



CLALLAM COUNTY CHARTER REVIEW COMMISSION MINUTES of February 10, 2025

MEETING OF THE CHARTER REVIEW COMMISSION (CRC)

Chair Susan Fisch called the meeting to order at 5:30 p.m., Monday, February 10, 2025. Also present were Commissioners Bill Benedict, Jim Stoffer, Jeff Tozzer, Alex Fane, Ron Cameron, Patti Morris, Chris Noble, Paul Pickett, Ron Richards, Rod Fleck, Christy Holy, and Cathy Walde. Mark Hodgson was excused.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Adopted as presented

APPROVAL OF THE MINUTES

- Minutes January 27, 2025

Richards commented that he doesn't recall the last statement on the second page. What he thought was happening was the motion on the third page that he seconded.

ACTION TAKEN: Richards moved to strike the last paragraph on the second page, no second, motion failed

Richards commented on the special meeting.

ACTION TAKEN: Richards moved that the idea presented in the special meeting was a motion was made and approved to have that special meeting on February 18, no second, motion failed

ACTION TAKEN: Fleck moved to approve the minutes as presented, Stoffer second, motion passed (12 voted in favor of and 1 voted no)

PUBLIC COMMENT ON AGENDA ITEMS

- Norma Turner, Port Angeles, commented on Commissioner district vacancy tradition
- Ed Bowen, Clallam Bay, commented on Mark Nichols, Mark Lane and Todd Mielke presentations, Subcommittee meetings

CORRESPONDENCES

Gores noted receipt of correspondences from Karin Cummins, Ed Bowen, John Hauck, Commissioner Richards, Commissioner Pickett, Commissioner Tozzer, Commissioner Fleck, Mark Nichols, and Sarah Grafstrom, Nina Sarmiento and Commissioner Stoffer (see attached).

BUSINESS ITEMS

- County Staff Presentations:
 - Mark Nichols – Prosecuting Attorney's Office (**10 minutes presentation & 10 questions**)Nichols provided a presentation regarding an overview of the County Prosecuting position. He noted the County Prosecuting Attorney position is one of a handful of constitutionally mandated County officers. The job description for which is not found in the County Human Resources Department. Instead, you'll find it in the revised code of Washington, specifically under RCW 36.27.020 which sets for the Prosecutor's duties. The Prosecuting Attorney's office represents the State and County in criminal proceedings. He noted that in Clallam County, by contract, the Prosecuting Attorney's office also handles the municipal court cases for the Cities of Sequim and Port Angeles. He provided statistics regarding caseloads. He also mentioned that separate and distinct from the criminal function the Prosecuting Attorney's Office also serves as in-house counsel in the essence for County government. He commented on revising the County Charter to amend the County Coroner section regarding duties so that the County Prosecutor is not left to perform the duties of the County Coroner for the reason as set forth in the Attorney General August opinion. CRC Members asked Nichols questions regarding the Prosecuting Attorney and Coroner positions.

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ACTION TAKEN: Benedict moved request a legal opinion from the Prosecuting Attorney's Office to explore whether or not bringing the Public Defender into the County will require a charter amendment, Stoffer second, motion passed

(13 voted in favor of)

ACTION TAKEN: Richards moved to request a legal opinion from the Prosecuting Attorney's Office to see if the Charter can require an elected Coroner to have certification pursuant to statute prior to election, Benedict second, motion passed

(13 voted in favor of)

- Mark Lane – Finance Department **(10 minutes presentation & 10 minutes questions)**

Lane provided a presentation on the Finance Department. He noted that the Finance Department was established in 2018. He noted that 2.30.10 Legislative Powers states *Except as otherwise provided in the this chapter or by Ordinance, they may have the power to establish, abolish, combine or divide offices, departments and agencies.* He discussed the duties of the offices of the Treasurer's and Auditor's Office and Finance Department. Lane commented on the Finance Department core functions including annual budget, 5-year capital projects planning, financial reporting and analysis reporting, annual report, audit, accounting preparation, payroll, benefits, and administrative and fiscal oversight of several BOCC managed departments/funds. CRC Members asked Lane questions regarding the Finance Department.

- Todd Mielke – Board of Commissioners – County Administrator **(10 minutes & 10 questions)**

Fisch tabled the presentation from Todd Mielke to the next meeting.

CRC Commission recessed at 6:52 p.m. and reconvened at 6:55 p.m.

- Commissioner District III Vacancy

Fisch updated that Clerk Gores put out a notice on January 28, 2025. She noted that the notice due date and time was set for February 7, 2025 at 12 p.m. to allow time to get letters of intent sent to the Commission before the February 10, 2025 meeting. Letters of intent were received from John Hauck and Nina Sarmiento both from district III

ACTION TAKEN: Benedict moved accept both letters of intent, Stoffer second, motion passed

(13 voted in favor of)

ACTION TAKEN: Benedict moved to cancel the special meeting on February 18, 2025 and review the letters of intents during the current meeting, Stoffer second, motion passed

(13 voted in favor of)

Fisch noted that the Charter states that the Charter says that there needs to be a 14-day notice to the residents of the district in which the vacancy occurs in the manner that we decided last week. 11.10.20 Vacancy *selection of the person to fill the vacancy shall be from those residing in the district in which there is a vacancy by simple majority vote of the Commission.* Fisch read the letters of intent into the record. CRC Members held discussion regarding the 2 letters of intent received. Cameron noted that Nina Sarmiento was the 6th highest number of votes during the election.

ACTION TAKEN: Stoffer moved to select Nina Sarmiento to fill the district III vacancy, Cameron second, motion passed

(13 voted in favor of)

Fisch asked that she be allowed to contact Nina Sarmiento to fill her in on the prior meetings. There was no objection.

- Proposed Amendment Timeline

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Fisch commented that Fleck provided a draft timeline. Fleck briefed on the timeline format and prior Charter Review commission years ballot submissions. Morris recommended prioritizing submissions. CRC Members held discussion.

SUBCOMMITTEE REPORTS

- **Bylaws and Rules Committee**

Fisch reported that the CRC Members received the proposed bylaw changes 5 days prior to the February 10, 2025 meeting. She noted that Richards submitted additional recommended changes that were received after the 5-day deadline.

ACTION TAKEN: Stoffer moved to accept the out of 5-day time redline document so the RC can discuss all the changes at the current meeting, Holy second, motion passed
(13 voted in favor of)

Pickett briefed the CRC Members on the proposed changes to the bylaws. He noted that the most recent version was dated February 10, 2025.

Pickett original motion:

ACTION TAKEN: Pickett moved to accept the updated redline copy of the bylaws, Noble second

Richards addressed the Open Public Meetings Act regarding commission and subcommittee meetings. Pickett briefed on the proposed changes. CRC Members held discussion regarding the changes to the bylaws.

Fleck left the meeting.

Noble amended motion

ACTION TAKEN: Noble moved to amend the original motion to amend the draft bylaws in article 3, section 3 to read *commission and committees may hold other meetings at such time and place as the commission or committee may decide. Such meetings shall be accessible to the public and in compliance with RCW 42.30*, Stoffer seconded, motion passed
(12 voted in favor of)

Pickett original motion:

ACTION TAKEN: Pickett moved to accept the updated redline copy of the bylaws, Noble second, motion passed
(12 voted in favor of)

Rules:

Pickett briefed on the proposed changes to the rules. CRC Members held discussion.

