

GRAYS HARBOR COUNTY RESOLUTION NO. 2025- 010

A **RESOLUTION** of the Grays Harbor County Board of Commissioners (“Board”) adopting rules of procedure for the conduct of Board meetings and hearings.

WHEREAS, the Board’s authority to adopt rules of procedure for the conduct of its meetings and hearings is necessarily implied from the Board’s power and duty to hold meetings and conduct business and is codified under Grays Harbor County Code (“GHCC”) Section 2.02.070, and

WHEREAS, the Board finds that adopting rules will increase the efficiency and effectiveness of its meetings and hearings, and seeks to adopt the rules described in the document titled “Rules of Procedure for the Conduct of Meetings and Hearings” (“Rules”), which is attached to this Resolution as Exhibit 1, and

WHEREAS, the Board recognizes that County elective offices and County departments (collectively “Departments”) may need time to implement these Rules and that unforeseen challenges may arise during implementation, and

WHEREAS, the Board expects that Departments and Board staff will cooperate in implementing the Rules, and will make reasonable efforts to comply with the Rules.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board that:

- 1. Adoption.** The attached document marked as Exhibit 1 and titled “Rules of Procedure for the Conduct of Meetings and Hearings” is adopted.
- 2. Effective date.** The Rules take effect upon adoption of this Resolution (“Effective Date”) except that the Board will hold its first Non-Action Meeting on the first Tuesday of March 2025.
- 3. Implementation Period – waiver.** For the time period beginning on the Effective Date and ending on April 15, 2025 (“Implementation Period”), to the extent that the Rules require Departmental performance and that is rendered impracticable or impossible due to unforeseen circumstances discovered during the Implementation Period, the County Administrator may waive non-compliance with the Rules.

ADOPTED this 11th day of February, 2025.

**BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY**



Vickie Raines, Chair, District 3

Attest:

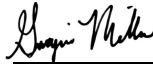


Wendy Chatham, Clerk of the Board

Approved as to form:



Jon Beltran WSBA #45476
Chief Civil Deputy Prosecutor



Georgia Miller, District 1



Rick Hole, District 2

Exhibit 1:

Rules of Procedure for the Conduct of Meetings and Hearings

**GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS
RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS AND HEARINGS**

1. Definitions. Unless the context clearly indicates otherwise, the following words have the meanings assigned to them:

“**Action Meeting**” means a regular meeting that occurs during the second or fourth week of any given month.

“**Administrator**” means the County Administrator.

“**Board**” means the Grays Harbor County Board of Commissioners.

“**Chair**” means the Chair of the Board.

“**Clerk**” means the Clerk of the Board or other person designated by the Board to serve as the Clerk of the Board.

“**County**” means Grays Harbor County and its various departments and elective offices.

“**Department**” means a County department or elective office.

“**Hearing**” means either a legislative public hearing or a quasi-judicial public hearing.

“**Non-Action Meeting**” means a regular meeting that occurs during the first or third week of any given month.

“**OnBase**” means the County’s agenda and document management system.

“**GHCC**” means the Grays Harbor County Code of Ordinances.

“**RCW**” means the Revised Code of Washington as may be amended from time to time.

“**Robert’s Rules**” means Robert’s Rules of Order as may be amended from time to time.

“**Rules**” means these rules of procedure.

2. Authority, intent, and scope. The Board’s authority to adopt rules of procedure is necessarily implied from the Board’s power and duty to hold meetings and conduct business and is codified under GHCC Section 2.02.070. The Board intends that these Rules will increase meeting efficiency and effectiveness and will manage or reduce conflict. Matters not concerning the conduct of meetings and public hearings and the management of its minutes are beyond the scope of these Rules.

3. Meetings – in general.

3.1 Regular meetings – timing and notice. The Board shall hold regular meetings at the times provided under GHCC Section 2.02.010. The Board shall give notice of each meeting in accordance with RCW 36.32.080.

3.1.1 Non-action Meetings – first and third week of each month. The Board intends that, except for purposes of the consent agenda, each meeting during the first and third week of each month will be held for the purpose of discussion only. This includes but is not limited to:

- (a) discussing a matter subject to a motion and a vote by the Board at a future Action Meeting,
- (b) discussing a matter submitted solely for Board consideration,
- (c) holding a scheduled meeting or presentation,
- (d) hearing a report from a Department or division thereof, Board member, or other board or commission, and
- (e) opening bids.

