

RESOLUTION NO. 1399

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON, COLUMBIA COUNTY, WASHINGTON ADOPTING RULES OF PROCEDURE FOR THE DAYTON AFFORDABLE HOUSING COMMISSION

WHEREAS, the City of Dayton Affordable Housing Commission is governed by the Dayton Municipal Code Section 1-14; and,

WHEREAS, the commission was established in August 2019 via Ordinance 1952; and,

WHEREAS, being a new commission, no existing rules of procedure have been established, and are necessary to ensure appropriate proceedings.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

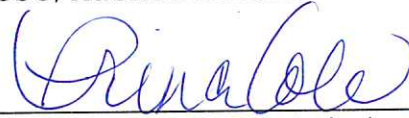
ATTACHMENT 1: Dayton City Council hereby adopts by reference the Affordable Housing Commission Rules of Procedure attached hereto as Exhibit A.

PASSED by the City Council of the City of Dayton, Washington on this 4th day of December 2019

City of Dayton


By: Zac Weatherford, Mayor

Attest/Authenticate:



Trina Cole, City Administrator

AFFORDABLE HOUSING COMMISSION

Rules of Procedure

The following Rules of Procedure for the Affordable Housing Commission have been developed pursuant to Dayton Municipal Code, Chapter 1-14, Ordinance 1952. Within these Rules of Procedure, Commission hereby refers to the Affordable Housing Commission.

SECTION 1 - MEETINGS

A. General:

- a. Regular meeting – the Commission shall meet regularly on the 2nd Tuesday of each month at 5:00 p.m. in the Council Chambers at Dayton City Hall, 111 South 1st Street, Dayton, Washington 99328.
- b. When a regular meeting conflicts with a legal or religious holiday, or an election day, the Chairperson may reschedule or cancel that meeting.
- c. If no matters over which the Commission has jurisdiction are pending, the Chairperson may cancel a regularly scheduled meeting after giving three (3) calendar days' notice to Commission members. Notice shall be posted at the meeting place.
- d. All meetings shall be open to the public pursuant to the Open Public Meetings Act as outlined in RCW 42.30.
- e. All meetings of the Commission shall be presided over by the Chairperson, or in his/her absence the Vice-Chairperson.
- f. The Commission shall act upon business after establishing a quorum comprised of a majority of its membership.
- g. Citizen testimony shall be permitted only as provided for in Section III – Order of Business, except where a majority of the Commission members present believe that such testimony would be beneficial to a particular subject matter.
- h. City staff shall also distribute information packets to all Commission members at least 48 hours before the Commission meeting.

B. Rules of Order:

- a. The following rules of order shall govern all Commission meetings. In case of a dispute or need for further clarification, the Commission shall refer to the "Parliamentary Procedure Made Easier" published in 2005 by Washington State University.
- b. Conflict of Interest – The Commission shall be subject to the code of ethics and prohibitions on conflict of interest as set forth in RCW 35A.42.020 and Chapter 42.23 RCW, as the same now exists or may hereafter be amended.
- c. Disqualification/Recusal
 - i. A member of the Commission who is disqualified shall be counted for purposes of forming a quorum. Any member who is disqualified shall make full disclosure to the audience of the reason(s) for the

disqualification, abstain from voting on the proposal, and physically leave the hearing.

- ii. If three or more members of the Commission are disqualified and a quorum cannot be achieved, then all disqualified members shall state their reasons for disqualification and shall be requalified to enable deliberations and to allow the decision-making process to continue.
- iii. Appearances of Fairness – The Commission shall comply with chapter 42.36 RCW.
- iv. Each member of the Commission who cannot attend a scheduled meeting of the Commission shall notify the Department of Planning and Community Development at the earliest possible opportunity and at the latest, prior to 4:30 p.m. on the date of the meeting. The Director shall notify the Chairperson of the Commission in the event that the projected absences will produce a lack of a quorum.
- v. Only one subject may claim the attention of the Commission at any one time.
- vi. No person who is not a member of the Commission shall be allowed to address that body without the permission of the presiding officer.
- vii. All questions regarding the rules of order shall be decided by the presiding officer with the right of appeal to the body as a whole by any member. Such appeal shall be granted if the majority of the members agree.
- viii. Only one motion can be considered by the Commission at any one time. No more than two amendments on a motion may be proposed at any one time.
- ix. The order of voting shall require consideration of the last amendment to a question first, the first amendment second and the original question last.
- x. Motions to reconsider must be made by a member who voted with the majority and, the motion must occur at the same or next succeeding Commission meeting.
- xi. Each member present must vote on all questions put forth to the Commission, except when a conflict of interest or appearance of fairness requires abstention.
- xii. The rules of order may be altered, amended or temporarily suspended by a majority vote of the members present.