ACTION TAKEN: Pickett moved to adopt proposed revised rules, Stoffer second, motion passed
(12 voted in favor of)

- **Town Hall Outreach Committee**

Fisch appointed Holy to the Town Hall Outreach Committee. Stoffer noted that the meeting was held at the Sunsets West Food Co-Op in Clallam Bay. He was nominated as the Chair for the committee. He noted that introductions, goals, introduction of guest, and new business were on the agenda. CRC Members discussed the Town Hall Outreach Committee meeting.

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- Coroner Committee

Cameron provided an update on the Coroner Committee meeting. He noted that the meeting was held at the Sunsets West Food Co-Op in Clallam Bay. He also noted that each committee member took assignments in doing research with other Counties. CRC Members discussed the Coroner Committee meeting.

REPORTS

- Chair Report – Commissioner Fisch
 - Budget update

Fisch noted that she is required to do a budget report monthly. She has nothing to report on at this time.

PUBLIC COMMENT – Please limit comments to three minutes

- Karin Cummins, Sequim, commented on staff, audio system, Board of Commissioners stamping vouchers, non-governmental organizations, transparency, ethics board, public outreach, Commissioner meetings, Towne Road costs, 3 minute rule applying the Charter Review Commissioners
- Eric Fehrmann, Sequim, commented on priorities, term limits
- Ed Bowen, Clallam Bay, commented on Lane presentation, grants, committee meetings
- Ellen Menshew, commented on zoom, district III vacancy, website

GOOD OF THE ORDER/FUTURE AGENDA ITEMS

- Prioritizing
- Audio
- Input from the Auditor, Treasurer, Department of Community Development and Sheriff
- Survey monkey for input

ADJOURNMENT - Meeting concluded at 8:19 p.m.

Respectfully submitted,



Loni Gores, MMC
Clerk to the Charter Review Commission

Approved: February 24, 2025

CHARTER REVIEW COMMISSION PUBLIC COMMENT SIGN-UP SHEET

General Public Comment – 2nd Session

I declare under penalty of perjury under the laws of the State of Washington that any testimony that I give is true and accurate. Please print name and address clearly.

Nº	PRINTED NAME	SIGNATURE	ADDRESS
1	KARIN Cummins		Sequin
2	Eric Fehrmann		Sequin
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CHARTER REVIEW COMMISSION PUBLIC COMMENT SIGN-UP SHEET

Public Comment on Agenda Items – 1st Session

I declare under penalty of perjury under the laws of the State of Washington that any testimony that I give is true and accurate. Please print name and address clearly.

No	PRINTED NAME	SIGNATURE	ADDRESS
1	Norman Kim	[Signature]	PA -
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CHARTER REVIEW COMMISSION

CORRESPONDENCES RECEIVED

Gores, Loni

From: Karin Cummins <karinc@olypen.com>
Sent: Monday, January 27, 2025 8:21 PM
To: Gores, Loni
Subject: Charter Review Board

Kärin Cummins - Dungeness

Good evening commissioners

I would like to thank each you for your participation with our county charter. It's a huge responsibility. To me it seems there is a decent mix of members.

I really appreciate Commissioners Morris's open mind attitude. And we can hear her!

I like the dates on the agenda. Thank you.

Absolutely love the Town Hall meetings

The sign up sheet is good however a citizen may not know they want to speak until they hear what is discussed during the meeting plus there are zoom participants to consider.

There is a need for a better mike system in this board room. It's been an issue and an item of discussion for some time.

I thought The coroner issue was painful to sit thru then the vacancy issue came thru.

It's a great example why our government is so inefficient. Maybe the 3 minute rule should apply not just to citizens.

I would like to thank administrator Milke's for concise powerpoint presentation.

There must be transparency in government

Currently Clallam County lacks transparency. Money is being funneled to NGO's and nonprofits and we don't know where that money is spent or if it's being spent wisely.

These organizations are not subject to the freedom of information act. This is unacceptable to me as a taxed property owner.

Our County commissioners have no oversight and our county needs an ethics committee for the three of our commissioners.

Our county commissioners attend meetings on sovereign land and do not supply information regarding those meetings. This is unacceptable.

Any public tax dollars given to any non-governmental organization or nonprofit organization must have a clause that states all meetings must be public and or meeting minutes provided upon request

It is your responsibility to guide this community and its commissioners towards prosperity. It is not to maintain the cliques and special interest groups that have been overshadowing this county.

Kärin

Gores, Loni

From: Ed Bowen <rockypt@olympen.com>
Sent: Tuesday, January 28, 2025 12:40 AM
To: Fisch, Susan
Cc: Gores, Loni
Subject: Citizen's Interest in Sub-committee meetings Charter Review Commission

Chairwoman - Clallam Charter Review Commissioner

In submitting my comments at this evening's 2nd Commissioner meeting, I am not clear on what the intent of the commission is to host the public to at least as a minimum: listen in to the meetings held by sub-committee's created by the commission. It appears the "policy" will be that such meetings meet the OPMA requirements for Sub-committee meetings from what I think I heard you state is captured in the current By-Laws the commission is operating under. I'm assuming the commission could possibly claim that sub-committees don't contain a quorum of the commission as a whole and thus aren't obligated to hold them openly, as an example.

I don't find that requirement/limitation on the public and would ask for clarity if the commission believes it will not openly host those meetings to the public without meeting OPMA criteria.

Section 5. All meetings of the Commission and committees shall be open to the public and to the press; provided, however, that at the direction of the Chair or a majority of the members present, the Commission or committees may at any time meet in or go into closed session or executive session for the purpose of discussion of matters exempted by the state Open public Meetings Act (RCW 42.30).

I find in section 5 of the current bylaws do not call upon the OPMA criteria at large, with the reference being the Chair or the commission majority can call for closed or executive sessions under OPMA criteria *on exemptions*.

If the commission and the sub-committees believe the reference applies across the board to all subcommittee meetings without specific closure/executive session "direction", then I suspect this needs to be clarified in the current By Laws review and possible adoption at the next meeting. I would prefer to clarify this now given there are several sub-committee meetings in operation already and I don't want to miss that opportunity to hear what they are considering for a full understanding of the issue and the solution offered the commission as a whole.

Feel free to share with the commission my thoughts and request for clarity, I thought I would run this by you first without overwhelming them. I've also CCed Loni, FYI for the purpose if you/the commission verify/decide to openly make these sub-committee meetings available to the citizens, then how is the best way to post those meetings? I can already see the conundrum

of maintaining the web site and from an efficiency note how do they get classified and therefore how far in advance to the actual planned meeting by the sub-committees? I understand this will certainly create a burden on Loni's time to accommodate. I'll just chart this as how the sausage is made isn't always simple.

Thanks for your consideration. It is apparent to me in the two meetings so far, the commissioners want to hit the ground running; that was a great use of understanding in the round table offered up tonight...adding an introduction by each was very helpful given this election cycle there really were very limited opportunities for "candidate forums" where the introductions would have been logically provided.

Ed Bowen
District 3 citizen



Virus-free www.avg.com

Gores, Loni

From: John Hauck <john.hauck@peninsuladailynews.com>
Sent: Tuesday, January 28, 2025 4:27 PM
To: Gores, Loni
Subject: Charter Review Commission vacancy

You don't often get email from john.hauck@peninsuladailynews.com. [Learn why this is important](#)

Please pass my name to the commission to consider for the vacant position in District III.

