

BYLAWS OF THE BONNEY LAKE PLANNING AGENCY

[Originally adopted April, 1988; amended August 2001, 2005]

ARTICLE I:	NAME
ARTICLE II:	OFFICIAL SEAT
ARTICLE III:	MISSION, OBJECTIVES & POWERS
ARTICLE IV:	TERMS OF COMMISSIONERS
ARTICLE V:	OFFICERS
ARTICLE VI:	ATTENDANCE & QUORUMS
ARTICLE VII:	AGENDAS & ORDER OF BUSINESS
ARTICLE VIII:	PARLIAMENTARY PROCEDURE
ARTICLE IX:	KNOWLEDGE OF PLANS, POLICES AND RULES
ARTICLE X:	AMENDMENTS

ARTICLE I – NAME

Section 1 – Name: The official name of the Agency shall be “The City of Bonney Lake Planning Agency.”

ARTICLE II – OFFICIAL SEAT

Section 1. Official Seat: The official seat of the Planning Agency shall be in the City Hall of the City of Bonney Lake, 19306 Bonney Lake Blvd., P.O. Box 7380, Bonney Lake, WA 98390, and meetings shall be held there except on such occasions, and at such times, as the Agency may by a majority vote otherwise direct.

Section 2. – Regularly Scheduled Meetings: The number of meetings per month and a schedule of meeting dates shall be established. The regular meeting dates are established as the first Wednesday of every month at 5:30 p.m. and the third Wednesday of each month at 5:30 p.m. in the Bonney Lake Council Chambers. If at any time any regular meeting falls on a holiday, such regular meeting will be held on the next Wednesday following the holiday at the same time and place. The time and place of meetings cannot be changed after notice has been sent unless notice of the change is also sent.

Section 3 – Special Meetings: A special meeting may be called at any time by the Chair of the Planning Agency or by a majority of the members of the Planning Agency by delivering personally or by mail written notice to each member of the Agency. Special meeting notices shall also be posted at City Hall and City Hall Annex not less than 24-hours before said meeting is scheduled. The notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any item not scheduled on the agenda for the special meeting.

Section 4 – Workshop Sessions: Workshop sessions may be requested by any member of the Agency on an as-needed basis. Notice of workshops shall be given pursuant to Section 3 above.

Section 5 – Open Meetings: The meetings and workshops of the Agency shall be open to the public.

ARTICLE III – MISSION, OBJECTIVES, & POWERS

Section 1 – Obligation: The members of the Bonney Lake Planning Agency accept the responsibility of the office and declare their intention to execute the duties defined in applicable portions of the Revised Code of Washington to the best of their ability, and to carry out those objectives and purposes as established by Ordinance No. 236A (Chapter 2.26 of the Bonney Lake Municipal Code) as adopted by the Bonney Lake City Council.

Section 2 – Powers & Duties: The Planning Agency shall exercise such powers and perform such duties as permitted by BLMC 2.26; RCW 35.63 and RCW 35A.63.

ARTICLE IV – TERMS OF COMMISSIONERS

Section 1 – Terms: Each Commissioner will serve a term consistent with BLMC 2.26.010. There shall be no limitation on the number of terms served by a Commissioner, subject to their proper execution of duties, and reappointment by the Mayor.

Section 2 – Agency Vacancies: Individual Commissioner's, and the Agency at-large, shall notify staff and the Mayor in a timely manner if a vacancy is projected to occur, at which time, it shall be the responsibility of the Mayor to appoint a member to the vacancy. All new members filling vacated positions shall be appointed for the term of their position as prescribed in BLMC 2.26.010.

ARTICLE V – OFFICERS

Section 1. – Election of Officers: The Agency, at its first regular meeting of each year, shall elect a Chair and Vice-Chair. The Director of Planning & Community Development shall arrange for a staff person to attend Agency meetings and serve as Clerk to the Agency.

Section 2. – Terms of Service: The officers shall serve for a period of one year commencing with the first meeting of each year, and serve until a successor has been elected. Any officer may, however, be removed at any time by vote of a majority of the Agency entered on record.

Section 3 – Compensation: The members of the Agency, including the Chair and Vice-Chair, while acting as such, shall be compensation per Ordinance 875, Section 2.26.060.

Section 4 –Duties and Powers of the Officers of the Planning Agency: The duties and powers of the Officers of the Planning Agency shall be as follows:

A. Chair:

1. Preside at all meetings of the Agency.
2. Call special meetings of the Agency in accordance with the bylaws.
3. Sign official documents of the Agency.
4. See that all actions of the Agency are properly taken.
5. Represent the Agency at Council meetings to give recommendations or reports to the Council. The Chair may also duly designate another representative, which designee may include the appropriate department head or assigned staff liaison to represent him or herself.
6. Shall be authorized to cancel a meeting. No staff member shall cancel a meeting without concurrence of the Chair or Vice-Chair, or in their absence, for any appropriate reason.
7. Shall receive and respond to Commissioners inquiries regarding the business of the Agency.
8. Shall be responsible as a liaison to the Planning Director.