3.1.2 Action Meetings – second and fourth week of each month. The Board intends that each meeting during the second and fourth week of each month will be held for the purpose of taking action requiring a motion and a vote.

3.1.3 Exception – Board discretion. Notwithstanding the preceding subsections, the Board may in its sole discretion take action during any regular meeting.

3.2 Special meetings – timing, notice, and scope. The Board may at any time and for any reason hold a special meeting provided that the Board gives notice in accordance with RCW 42.30.080. By law, the Board may address only those matters addressed in the notice.

3.2.1 Staff and workshop meetings. In accordance with GHCC Sections 2.02.040-050, the Board may hold a special meeting for the purpose of holding a staff or workshop meeting. A staff or workshop meeting is intended for discussion purposes only.

3.3 Place. Unless otherwise provided by law or directed by the Chair, the Board shall hold its meetings at the place provided under GHCC Section 2.02.020.

3.4 Quorum. Two Board members constitutes a quorum for the transaction of business.

3.5 Meetings open to the public. Except as otherwise provided by Chapter 42.30 RCW, all Board meetings are open to the public.¹

3.5.1 Subject to RCW 42.30.140(4), discussion by the Board of salaries, wages, and other conditions of employment to be generally applied within the County must occur in an open meeting, and when the Board elects to take final action on hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action must be taken in an open meeting.²

¹ RCW 42.30.030; GHCC 2.02.030

² RCW 42.30.110(1)(g)

3.6 Remote participation. Any person may attend a meeting via telephone or video conference and except as provided by these Rules will be treated as if the person is present in person at the meeting.

4. Officers and staff.

4.1 Chair.

4.1.1 Election; effect. The Board at their first session after the general election and as the final action item during that session shall elect one of its number to preside at its meetings.³ The Chair may move, second, participate in discussion, and vote. They possess the same rights and privileges as any Board member notwithstanding their election as Chair.

4.1.2 Call to and preservation of order. The Chair shall call each Board meeting to order, preserve order and decorum, confine discussion to matters before the Board, and manage the timing of the meeting.

4.1.3 Signing authority. The Chair shall sign all documents requiring the signature of the Board, and their signature as Chair is as legal and binding as if all members had affixed their names. If the Chair is absent, then both members present shall sign those documents requiring the signature of the Board.⁴

4.2 Chair pro tem. If the Chair is unavailable, then the Chair's powers and duties are assigned and delegated to the Chair pro tem.

4.2.1 Election. In January of each year, the Board shall elect one of its number to serve as Chair pro tem until the Board in January of the following year elects a new Chair pro tem. In the event that two new Board members are sworn in and the Chair is unavailable in January to participate in electing the Chair pro tem, the two new Board members shall appoint one of their number to serve as Chair pro tem until all three Board members are present to elect a Chair pro tem.

4.3 Board staff.

4.3.1 Clerk. The Clerk shall keep the minutes of all Board meetings and shall record in the meeting minutes all business actions and each vote, aye or nay, made by a Board member. Upon request by the Board, the Clerk shall provide guidance on Robert's Rules.

4.3.2 Administrator. Except as otherwise directed by the Board, the Administrator should attend each Board meeting and may participate in discussions about or make recommendations on matters concerning the County's welfare.

³ RCW 36.32.100

5. Order of business.

5.1 Non-Action Meetings – first and third week of each month. For each Non-Action Meeting, the Board transacts business in the below described order except that the Board may by majority vote change the order:

1. Call to order
2. Bids
3. Scheduled meetings and presentations not requiring a motion and a vote
4. Review and approve the agenda
5. Public comment on agenda items
6. Consent agenda
7. Commissioners discussion items
8. Department discussion items
9. Public comment on other County items
10. Executive and closed sessions
11. Adjournment

5.2 Action Meetings – second and fourth week of each month. For each Action Meeting, the Board transacts business in the below described order except that the Board may by majority vote change the order:

1. Call to order
2. Pledge of Allegiance
3. Bids
4. Hearings
5. Scheduled meetings and presentations
6. Employee awards and recognition
7. Review and approve the agenda
8. Public comment on agenda items
9. Consent agenda
10. Commissioners action items
11. Department action items
12. Public comment on other County items
13. Announcements
14. Executive and closed sessions
15. Adjournment

6. Consent agenda. The Clerk shall establish the consent agenda as an item on the Board's agenda for each regular meeting.⁴ Matters handled under the consent agenda must be routine and non-controversial in nature.

