second vote, then the motion passes.

Step 6 – If the process is repeated three (3) times with no consensus reached the topic is tabled. The Chair, in consultation with County staff, will determine if the topic will be added to a future agenda.

9.2 Minority Recommendation: If there are two (2) or fewer members who do not support the majority recommendation, they may provide a minority recommendation to the Planning Commission. The minority recommendation will be transmitted alongside the majority recommendation for consideration.

9.3 Absentee voting. All members must be present in person at the meeting or via an approved online or dial-in platform to have their vote recognized. Voting by proxy is prohibited.

9.4 Action without Consensus. The Planning Commission or BOCC may take action on any topic, even if no consensus is reached by the Advisory Group. Should the Planning Commission or BOCC wish to act, County staff shall provide the meeting minutes where no consensus was reached, as well as any other relevant materials, as background information on the topic.

SECTION 10: Absence of Members

10.1 Notice of Absence. Members are expected to contact the Chair and County staff prior to a meeting that they will not be able to attend. This information will be reported to the Advisory Group at the meeting.

10.2 Unexcused Absences. If a member has three (3) unexcused absences from regular meetings in any nine-month period, the Chair, in consultation with County staff, may

forward the member's attendance record to the BOCC as a prima facie case of neglect of duty and BOCC may decide on a remedy up to and included removal.

SECTION 11: Code of Conduct

11.1 Code of Conduct.

- 11.1.1 Members shall continuously pursue and faithfully serve the public interest. Members shall be conscious of the rights of others and shall pay attention to the interrelations of their decisions and the unintended consequences.
- 11.1.2 Members shall deal fairly with all participants in the process and shall exercise fair, honest, informed and independent professional judgment.
- 11.1.3 Pursuant to RCW 42.23.070, members may not use their positions to secure special privileges or special exemptions for themselves or others. Members shall not use their seat on the Advisory Group to advocate for any personal and pecuniary interests. Members shall not accept any compensation, rebate, or other advantage that may be perceived as related to their position on the Advisory Group, except as approved by the BOCC for training, travel or meals associated with regular activities.
- 11.1.4 Members shall not deliberately commit any wrongful act, whether or not specified in the Code of Conduct, that reflects adversely on Lewis County or the Department of Community Development.
- 11.1.5 Disclosure. Advisory Group members shall disclose to the public all pecuniary interests they may have regarding any matter before the Advisory Group. If any Advisory Group member feels they cannot make an unbiased decision on a matter, they are required to recuse themselves from discussion and vote on that matter. The Chair may ask the member to leave the room during discussion and vote on the matter.

SECTION 12: Training

Advisory Group members are appointed government officials and are required to undergo Open Public Meeting Act training within three (3) months of appointment and every three (3) years following for as long as they serve on the Advisory Group. Additional training may be required by the BOCC as applicable to the purpose of the Advisory Group.

SECTION 13: Resignation or Removal

- 13.1 Resignation. Any member may resign from the Advisory Group by written notice to the Chair or Vice Chair and County staff.

13.2 Removal for Cause. The Chair, in consultation with County staff, may request the BOCC to review eligibility or conduct of any member based on these bylaws, Chapter 2.50, Advisory Groups, LCC, and applicable state laws.

13.3 Removal without Cause. The BOCC may remove any member without cause.

SECTION 14: Amendment or Suspension of Rules

14.1 Amendments. These bylaws may be amended at any regular meeting of the Advisory Group by simple majority vote of the members at a meeting where a quorum is present, provided that the amendments conform to the original intent of the resolution that established the Advisory Group, the remainder of the unamended bylaws, Chapter 2.50, Advisory Groups, LCC, and applicable state laws; except amendments to Section 3: Purpose, Section 4: Membership or Section 14: Amendments or Suspension of the Rules must be approved via resolution by the Board of County Commissioners.

14.2 Suspension of Rules. Any portion of the bylaws may be suspended by a two-third vote of the members at a meeting where a quorum is present, except as required by Chapter 2.50, Advisory Groups, LCC, or as required by state law.

Adopted by Resolution 26-084 on March 10, 2026.

As amended:

Date	Chair Signature