John Hauck
253-651-0824

Gores, Loni

From: Gores, Loni
Sent: Wednesday, January 29, 2025 6:02 PM
To: Benedict, Bill; Boughton, Dee; Cameron, Ron; Fane, Alex; Fisch, Susan; Fleck, Rod; Hodgson, Mark; Holy, Christy; Morris, Patti; Noble, Chris; Pickett, Paul; Richards, Ron; Stoffer, Jim; Tozzer, Jeff; Walde, Cathy
Cc: Gores, Loni
Subject: FW: ByLaws
Attachments: 012725 Charter Review agenda and packet 47.pdf; 012725 Charter Review agenda and packet 48.pdf; 012725 Charter Review agenda and packet 49.pdf; 012725 Charter Review agenda and packet 50.pdf; 012725 Charter Review agenda and packet 51.pdf; 012725 Charter Review agenda and packet 52.pdf

See email below from Commissioner Richards.

He had also requested information regarding the vacancy. Here are some resources:

Here are few links from MRSC.

[MRSC - Vacancies in Local Elected Offices](#)

[MRSC - Managing Unexpected Post-Elections Issues](#)

[MRSC - Official Bonds and Oaths of Office](#)

RCW 42.12.010

Causes of vacancy.

Every elective office shall become vacant on the happening of any of the following events:

- (1) The death of the incumbent;
- (2) His or her resignation. A vacancy caused by resignation shall be deemed to occur upon the effective date of the resignation;
- (3) His or her removal;
- (4) Except as provided in RCW * 3.46.067 and 3.50.057, his or her ceasing to be a legally registered voter of the district, county, city, town, or other municipal or quasi municipal corporation from which he or she shall have been elected or appointed, including where applicable the council district, commissioner district, or ward from which he or she shall have been elected or appointed;
- (5) His or her conviction of a felony, or of any offense involving a violation of his or her official oath;
- (6) His or her refusal or neglect to take his or her oath of office, or to give or renew his or her official bond, or to deposit such oath or bond within the time prescribed by law;
- (7) The decision of a competent tribunal declaring void his or her election or appointment; or
- (8) Whenever a judgment shall be obtained against that incumbent for breach of the condition of his or her official bond.

[1994 c 223 s 2; 1993 c 317 s 9; 1981 c 180 s 4; Code 1881 s 3063; 1866 p 28 s 2; RRS s 9950.]

RCW 42.12.020

Resignations, to whom made.

Resignations shall be made as follows: By the state officers and members of the legislature, to the governor; by all county officers, to the county commissioners of their respective counties; by all other officers, holding their offices by appointment, to the body, board or officer that appointed them.

"My email address has changed! The new format is Loni.Gores@clallamcountywa.gov Please update my contact card as your earliest convenience, Thank you!"

*Loni Gores
Clerk of the Board
Commissioners Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2256*

From: Richards, Ron <ron.richards@clallamcountywa.gov>

Sent: Tuesday, January 28, 2025 9:42 PM

To: Gores, Loni <loni.gores@clallamcountywa.gov>

Subject: ByLaws

Loni,

Attached are my suggested changes to the bylaws in the form of an edited pdf file with comments, page by page because I did not know how to save it otherwise. I hope you can get this to the bylaws committee in a form they can use and see the proposed changes. If you can't, please let me know.

I would like to point out the possible conflict I noted regarding the declaration of vacancy. Under the bylaws in effect at our last meeting, it was our Chair's responsibility to declare a vacancy on the CRC. I think what Susan did was close enough. I would also like to know where the authority for the Board of County Commissioner's to declare a vacancy on the CRC comes from. Could you please let me know on what charter provision or RCW they were relying?

Thank you,

Ron

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025~~0~~ BYLAWS

ARTICLE I – OBJECT

These Bylaws are for the governance of the Clallam County Charter Review Commission and its committees and members.

ARTICLE II – OFFICERS AND STAFF

Section 1. There shall be elected from the members of the Charter Review Commission, hereafter referred to as "the Commission," the following officers who shall serve for the period of time necessary to comply with Article XI of the Clallam County Charter.

- a. There shall be a Chair of the Commission whose duties shall be to convene and preside at all regular or special meetings, may act as a member of all committees and make all appointments to committees with the approval of the ~~majority of members present at the regular Commission meeting~~. The Chair shall perform the duties specified in these Bylaws and other duties as may be found consistent with proper conduct of business.
- b. There shall be a First and Second Vice Chair, one chosen from each commissioner district other than the district represented by the Chair who may act as members of all committees and who may be selected to chair any committee and who shall perform such other duties as may be specified in these Bylaws or as may be assigned by the Commission.
- c. In the absence of the Chair from any meeting or public hearing, the duties and prerogatives of the Chair shall be carried out and performed by the First Vice Chair and in the absence of the Chair and the First Vice Chair, by the Second Vice Chair.

Section 2. There shall be an Executive Committee consisting of the Chair, First and Second Vice Chairs of the Commission, and such additional members selected by the Chair and approved by a majority of the Commission. Duties of the Executive Committee shall be to:

- a. Make monthly status reports on the budget to the Commission.
- b. Oversee the activities of assigned staff to the Commission.
- c. Interview and recommend employment of consultants to the Commission for approval.
- d. Perform other duties as assigned by the Commission for the orderly conduct of the business of the Commission.

ARTICLE III – MEETINGS

Section 1. Regular meetings of the Commission shall be held as established in the Rules and in compliance with RCW 42.30 (Open Public Meetings Act).

Section 2. Special meetings of the Commission may be called by the Chair or by a majority of the Commission in compliance with RCW 42.30.

Section 3. The Commission and committees may hold other meetings at such time and places as the Commission or committee may decide and which are accessible to the public and are in compliance with RCW 42.30.

~~Section 4. The Commission and all committee meetings shall be held in a location accessible to the public.~~

~~Section 5. All meetings of the Commission and committees shall be open to the public and to the press; provided, however, that at the direction of the Chair or a majority of the members present, the Commission or committees may at any time meet in or go into closed session or executive session for the purpose of discussion of matters exempted by the state Open Public Meetings Act (RCW 42.30).~~

Section 46. Non-committee Commission members shall have no vote in committee, but may be allowed to speak on matters before the committee, subject to rules established by the Commission.

Section 57. Two public comment opportunities will be available at each meeting, subject to rules established by the Commission.

Section 68. Virtual meeting access (teleconferencing) shall be provided for all Commission meetings. ~~If a need arises, and with prior approval of the Chair, a~~ member may attend via tele~~conferencing~~ ~~phone or similar such means.~~

Section 79. Commission records shall be maintained at the Clallam County website in compliance with the Open Public Meetings Act.

ARTICLE IV – RULES OF ORDER

Except as modified by these Bylaws and when not in conflict with municipal, state, or federal law, all meetings shall be conducted in accordance with the most recent edition of Roberts Rules of Order. The Commission shall elect a parliamentarian from its members to assist it in its proceedings.

ARTICLE V – QUORUM, ABSENCES FROM COMMISSION AND COMMITTEES

Section 1. Except as otherwise specifically provided in these Bylaws a simple majority of the Commission shall constitute a quorum for the transaction of business.

Section 2. A simple majority of a committee shall constitute a quorum for the conduct of the business of the committee.

Section 3. An attendance record of all Commission and committee meetings shall be kept.

ARTICLE VI – COUNSEL AND RESEARCH STAFF

Section 1. All inquiries or requests for legal opinions ~~or rulings~~ shall be referred to the Prosecuting Attorney's Office ~~at such times and in such manner as at the direction of~~ the Commission ~~or Executive Committee may decide.~~

Section 2. Questions of review, study, or investigation by the staff of the Commission shall be referred to the staff by a member of the Executive Committee or a majority of the members present at any regular or special meeting of the Commission.