6.1 Review of consent items. Prior to each Action Meeting, the Clerk shall deliver to each Board member all documents relating to matters listed under the meeting's consent agenda and make such documents available for public viewing via publication.

⁴ GHCC 2.02.060

6.2 Approval. Items listed under the consent agenda are considered items of regular County business, and may be approved, without separate discussion, by one motion of the Board. Approval of the consent agenda requires a unanimous vote of the Board members present at the meeting.

6.3 Removal from consent agenda.

6.3.1 Non-Action Meetings. If an item is listed under the consent agenda for a Non-Action Meeting and either (1) a Board member or Department makes a request to remove the item from consent or (b) the item must be supplemented or changed after the deadline for publication, then the Board shall remove the item from the consent agenda and place the item on the regular agenda for the following Action Meeting for separate discussion and voting. The Clerk shall announce where the item is expected to appear on the following Action Meeting agenda.

6.3.2 Action Meetings. If an item is listed under the consent agenda for an Action Meeting and either (a) a Board member or Department makes a request to remove the item from consent or (b) the item must be supplemented or changed after the deadline for publication, then the Board shall remove the item from the consent agenda and place it on the regular agenda for separate discussion and voting. The Clerk shall announce where the removed item will be placed on the regular agenda.

7. Conduct of meetings. Except as otherwise provided in these Rules, the Board shall conduct each meeting in accordance with Robert's Rules.

7.1 Motions. To bring a matter before the Board, the Board member making the motion, the Clerk, or the Chair must read the motion in full. Only after (1) the motion has been introduced and seconded, and (2) the Chair has called for discussion may the matter proceed to discussion.

7.2 Right of floor. Any person desiring to speak must be recognized by the Chair at the Chair's discretion.

7.3 Points of order. A Board member may declare a point of order, point of information, point of inquiry, or a point of personal privilege. The Chair considers and rules on all points of order. A Board member may appeal the Chair's decision to the Board provided that an appeal to reverse the Chair's decision is seconded and voted on.

7.4 Tie breaking. If only two Board members are present and voting results in a tie, then the matter will be postponed until all Board members are present.

7.5 Recusal. A Board member who must or volunteers to recuse themselves from a matter must announce their recusal, state their reasons, and remove themselves from the physical or virtual meeting room. The Clerk shall in the minutes note the recusal and the reasons. Each time the matter is before the Board, the recused Board member and the Clerk shall repeat the

preceding steps. Recusal is effective until the issue is resolved. The recused Board member shall not participate in any executive or closed session regarding the matter.

7.6 Reconsideration. After the Board has rendered a decision on a matter not involving a Hearing, a Board member who voted with the prevailing side may move for reconsideration during the same meeting or at a subsequent meeting.

7.7 Employee awards and recognition. The Board members may pre-sign awards and recognition certificates before the Board meeting when the awards or recognition certificates will be presented.

8. Public comment.

8.1 Timing

8.1.1 Matters not relating to a Hearing. For matters not relating to a Hearing, the Board receives public comment during two scheduled periods and will announce them accordingly.

8.1.1.1 Agenda Items. The first period for public comment is for comment relating to an item listed on the meeting agenda (an “Agenda Item”).

8.1.1.2 Other County Items. The second period for public comment is for comment relating to other county items. “Other county items” means matters relevant to the ongoing and regular County operations or topics that routinely involve County government.

8.1.1.3 Board discretion. Notwithstanding the preceding subsections and when the Board is discussing an agenda item, the Board may but is not required to solicit or receive public comment.

8.1.2 Matters relating to a Hearing. For matters relating to a Hearing, the Board will receive comment and testimony only during the Hearing.

8.2 Procedure for speakers.

8.2.1 In-person speaker. A person making comment in person shall sign in on the meeting room sign-in sheet. During the appropriate time for comment, the person shall approach the lectern and state (a) their full name, the city or town in which they reside, and a brief description of the matter they wish to address. If the Chair recognizes the person, then the person may begin comment.