SECTION 2 – ROLE OF THE PRESIDING OFFICER

It shall be the role of the presiding officer of the Commission meeting to:

- A. Call the meeting to order.
- B. Keep the meeting to its order of business.
- C. State each motion and require a second to the motion before permitting discussion.
- D. Handle each discussion in an orderly way by:
 - a. Giving every Commission member who wishes to speak an opportunity to speak;

- b. Permitting audience participation at appropriate times and limiting such participation to five minutes per person unless further time is approved by the Commission;
- c. Require all citizens to state their names and address before addressing the Commission;
- d. Keeping all speakers to the rules and subject;
- e. Giving pro and con speakers opportunity to speak;
- E. Put motions to a vote and announce the outcome;
- F. Suggest, but not make motions for adjournment.

SECTION 3 – ORDER OF BUSINESS

The following procedure will normally be observed; however, it may be rearranged by the Chairperson for individual items if necessary, for the expeditious conduct of business.

- A. Call to Order
- B. Roll Call
- C. Review of Minutes
- D. Public Comment
- E. Old Business
- F. New Business
- G. Recommendations for City Council and/or Dayton Planning Commission
- H. Director Report / Other Items Not on the Agenda
- I. Adjourn Meeting

SECTION 4 – QUORUM

A majority of the membership, three of the five members of the Commission, 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 Commission, shall be deemed and taken as the action of the Commission.

SECTION 5 – DUTIES/AUTHORITY OF ELECTED OFFICERS

- A. Chairperson
 - a. Preside at all meeting of the Commission
 - b. Call special meetings of the Commission in accordance with the rules of procedure
 - c. Sign documents of the Commission
 - d. See that all actions of the Commission are properly taken
 - e. The Chairperson, as a member of the Commission, shall have the full right of his/her own vote, recorded only in a tie breaking situation.
- B. Vice-Chairperson
 - a. During the absence, disability, or disqualifications of the Chairperson, the Vice-Chairperson shall exercise or perform all duties and be subject to all the responsibilities of the Chairperson.

SECTION 6 – ELECTION OF OFFICERS

- A. The Officers of the Commission shall be a Chairperson and a Vice-Chairperson elected by the appointed members of the Commission.
- B. The election of Officers shall take place each year in the month of March. The term of each Officer shall run until the subsequent election, except for the initial appointment of the chair by council, which will be a three-year term.
- C. The Chairperson will appoint a person, not the current Chairperson or Vice-Chairperson, to run the election of Officers.
- D. Nominations will be made for each position, either from the public or from members of the Commission.
- E. Election of each Officer shall be by vote with the nominee receiving the majority of the votes by the Commission for a particular office being declared elected.
- F. Chairs shall serve for a maximum of three consecutive years.
- G. In the event the Chairperson position is vacated for any reason the position shall be replaced by the Vice-Chairperson, and the Vice-Chairperson position shall be replaced by nomination and a vote of the members of the Commission.

SECTION 7 – ABSENCE OF MEMBERS

In the event of a member having three (3) consecutive absences, the member's record shall be forwarded by the Chairperson to the Mayor for consideration of asking for the member's resignation.

SECTION 8 – MODIFICATION OF RULES

The rules of procedure may be amended at any meeting of the Commission by a majority of a quorum of the Commission, provided that notice of said amendments is given to each member in writing at least 5 days prior to said meeting.

SECTION 9 – COMPENSATION

The members of the Commission, including the Chairperson and Vice-Chairperson while acting as such, shall serve without compensation.

Adopted by the Dayton City Council on December 4, 2019 by Resolution 1399

Approved, _____

Dain Nysoe, Affordable Housing Commission Chair

Date

Attest:

Meagan Bailey, Planning Director