ARTICLE VII – PARTICIPATION BY THE CHAIR

The Chair may discuss any matter as a member and shall be entitled to vote on all matters. On debate on the adoption of proposed Charter provisions section by section, or on the adoption of the amended Charter as a whole, the Chair shall relinquish the Chair while speaking on the question.

ARTICLE VIII – VOTING

Section 1. All votes shall be cast by voice, show of hands, or open roll-call vote. Except for those motions noted within Robert's Rules of Order that require two-thirds vote for passage, and except as otherwise provided for within these Bylaws, a majority vote of the members present shall be sufficient for the adoption of the motion.

Section 2. Any ~~issues-proposed Charter Amendments~~ forwarded to the voters shall require a roll-call vote.

ARTICLE IX – ADOPTION OF PROPOSED AMENDMENTS AND RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS BY THE COMMISSION

Section 1. The following ~~steps must be taken procedure shall be followed~~ by the Charter Review Commission ~~in order to adopt proposed Charter amendments to the Voters.~~

Step 1: GIVE NOTICE TO COMMISSION: ~~Notice, and a~~ A member or Committee shall ~~provide a~~ draft of the proposed Charter amendment, ~~must be given~~ to the Commission at a meeting. ~~that a specific~~ The proposed amendment shall be placed on the agenda considered at the next meeting. ~~(Bylaws Art 9, Section 1)~~

Step 2: HOLD MEETING TO CONSIDER AMENDMENT: ~~The CRC adopts specific language for the amendment. The proposed Charter Amendment will be considered by the Commission for their vote. If Once the Commission approves a final version draft of the proposed amendment is approved, the Commission votes shall schedule a final vote at the next regular meeting. whether to send the amendment to the next meeting. This can be done as part of a regular meeting or a special meeting.~~

Step 3: GIVE NOTICE TO PUBLIC: Notice must be given to the public after the meeting at which the Commission approves a final draft of the proposed amendment ~~was considered~~ and three days before the meeting at which the Commissioners will vote. ~~(Bylaw Art 9, Sec 2)~~

Step 4: HOLD MEETING TO ADOPT AMENDMENT: ~~Commissioners vote on whether or not to adopt an amendment, which would send it to the Clallam County Voters. The proposed Charter Amendment shall be placed on the agenda for a roll-call vote by the Commission. A majority vote to approve the proposed Charter Amendment will place it on the ballot for the next statewide general election. Major-The Commission shall make no substantive changes to the underlying content language of an proposed amendment would not be at this meeting. acceptable because major changes would render the public notice void. This can be done as part of a regular meeting or at a special meeting. The vote must be taken as a roll-call vote on an individual amendment. Approval requires a majority of the Commission. (Bylaws Art 8, Sec 2 and Art 9, Sec 2)~~

Section 2. ~~Recommendations of the~~ The Charter Review Commission may ~~be~~ forward recommendations (Charter 11.10.30)ed to the Clallam County Board of Commissioners by writing if adopted by a simple majority of the Charter Review Commission attending a regular or special meeting. The Commissioners(s) presenting the recommendation on behalf of~~n~~ the CRC, may only speak to the recommendation as voted by the CRC unless the Commissioner explains that she/he is expressing their personal opinion.

ARTICLE X – PUBLIC HEARINGS

Section 1. It is the desire of the Commission to hold as many public hearings as reasonable.

Section 2. The time and place of public hearings shall be fixed by the Commission. Such hearings will be rotated among the three commission districts as deemed appropriate by the Commission.

Section 3. The Chair, a Vice Chair, or in their absence, the designee of the members present, shall preside at public hearings conducted by the Commission or committees.

ARTICLE XI – PUBLIC STATEMENTS

Section 1. While any member has a right to express personal views and opinions pursuant to our constitutional guarantee of freedom of speech, statements purporting to represent the views or pronouncements of the Commission or committees thereof shall not be made except as directed or authorized by a majority of the entire Commission at any special or regular meeting or public hearing and provision shall be made for expression of minority views at the same time.

Section 2. The Chair may make public announcements of meetings or public hearings, and may authorize the issuance of fact statements relating to the Commission's work as the Chair may deem necessary.

ARTICLE XII – VACANCIES

Section 1. Vacancies on the Board occurring pursuant to ~~Article XI of~~ the Clallam County Charter shall be declared by the ~~Chair~~Executive Committee.

Section 2. Vacancies shall be filled pursuant to Article XI of the Clallam County Charter. ~~Traditionally, the vacancy has been filled by the candidate who received the next highest number of votes in the election in the district in which the vacancy occurs. If that candidate is unable to serve, the position would be offered to the next candidate(s) down the list sequentially by number of votes.~~

ARTICLE XIII – COMMITTEES

The Commission may establish such standing committees and ad hoc committees as it deems necessary for the proper execution of the Commission's responsibilities. Committees shall have fewer Commission members than a quorum of the Commission. Members of each committee

| shall elect a Chair from among their own number unless such Chair is named by the Commission.

| Committees that are formed as per state law to write "For" and "Against" statements about amendments proposed by the Charter Review Commission which will be included in the Voters Pamphlet, are NOT considered to be committees of the Charter Review Commission even though they may be members of the CRC.

ARTICLE XIV – ORDER OF BUSINESS

There shall be an "Order of Business" (Agenda) established in the rules.

ARTICLE XV – AMENDMENT OF THE BYLAWS

These Bylaws may be amended at any time by an affirmative vote of a majority but not less than eight (8) of the Commission members present at any regular or special meeting after written notice of the proposed action has been mailed, emailed, or delivered to members of the Commission at least five (5) days prior to the meeting and following posting of such proposed action on the Clallam County website.

| Adopted: ~~November 12, 2020~~January 27, 2025

Gores, Loni

From: Ron Richards <ronaldrichards@gmail.com>
Sent: Wednesday, January 29, 2025 5:49 AM
To: Gores, Loni
Subject: APPLICABILITY OF OPEN PUBLIC MEETINGS ACT TO A COMMITTEE OF THE GOVERNING BODY. | Washington State

<https://www.atg.wa.gov/ago-opinions/applicability-open-public-meetings-act-committee-governing-body>

Loni,

I think this AGO would be helpful for members of the CRC's committees.

Ron

Gores, Loni

From: Pickett, Paul
Sent: Wednesday, January 29, 2025 8:30 PM
To: Gores, Loni
Subject: Fw: Input: Clallam Charter, 7.5 Vacancies in Office

Follow Up Flag: Follow up
Flag Status: Flagged

Loni,

Please forward to the Commissioners.

This looks like a topic for the "Charter Ambiguity Committee", should one be formed.

Paul

----- Forwarded message -----

From: Bruce Cowan <mrbrucecowan@gmail.com>
Date: Tue, Jan 28, 2025 at 5:41 PM
Subject: Input: Clallam Charter, 7.5 Vacancies in Office
To: Jim Stoffer <jamesstoffer@wavecable.com>, Christy Holy <clholy@gmail.com>, Ken Reandeau <kreandeau@gmail.com>
Cc: Ellen Menshew <menshewmom@gmail.com>

If you need to forward this to an official input address, I understand.

Having gone through two Vacancy in Office situations (Jefferson and 24th LD) in the last few months, I am doing a deep dive on the Constitution, the RCWs, and the Clallam County Charter to be ready for the next time.

I noticed something in the Clallam Charter that seems ambiguous. It's a really small thing, and may never come up, but it seems better to have really clear language.