8.2.2 Remote speaker. During the appropriate time for comment, the person shall (a) if possible, turn on their video and microphone, (b) type in the chat box (i) their full name, (ii) the city or town in which they reside, and (iii) a brief description of the matter they wish to address. If the Chair recognizes the person, then the person may begin comment.

8.2.3 Comment in writing. If a person does not wish to or is unable to comment either in person or remotely, then the person may at or before the start of the meeting, submit a written comment to the Clerk. The comment must state (i) their full name, (ii) the city or town in which they reside, and (iii) an adequate description of the matter they wish to address. At the appropriate time for comment and subject to these Rules, the Clerk may read the person's comment into the record.

8.3 Time limit. For matters not relating to a Hearing, each person is limited to three (3) minutes. This limit applies to comments in writing. For matters relating to a Hearing, the Board may impose reasonable time limits. No person may yield their allotted time to another.

8.4 Content and manner. Comment must be relevant to (a) an Agenda Item, (b) Other County Item, or (c) a Hearing. Regardless of whether comment occurs during a meeting or a Hearing, the following rules apply:

8.4.1 Campaigning. RCW 42.17A.555 expressly prohibits the Board from allowing any Board meeting to be used for purposes of promoting or opposing political candidates.

8.4.2 Directing comments and questions. A speaker must direct their comments to all Board members. A speaker may direct an inquiry only to the Chair. Neither the Chair nor the Board is required to respond to any inquiry.

8.4.3 Manner. A speaker shall maintain decorum and avoid discriminatory or otherwise unlawful speech. For purposes of recording and minutes, the speaker shall speak in a clear and audible tone.

8.4.4 Compliance. If a speaker fails to comply with any of these Rules, then the Board may take action including but not limited to declining to hear or read the speaker's comment, terminating the speaker's time for comment, causing the speaker to be removed from the meeting, or taking a recess.

9. Executive and closed sessions.

9.1 Closed to the public. Executive and closed sessions are closed to the public.

9.2 Announcement. Before convening in either executive or closed session, either the Chair or the Clerk shall publicly announce the purpose for excluding the public and the time when the session will be concluded.⁵ If the Board is holding both an executive and closed session, then at the end of the executive session:

- (a) if the Board is taking action on a matter relating to an executive session, then the Board shall exit the executive session, reconvene, take action, and either the Chair or the Clerk shall announce the closed session.

⁵ RCW 42.30.110(2)

(b) if the Board is taking no action on any matter relating to an executive session, then the Board shall exit the executive session, reconvene, and either the Chair or the Clerk shall announce the closed session.

9.3 Reconvening. If the Board concludes discussion before the announced time for reconvening the meeting, then the Board shall nevertheless remain in session.

9.4 Extensions. The Chair may extend an executive or closed session provided that the Clerk on the Chair's behalf announces the extension and when the extended session will be concluded.

9.5 Multiple sessions. If the Board intends to have more than one executive session, then either the Chair or the Clerk may at one time announce all executive sessions. The Board need not exit, reconvene, and announce each session separately. This Rule also applies where the Board intends to have more than one closed session.

9.6 Confidentiality. No Board member may disclose confidential information from an executive or closed session.

10. Disruptive conduct. If any person engages in conduct that is disruptive to the meeting or a Hearing, then the Board may take action including but not limited to causing the person to be removed from the meeting or Hearing or taking a recess.

11. Cancellation and adjournment.

11.1 Knowledge in advance. If the Board or the Clerk knows in advance of a regular meeting that the meeting must be rescheduled, then the Clerk shall provide notice of cancellation in accordance with this section and reschedule the meeting to (a) the next regular meeting date or (b) to a date other than the next regular meeting, in which case the meeting will be noticed as a special meeting.

11.2 No knowledge. If the Board or the Clerk did not know in advance of the meeting that the meeting must be rescheduled and a quorum is not present, then one Board member or the Clerk may adjourn the meeting. The Clerk shall provide notice of adjournment and reschedule the meeting in the same manner provided in this section.