B. Vice-Chair:

1. During the absence, disability or disqualification of the Chair at the Chair's discretion, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.
2. The Vice-Chair shall succeed the Chair, and complete the designated term of the Chair, if the Chair vacates his office prematurely. In the latter instance, a new Vice-Chair shall be elected at the next regular meeting.
3. The Chair and Vice-Chair, both being absent, the members present, if a quorum, may elect for the meeting a temporary chair who shall have full powers of the Chair during absence of the Chair and Vice-Chair.

C. Recording Secretary-Clerk:

1. Keep written and audio-recorded minutes of all meetings of the Agency per City Council policy.
2. Give or serve all notices required by law or by the by-laws.
3. Prepare the agenda for all meetings of the Agency per the Chair's direction.
4. Be custodian of Agency records.
5. Inform the Agency of correspondence, relating to business of the Agency and attend to such correspondence.
6. Sign correspondence of the Agency with knowledge of Chair.

ARTICLE VI – ATTENDANCE & QUORUMS

Section 1- Absence Reports: Each member of the Planning Agency who has knowledge of the fact that they will not be able to attend a scheduled meeting of the Agency shall notify the Secretary at the earliest possible opportunity, and in any event prior to 12:00 p.m. on the date of the meeting. The Secretary shall notify the Chair of the Agency in the event that the projected absences will produce a lack of quorum.

Section 2 – Attendance at Meetings: Members are expected to attend all meetings. Any Commissioner may be removed pursuant to BLMC 2.26.010(C), as may be amended.

Section 3 – Quorum: A majority of the members of the Agency, equivalent to four of seven positions anticipated by BLMC 2.26, shall constitute a quorum for the transaction of business. Any action taken by a majority of those present when those present constitute a quorum at any regular or special meeting of the Agency shall be deemed and taken as the action of the Agency.

Section 4 – Voting: The Agency, according to the Bonney Lake Council Policies and Procedures, Section 20.2, shall be required to comply with section 12.4 of said policies pertaining to all votes on motions. The requirement shall be a vote of the majority of the whole membership of the Planning Agency for passage of any votes on motions or recommendations.

ARTICLE VII– AGENDAS & ORDER OF BUSINESS

Section 1 – Deadline for Agenda: The agenda shall be completed and mailed or delivered with supporting materials to the Agency in timely advance of regular or special meetings. Per Section 20.2 of the Council Policies and Procedures manual, the Agency shall ensure that the Council is provided with, in a timely manner, copies of their agendas and minutes of all meetings. The Planning staff shall provide Council with the Planning Agency agendas and minutes. Copies of all Council agendas and minutes shall be provided to each Commissioner by the staff in a timely manner.

Section 2: – Order of Business: At every regular meeting of the Agency, the Order of Business shall be as follows [i.e. items 1 through 11], provided: the Agency, by a majority vote, may choose to modify the order if necessary.

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Public Concerns [if not a regularly scheduled hearing or business item]
5. Public Hearings [located under Business Items]

6. Old/Continuing Business
7. New Business
8. Correspondence
9. For the Good of the Order (Commissioner’s Concerns and Staff Concerns located under “For the Good of the Order”).
10. Adjournment

Attached to the Planning Agency Bylaws is a sample of the Agenda Format.

Section 3 – Addressing the Planning Agency: Members of the public may address the Planning Agency during the “Public Concerns” portion of the agenda on any item of concern under the umbrella of Agency jurisdiction, provided: if public concerns relate to a public hearing item, public comments to the Agency may be made solely during the verbal testimony portion of said hearing.

ARTICLE VIII – PARLIAMENTARY PROCEDURE

Section 1– Parliamentary Procedure: The Standard Code of Parliamentary Procedure, Alice Sturgis, First McGraw-Hill, paperback edition 1993, is hereby adopted for the government of the Agency in all cases not otherwise provided for in these rules.

ARTICLE IX – KNOWLEDGE OF PLANS, POLICES AND RULES

Section 1 – Knowledge of Planning Documents: All members of the Planning Agency shall be generally familiar with:

1. The Bonney Lake Comprehensive Plan, including functional or sub-area elements thereof;
2. Bonney Lake’s land use codes, including but not limited to those codified in BLMC, Titles 13 through 19;
3. Applicable state, county, and/or regional land use legislation, policies, and Regulations;
4. The enclosed bylaws, as well as Policies and Procedures Manual of the City Council.

ARTICLE X -AMENDMENTS

These Bylaws may be amended by a majority vote of those appointed to the Planning Agency, when those present constitute a quorum, at any regular meeting; provided that the proposed amendments have been submitted in writing at a previous meeting.

Per the Bonney Lake Policies and Procedures Section 20.2, the Planning Agency shall provide the Council with a copy of their required bylaws or polices and procedures and shall also be responsible for providing updated copies as amended.

Amended August 2001
Amended January 5, 2005

Adopted on August 22, 2001
Adopted on January 19, 2005

Steve Burnham, Chair

Quinn E. Dahlstrom

Randy McKibbin, Vice-Chair

Dennis Poulsen

Grant Sulham

Robert L. Harding