When a vacancy in office occurs, the timing of the resignation effective date determines when a successor is elected.

The RCW [42.12.040](#) says that a vacated position will be on the ballot if the vacancy occurs "before the first day of the regular filing period." It goes on to say that the election of a successor will be deferred if it occurs on or after the first day of the regular filing period. The RCW states that it applies if it is not inconsistent with a county charter.

The Clallam Charter <https://clallam.county.codes/Charter/7.50> says: "Vacancies in elective office shall be filled at the next November election, unless the vacancy occurs after the day for filing declarations of candidacy, in which case the vacancy shall be filled at the next succeeding November election."

The intent of the charter may be the same, but use of the word "day" seems ambiguous to me. The "regular filing period" is currently a week long (plus a Monday for withdrawals). Is it the first day or the last? Use of the word "regular" is important here too, because there can be "special" filing periods.

I'm suggesting that you might want to take a look and see if something might be done about it.

Thank you,
Bruce Cowan, Chair
24th LD Democrats
360-774-6678
mrbrucecowan@gmail.com

Section 7.50: Vacancies.

[]

An elective office shall become vacant on the death, resignation or removal of the officer, or for other causes. Vacancies in elective office shall be filled at the next November election, unless the vacancy occurs after the day for filing declarations of candidacy, in which case the vacancy shall be filled at the next succeeding November election. The person elected shall take office upon certification of the results of the election and shall serve until the time when the term of the elective office would have expired had no vacancy occurred. Until a successor has been elected and certified, a majority of the Board of Commissioners shall fill the vacancy by appointment. The Commissioners shall fill a vacancy from a list of three people submitted by the county central committee of the party which the official in office immediately prior to the vacancy represented. In the event that the official in office immediately prior to the vacancy was a "states no party preference" candidate or was from a nonpartisan office, the vacancy shall be filled by the Commissioners as they deem appropriate. (Amendment proposed by the County Commissioners and approved by the voters November 4, 1980. Amendment proposed by the Charter Review Commission and approved by the voters November 8, 2016.)

Gores, Loni

From: Richards, Ron
Sent: Friday, January 31, 2025 9:58 PM
To: Gores, Loni
Subject: Bruce Cowan Question

Follow Up Flag: Follow up
Flag Status: Flagged

Loni,

I had received Bruce Cowans' inquiry (referenced by Paul Pickett in his last email to you) from another person to whom I replied as follows:

I can't reply to the other CRC members because a chain of emails could become an illegal public meeting, but you might let Bruce know this issue was decided in *Henry v. Thorne*, 602 P.2d 354 (1979), a Washington State Supreme Court case. The county charter prevailed over the conflicting state law.

Please add
Ron

Get [Outlook for Android](#)

Gores, Loni

From: Tozzer, Jeff
Sent: Sunday, February 2, 2025 2:36 PM
To: Gores, Loni
Subject: CRC Issues for review

- Hello, Loni; please forward this to all Charter Review Commissioners. Thanks.

Dear fellow Charter Review Commissioners,

I've listed (in no particular order) issues that our constituents would like us to consider for review this year. Additionally, we were asked which elected officials the CRC would like to hear from. My answer is: At this point, until I learn about the issues we will be addressing, I'm unsure. I apologize for the "nonanswer," I may change my response as our review progresses.

I look forward to working with all of you,

Jeff Tozzer

District #1

- **District-Based BOCC Elections** – Change BOCC elections to district-only voting for both primary and general elections, eliminating county-wide voting.
- **Restrictions on Elected Officials' Advocacy** – Prohibit elected officials from using their office to support or oppose ballot initiatives, propositions, or other measures.
- **Transparent BOCC Spending** – Require all BOCC spending to be publicly disclosed and accounted for.
- **General Fund Reserve Minimum** – Establish a policy preventing general fund reserves from dropping below 25% of the total annual budget.
- **Fair Bidding Policy** – Ensure a level playing field when tax-paying businesses compete against non-tax-paying businesses for county contracts.
- **Tax Increases Require Voter Approval** – Prohibit any county tax increase without a direct vote of the people.

- **Increased BOCC Public Engagement** – Require the BOCC to hold monthly meetings after 5 PM on a weekday, allowing the public to ask questions and receive answers.
- **Strengthening the County Code of Ethics** – Restore penalties for elected officials who violate the County Code of Ethics and establish a Board of Ethics to review and investigate potential violations. Ensure conflicts of interest are clearly addressed.
- **Public Access to County-Related Meetings** – Require that all meetings concerning county projects and funding:
 - Be open to the public.
 - Not be held on sovereign land.
 - Be free to attend.
 - Provide at least five days' public notice.
- **Restrictions on Board Membership for Elected Officials** – Prohibit elected officials from serving on boards of non-governmental organizations that work with, receive funding from, or benefit from the county.
- **Transparency in Public Fund Allocation to NGOs** – Require full accountability and transparency for public funds given to non-governmental organizations. This includes:
 - A business plan before funding is granted.
 - A follow-up report on fund usage.
 - An explanation of how the funds benefited the county.
- **Amendment to Section 1.20 – Clarifying "American" Governments** – Modify the section to explicitly state that intergovernmental agreements apply only to "American" governments: *"The county may, in the exercise of its powers and duties, participate jointly or in cooperation with any one or more **American** governments, governmental agencies, or municipal corporations, in any manner permitted by law, and share the costs and responsibilities of such functions, projects, or activities."*
- **Reforming County Committee Appointments** – Shift the responsibility of appointing county committee members away from the BOCC to ensure greater independence and transparency. There is concern that current appointments lack objectivity and that individuals critical of BOCC decisions may be excluded. A new process should be implemented to ensure fair and unbiased appointments.

Gores, Loni

From: Richards, Ron
Sent: Tuesday, February 4, 2025 10:32 AM
To: Gores, Loni
Subject: Topics to be considered for Charter Amendments
Attachments: 020425 Draft of Issues to be considered.pdf

Hi Loni,

Attached is a PDF file with my current suggestions for topics to be considered (not necessarily proposed) for amendments to the Clallam County Charter (not necessarily in order of importance). Please forward this to the Executive Committee.

Thank you,

Ron Richards

Topics to be considered (not necessarily proposed) for amendments to the Clallam County Charter (not necessarily in order of importance):

Offices

1. Water Master and Water Resources Department
2. Public Defender Office
3. Independent Hearing Examiner Office.
4. Budget Town Halls
5. Require County Commissioners, not a Hearings Examiner, to hold Dismissed Employee Hearings
6. List powers of the County Clerk
7. Review relationship between County Auditor and Chief Financial Officer for consistency with the requirements of the Clallam County Charter
8. Provide for the County Personnel Director to be hired and fired by a committee consisting of the Director of the Department of Community Development, the County Treasurer, the County Assessor, the County Auditor, and the Chair of the Board of County Commissioners
9. Coroner

Policies

1. Add a Charter Section 12.45 to require advance notice to adjoining property owners of impending work on county road rights-of-way.
2. Require a county ordinance providing certain conditions to the issuance of trespass orders on county property – minimum requirements for issuing, prior warning, increasing expulsion times.
3. Require a county comprehensive plan section planning for the expansion of tribal trust and reservation property, and establishing guidelines for county approval of such expansions.
4. Add language to Charter Section 12.60 setting minimum penalties for violating the Code of Ethics.
5. Require Surrebuttal in all hearings.
6. Add language to Charter Section 12.20 to provide for a method of determining the lowest responsible bid on contracts subject to the county bidding requirements.
7. Revise the procedures for amending the charter, and filing petitions for referendums and initiatives to incorporate all the required procedures in the Charter and alleviate the need for further clarification in or referral to the Clallam County Code.
8. Establish a schedule under which all county vehicles will become EV's within 10 years, with at least 10% by value of all new vehicle purchases each year being EV's beginning in the year 2026.