11.3 Notice of cancellation or adjournment. Except in the case of a remote meeting without a physical location, the Clerk shall provide notice of a cancelled or adjourned meeting by (1) posting an order of cancellation or adjournment specifying the time and place of the cancelled or adjourned meeting on or near the door of the place where the meeting was scheduled to be held; and (2) delivering written notice to each Board member via mail, fax, or email.

12. Meeting minutes. The Board meeting minutes serve as the official record. The Board shall maintain electronic recordings of meetings and retain such recordings as required by law.

12.1 Structure. The Board uses OnBase to create records of Board minutes. Each record has specific layout and signature block requirements.

12.2 General requirements. The first paragraph should contain the meeting type, meeting date, start time, location, names of Board members, and other parties present. The body of the minutes follows and should contain a summary of the agenda outline including a separate paragraph for each action item. The last paragraph must contain the time of adjournment, and the minutes are closed with Board and Clerk signatures.

12.3 Recording actions. Each motion must be indicated in bold, identify the mover and seconder, and summarize how the motion was adopted. The summary must state what was done, by whom, and why; whether the motion was debated or amended; and the final action.

12.4 Action minutes. The Clerk need not type the minutes verbatim and may insert verbatim excerpts. A Board member may request supplemental verbatim excerpts, but requested supplemental excerpts are neither considered part of the minutes nor attached to the minutes, unless recorded by the Clerk during the meeting. The minutes will be action and generally contain a summarized record of what was done at the meeting, but not necessarily what was said by the meeting participants.

12.5 Action follow-up. Where appropriate, an action follow-up sheet will be attached to the draft minutes as a reminder to the Board and Board staff.

12.6 Preparation and changes prior to approval. The Clerk shall prepare the minutes and its contents. Any change must be approved by the Board, made in writing, and presented at the time of approval.

12.7 Approval. Minutes are approved under consent agenda either as read or as amended. If approved, the Board shall sign the minutes and the Clerk shall record the minutes in OnBase Unity Client, post them on the County website, and file a hardcopy record.

12.8 Changes after approval. If a change must be made to approved minutes, then a Board member must make a motion to "amend something previously adopted." If the motion passes, then the Clerk shall note the change in the margin along with a note stating "Amended, see minutes of [meeting date]." If the Board strikes or expunges a portion of the record, then the Clerk shall mark the change by drawing a strike-through over the stricken or expunged portion. No portion of the record may actually be removed from the approved minutes.

13. Hearings. The Board shall issue notice and hold Hearings in accordance with state laws. The purpose of a legislative hearing is to obtain public input on important legislative policy matters that affect a wide range of citizens, such as comprehensive land use plans or the annual budget. In contrast, quasi-judicial hearings involve the legal rights of specific, identifiable parties, such as consideration of land use variances, and site-specific rezones.

13.1 Hearings held separately from meetings. If the Board is holding a Hearing in the middle of a regular or special meeting, then the Board should exit the meeting, commence the Hearing, hear testimony, deliberate, and take final action, or take a recess. At the conclusion of the Hearing, the Board should reconvene the meeting. This procedure is intended in part (1) to make the Board's actions in the Hearing distinguishable from the Board's actions in the meeting and (2) to make the record of the Hearing distinguishable from the record of the meeting.

13.2 Hearing decisions based on the record. The Board should only base a decision on facts and evidence that are in the record, which consists of all testimony or comment presented at the Hearing and all documents or exhibits that have been submitted in connection with the matter being considered, including written public comment received in advance.

13.3 Quasi-judicial hearings – other matters.

13.3.1 Appearance of fairness. The appearance of fairness doctrine applies to quasi-judicial hearings.

13.3.2 Deliberations. Deliberations on a quasi-judicial matter can occur in a closed session during the public hearing or at some other time, depending on the mandates of the applicable statute, if any.

14. Effectiveness and amendments. These Rules take effect on the date provided under GHCC Section 2.02.070. The Board may at any time and for any reason amend these Rules by resolution.

15. Supersession. As to any matter addressed in these Rules, these Rules supersede all prior formal or informal procedures, practices, or customs adopted or used prior to the adoption of these Rules.

16. Severability. In the event that a provision in these Rules is inconsistent with an applicable law or regulation, the provision is deemed void.

17. Construction. These Rules will be construed broadly to effectuate the Board's stated intent.