9. Create zoning inducements for west end businesses and homeowners to install battery power storage systems to reduce dependency on BPA during bad weather conditions.
10. Require DCD to enforce land use laws on their own and in response to citizen complaints.
11. Require the full text of proposed charter amendments to be published in the voter pamphlet.
12. Amend Section 11.10.20 of the Charter as follows:

11.10.20: Vacancy

Any vacancy on the Commission shall be filled by the remaining members of the Commission within 30 days. The persons receiving the sixth and seventh most votes for the charter review commission in a commissioner district shall be offered, in order, the opportunities to fill the first two vacancies to occur in that commissioner district. For any vacancy not filled in this manner, ~~provided that,~~ within 14 10 days of the declaration of a vacancy, 10 days notice shall be given to the residents of the district in which the vacancy occurs in such manner as the Commission in its discretion sdeems advisable, a n d t h e r e a f t e r , Sselection of the person to fill the vacancy shall be from those applicants residing in the district in which there is a vacancy by simple majority vote of the Commission.

Legal:

Ask for a larger budget and full-time attorney to investigate issues and prepare proposed charter amendments. See Charter requirement below:

11.10.30: Procedures

The Commission shall review the Charter to determine its adequacy and suitability to the needs of the county and may propose amendments. The Commission may also make recommendations to the County Commissioners and publish information and/or findings. Members of the Commission shall serve without salary, but shall be reimbursed for reasonable out-of-pocket expenses. The County Commissioners shall provide to the Commission reasonable funds, facilities and services appropriate to an elected county agency. Provisions for expenditures shall be made in the budget. Expenditures of the Commission shall be budgeted for their scheduled term of office.

Gores, Loni

From: Fleck, Rod
Sent: Tuesday, February 4, 2025 8:25 PM
To: Gores, Loni
Cc: Fisch, Susan
Subject: Calendar - Working Backwards

Good Evening Commissioner Fisch,

From a snow-covered Forks, I wanted to take a moment to send to you and the other Commissioners of this CRC a statement regarding the timing of activities. In the last two meetings, there were references to "getting things on the ballot" and I have to say that I felt that not everyone understood the numerous steps required to make such a thing happen. It is sometimes, based upon serving on four CRCs before this one, worth looking at how to do this by looking backwards from the date ballot resolutions are due for the general election. So, using that approach, here's an example of what such a timeline would look like.

4 Nov 2025 - General Election

5 Aug 2025 - Cut off for Ballot Resolutions

Ballot resolutions need to be drafted and approved by the County Prosecutor's Office and given to the Auditor who is responsible for elections. In the past, there was a deadline by which the Prosecutor's Office needed things from the CRC to have the time to draft and finalize the resolution being voted upon at the general election. I do not have that time in my notes, but let's presume that it is 14 days (not business days). THEN...

23 Jul 2025 - Last day on which CRC can vote on a proposed resolution to go to the November 2025 ballot

If that is a special meeting for final votes - see bylaws Art. IX, Sect 1. - then we would have to

19 Jul 2025 - Notice of the final vote on the proposed amendment

14 Jul 2025 - Meeting to consider amendment - proposed amendment accepted and voted to be considered for sending to the ballot at this meeting.

I would also say set the special meeting for 23 Jul 2025

23 Jun 2025 - Notice is given to CRC with a draft of the proposed amendment that would be considered at the next CRC meeting. Bylaws do not create a 'special meeting' option for this meeting. I believe that that was intentional to make that a regularly scheduled meeting of the CRC.

Late May/early June - Town Hall Meetings - if these are held as part of our regularly scheduled meeting dates then these would have to be on these dates:

9 Jun

27 May (Tuesday - we cannot meet on a federal/state holiday)

12 May

(NOTE - that for the 2026 General election, a similar working backwards schedule can be created from working back from 31 Dec 2025. We did this in past CRCs and as Commissioner Stouffer noted - last CRC we worked through December.)

From my previous experience, April, May and June were spent by small working committees developing proposed amendments in tandem to the regularly scheduled meetings. These committees usually arose out of CRC members identifying the Charter Articles that they wanted to have "open" for consideration and review. Sometimes discussions occurred in April regarding specific aspects of the Articles and what changes the previous two months (Feb/Mar) brought to light. Specifically, we developed a list of topics for review for amendments from brief interviews/discussions with County electeds, public comment, and public hearings.

I believe we need to lay out a timetable for how amendments will be moved forward to the ballot. I would ask you to ask the County Prosecutor for the deadline they have to receive proposed amendments from the CRC for the development of the official ballot resolution for 2025's general election. With that date, we could quickly put together a "working backwards."

I hope this is seen as helpful.

See you next week.

Rod Fleck

Gores, Loni

From: Richards, Ron
Sent: Wednesday, February 5, 2025 11:02 AM
To: Gores, Loni
Subject: Proposed Charter Amendment
Attachments: Proposed Resolution Vacancy Amendment.pdf

Loni,

After listening to the members of the public speaking at the last charter review commission meeting, and listening to the concerns of my fellow charter review commission members, I thought there was a good chance most everyone's concerns regarding the process of filling vacancies on the commission could be satisfied through a fairly simple and straight forward amendment to Article 11, Section 11.10, Sub-Section 11.10.20 of the Charter. Accordingly, I am asking that the commission consider the attached proposed charter amendment through the hearing procedures to be decided upon when we consider revisions to our bylaws and rules.

I also offer this proposed amendment to suggest a form for the commission to follow for any proposed charter amendment the commission might consider. It conforms with the express procedures set forth in the charter for proposing amendments.

Ron Richards

2025
Clallam County Charter Review Commission

Resolution Number _____

The Clallam County Charter Review Commission elected by the voters of Clallam County for the year 2025 finds that:

1. Article XI, Section 11.10, Sub-section 11.10.20, of the Clallam County Charter provides for the filling of a vacancy on the Charter Review Commission after notice is given to the residents of the Commissioner District in which the vacancy occurred.
2. Prior Charter Review Commissions have adopted the practice of filling a vacancy by appointing the person who received the next most votes compared to the votes cast for the sitting members of the commission at the time of the vacancy.
3. Providing notice as referred to in Paragraph 1, above, suggests that appointments will be considered without regard to a person's status as having been a Charter Review Commission candidate.
4. Ignoring qualified applicants to fill the vacancy because they had not run for the Charter Review Commission because of the practice referred to in Paragraph 2, above, can fairly be interpreted as misleading potential appointees into thinking they had a chance of being appointed to the commission, when in practice they did not.
5. Filling a vacancy with a person who had been a candidate, however, has the benefit of rewarding those who had exhibited a great interest in being on the Charter Review Commission by making the effort to run, complying with the various election laws and reporting requirements, and allowing the voters to judge the candidate. The closer these people had come to being elected to the commission the more their appointment would represent the will of the voters.
6. Amending Article XI, Section 11.10, Sub-section 11.10.20, as set forth below, will avoid misleading potential appointees into thinking they had a chance of being appointed to the commission if they do not, and will retain the benefits of the past practice of appointing people who were candidates for the commission.

Therefore, the 2025 Clallam County Charter Review Commission hereby proposes that Article XI – CHARTER REVIEW, AMENDMENT AND REPEAL, Section 11.10: Charter Review Commission, Sub-Section, 11.10.20: Vacancy, be amended to read as follows:

11.10.20: Vacancy

Any vacancy on the Commission shall be filled by the remaining members of the Commission within 30 days. The persons receiving the sixth and seventh most votes for the charter review commission in a commissioner district shall be offered, in order, the opportunities to fill the first two vacancies to occur in that commissioner district. For any vacancy not filled in this manner, provided that, within ~~44~~ 10 days of the declaration of a vacancy, 10 days notice shall be given to the residents of the district in which the vacancy occurs in such manner as the Commission in its discretion sdeems advisable, and t h e r e a f t e r , Sselection of the person to fill the vacancy shall be from those applicants residing in the district in which there is a vacancy by simple majority vote of the Commission.

In the above proposed Charter amendment, underlined words or letters are intended to be added, and words or letters with a strikethrough are intended to be deleted.

Further, the 2025 Clallam County Charter Review Commission, pursuant to Article XI, Sub-Sections 11.20.10 and 11.20.20 of the Clallam County Charter, calls for this Resolution, and the Charter amendment hereby proposed, to be filed with and registered by the Auditor, and for the Charter amendment hereby proposed to be submitted to the voters at the next statewide general election occurring at least 90 days after registration of the proposed amendment by the Auditor.

This Resolution is passed and approved on this _____ day of _____, 2025, by the 2025 Clallam County Charter Review Commission.

Susan Fisch, District 1 Commissioner, Chair

Chris Noble, District 2 Commissioner

Bill Benedict, District 1 Commissioner

Paul Pickett, District 2 Commissioner

Ron Cameron, District 2 Commissioner

Ron Richards, District 2 Commissioner

Alex Fane, District 1 Commissioner

Jim Stoffer, District 1 Commissioner

Rod Fleck, District 3 Commissioner

Jeff Tozzer, District 1 Commissioner

Mark Hodgson, District 3 Commissioner

Cathy Walde, District 3 Commissioner

Christy Holy, District 3 Commissioner

Patti Morris, District 2 Commissioner

Gores, Loni

From: Pickett, Paul
Sent: Wednesday, February 5, 2025 2:29 PM
To: Gores, Loni
Cc: Fisch, Susan; Holy, Christy; Noble, Chris
Subject: Updated version of draft bylaws and rules for Feb 10 meeting.
Attachments: proposed revised bylaws 2025 - Committee draft redline 10Feb2025.pdf; Proposed amended rules 2025 - Committee draft 10Feb2025.pdf; Proposed amended rules 2025 - Committee draft redline 10Feb2025.docx; proposed revised bylaws 2025 - Committee draft redline 10Feb2025.docx

Loni,

Attached are a redline and clean version of the draft proposed changes to the bylaws and rules.

The Committee made some changes based on comment and further review, so Commissioners should use these versions for deliberation at the meeting.

Thank you!

Paul Pickett

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025 BYLAWS

ARTICLE I – OBJECT

These Bylaws are for the governance of the Clallam County Charter Review Commission and its committees and members.

ARTICLE II – OFFICERS AND STAFF

Section 1. There shall be elected from the members of the Charter Review Commission, hereafter referred to as "the Commission," the following officers who shall serve for the period of time necessary to comply with Article XI of the Clallam County Charter.

- a. There shall be a Chair of the Commission whose duties shall be to convene and preside at all regular or special meetings, may act as a member of all committees and make all appointments to committees with the approval of the majority of members present at a Commission meeting. The Chair shall perform the duties specified in these Bylaws and other duties as may be found consistent with proper conduct of business.
- b. There shall be a First and Second Vice Chair, one chosen from each commissioner district other than the district represented by the Chair who may act as members of all committees and who may be selected to chair any committee and who shall perform such other duties as may be specified in these Bylaws or as may be assigned by the Commission.
- c. In the absence of the Chair from any meeting or public hearing, the duties and prerogatives of the Chair shall be carried out and performed by the First Vice Chair and in the absence of the Chair and the First Vice Chair, by the Second Vice Chair.

Section 2. There shall be an Executive Committee consisting of the Chair, First and Second Vice Chairs of the Commission, and such additional members selected by the Chair and approved by a majority of the Commission. Duties of the Executive Committee shall be to:

- a. Make monthly status reports on the budget to the Commission.
- b. Oversee the activities of assigned staff to the Commission.
- c. Interview and recommend employment of consultants to the Commission for approval.
- d. Determine when a vacancy of the Commission exists.
- e. Perform other duties as assigned by the Commission for the orderly conduct of the business of the Commission.

ARTICLE III – MEETINGS

Section 1. Regular meetings of the Commission shall be held as established in the Rules and in compliance with RCW 42.30 (Open Public Meetings Act).

Section 2. Special meetings of the Commission may be called by the Chair or by a majority of the Commission in compliance with RCW 42.30.

Section 3. The Commission and committees may hold other meetings at such time and places as the Commission or committee may decide and which are accessible to the public and are in compliance with RCW 42.30.

Section 4. Non-committee Commission members shall have no vote in committee, but may be allowed to speak on matters before the committee, subject to rules established by the Commission.

Section 5. Two public comment opportunities will be available at each meeting, subject to rules established by the Commission.

Section 6. Virtual meeting access (teleconferencing) shall be provided for all Commission meetings. A member may attend via teleconferencing.

Section 7. Commission records shall be maintained at the Clallam County website in compliance with the Open Public Meetings Act.

ARTICLE IV – RULES OF ORDER

Except as modified by these Bylaws and when not in conflict with municipal, state, or federal law, all meetings shall be conducted in accordance with the most recent edition of Roberts Rules of Order. The Commission shall elect a parliamentarian from its members to assist it in its proceedings.

ARTICLE V – QUORUM, ABSENCES FROM COMMISSION AND COMMITTEES

Section 1. Except as otherwise specifically provided in these Bylaws a simple majority of the Commission shall constitute a quorum for the transaction of business.

Section 2. A simple majority of a committee shall constitute a quorum for the conduct of the business of the committee.

Section 3. An attendance record of all Commissioners attending Commission and committee meetings shall be kept.

ARTICLE VI – COUNSEL AND RESEARCH STAFF

Section 1. All inquiries or requests for legal opinions shall be referred to the Prosecuting Attorney's Office at the direction of the Commission or Executive Committee.

Section 2. Questions of review, study, or investigation by the staff of the Commission shall be referred to the staff by a member of the Executive Committee or a majority of the members present at any regular or special meeting of the Commission.

ARTICLE VII – PARTICIPATION BY THE CHAIR

The Chair may discuss any matter as a member and shall be entitled to vote on all matters. On debate on the adoption of proposed Charter provisions section by section, or on the adoption of the amended Charter as a whole, the Chair shall relinquish the Chair while speaking on the question.

ARTICLE VIII – VOTING

Section 1. All votes shall be cast by voice, show of hands, or open roll-call vote. Except for those motions noted within Robert's Rules of Order that require two-thirds vote for passage, and except as otherwise provided for within these Bylaws, a majority vote of the members present shall be sufficient for the adoption of the motion.

Section 2. Any proposed Charter Amendments forwarded to the voters shall require a roll-call vote.

ARTICLE IX – ADOPTION OF PROPOSED AMENDMENTS AND RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS BY THE COMMISSION

Section 1. The following procedure shall be followed by the Charter Review Commission to propose Charter amendments to the Voters.

Step 1: GIVE NOTICE TO COMMISSION: A member or Committee shall provide a draft of the proposed Charter amendment to the Commission at a meeting. The proposed amendment shall be placed on the agenda at the next meeting.

Step 2: HOLD MEETING TO CONSIDER AMENDMENT: The proposed Charter Amendment will be considered by the Commission for their vote. If the Commission approves a final draft of the proposed amendment, the Commission shall schedule a final vote at the next regular meeting. .

Step 3: GIVE NOTICE TO PUBLIC: Notice must be given to the public after the meeting at which the Commission approves a final draft of the proposed amendment and three days before the meeting at which the Commissioners will vote.

Step 4: HOLD MEETING TO ADOPT AMENDMENT: The proposed Charter Amendment shall be placed on the agenda for a roll-call vote by the Commission. As described in the Charter, if the Commission approves the proposed Charter Amendment by a majority vote, the proposed amendment will be sent to the County Auditor to be placed on the ballot for the next statewide general election. The Commission shall make no substantive changes to the language of a proposed amendment at this meeting. If the Commission decides to make substantive changes, the process returns to Step 2.

Section 2. The Charter Review Commission may forward recommendations (Charter 11.10.30) to the Clallam County Board of Commissioners by writing if adopted by a simple majority of the Charter Review Commission attending a regular or special meeting. The Commissioner(s) presenting the recommendation on behalf of the CRC, may only speak to the recommendation

as voted by the CRC unless the Commissioner explains that she/he is expressing their personal opinion.

ARTICLE X – PUBLIC HEARINGS

Section 1. It is the desire of the Commission to hold as many public hearings as reasonable.

Section 2. The time and place of public hearings shall be fixed by the Commission. Such hearings will be rotated among the three commission districts as deemed appropriate by the Commission.

Section 3. The Chair, a Vice Chair, or in their absence, the designee of the members present, shall preside at public hearings conducted by the Commission or committees.

ARTICLE XI – PUBLIC STATEMENTS

Section 1. While any member has a right to express personal views and opinions pursuant to our constitutional guarantee of freedom of speech, statements purporting to represent the views or pronouncements of the Commission or committees thereof shall not be made except as directed or authorized by a majority of the entire Commission at any special or regular meeting or public hearing and provision shall be made for expression of minority views at the same time.

Section 2. The Chair may make public announcements of meetings or public hearings, and may authorize the issuance of fact statements relating to the Commission's work as the Chair may deem necessary.

ARTICLE XII – VACANCIES

Section 1. Vacancies on the Board occurring pursuant to the Clallam County Charter shall be determined by the Executive Committee and announced at a Commission meeting.

Section 2. Vacancies shall be filled pursuant to Article XI of the Clallam County Charter.

ARTICLE XIII – COMMITTEES

The Commission may establish such standing committees and ad hoc committees as it deems necessary for the proper execution of the Commission's responsibilities. Committees shall have fewer Commission members than a quorum of the Commission. Members of each committee shall elect a Chair from among their own number unless such Chair is named by the Commission.

Committees that are formed as per state law to write "For" and "Against" statements about amendments proposed by the Charter Review Commission which will be included in the Voters Pamphlet, are NOT considered to be committees of the Charter Review Commission even though they may be members of the CRC.

ARTICLE XIV – ORDER OF BUSINESS

There shall be an "Order of Business" (Agenda) established in the rules.

ARTICLE XV – AMENDMENT OF THE BYLAWS

These Bylaws may be amended at any time by an affirmative vote of a majority but not less than eight (8) of the Commission members present at any regular or special meeting after written notice of the proposed action has been mailed, emailed, or delivered to members of the Commission at least five (5) days prior to the meeting and following posting of such proposed action on the Clallam County website.

Adopted: January 27, 2025

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025~~9~~ BYLAWS

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- b. There shall be a First and Second Vice Chair, one chosen from each commissioner district other than the district represented by the Chair who may act as members of all committees and who may be selected to chair any committee and who shall perform such other duties as may be specified in these Bylaws or as may be assigned by the Commission.
- c. In the absence of the Chair from any meeting or public hearing, the duties and prerogatives of the Chair shall be carried out and performed by the First Vice Chair and in the absence of the Chair and the First Vice Chair, by the Second Vice Chair.

Section 2. There shall be an Executive Committee consisting of the Chair, First and Second Vice Chairs of the Commission, and such additional members selected by the Chair and approved by a majority of the Commission. Duties of the Executive Committee shall be to:

- a. Make monthly status reports on the budget to the Commission.
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- c. Interview and recommend employment of consultants to the Commission for approval.
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Section 2. Special meetings of the Commission may be called by the Chair or by a majority of the Commission in compliance with RCW 42.30.

Section 3. The Commission and committees may hold other meetings at such time and places as the Commission or committee may decide and which are accessible to the public and are in compliance with RCW 42.30.

~~Section 4. The Commission and all committee meetings shall be held in a location accessible to the public.~~

~~Section 5. All meetings of the Commission and committees shall be open to the public and to the press; provided, however, that at the direction of the Chair or a majority of the members present, the Commission or committees may at any time meet in or go into closed session or executive session for the purpose of discussion of matters exempted by the state Open Public Meetings Act (RCW 42.30).~~

Section 46. Non-committee Commission members shall have no vote in committee, but may be allowed to speak on matters before the committee, subject to rules established by the Commission.

Section 57. Two public comment opportunities will be available at each meeting, subject to rules established by the Commission.

Section 68. Virtual meeting access (teleconferencing) shall be provided for all Commission meetings. ~~If a need arises, and with prior approval of the Chair, a~~ member may attend via tele~~conferencing~~ ~~phone or similar such means.~~

Section 79. Commission records shall be maintained at the Clallam County website in compliance with the Open Public Meetings Act.

ARTICLE IV – RULES OF ORDER

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ARTICLE VI – COUNSEL AND RESEARCH STAFF

Section 1. All inquiries or requests for legal opinions ~~or rulings~~ shall be referred to the Prosecuting Attorney's Office ~~at such times and in such manner as~~ at the direction of the Commission ~~or Executive Committee may decide.~~

Section 2. Questions of review, study, or investigation by the staff of the Commission shall be referred to the staff by a member of the Executive Committee or a majority of the members present at any regular or special meeting of the Commission.

ARTICLE VII – PARTICIPATION BY THE CHAIR

The Chair may discuss any matter as a member and shall be entitled to vote on all matters. On debate on the adoption of proposed Charter provisions section by section, or on the adoption of the amended Charter as a whole, the Chair shall relinquish the Chair while speaking on the question.

ARTICLE VIII – VOTING

Section 1. All votes shall be cast by voice, show of hands, or open roll-call vote. Except for those motions noted within Robert's Rules of Order that require two-thirds vote for passage, and except as otherwise provided for within these Bylaws, a majority vote of the members present shall be sufficient for the adoption of the motion.

Section 2. Any ~~issues-proposed Charter Amendments~~ forwarded to the voters shall require a roll-call vote.

ARTICLE IX – ADOPTION OF PROPOSED AMENDMENTS AND RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS BY THE COMMISSION

Section 1. The following ~~steps-must-be-taken procedure shall be followed~~ by the Charter Review Commission ~~in-order-to adopt~~ proposed Charter amendments to the Voters.

Step 1: GIVE NOTICE TO COMMISSION: ~~Notice, and aA member or Committee shall provide a~~ draft of the proposed Charter amendment, ~~must-be-given~~ to the Commission at a meeting. ~~that-a-specific~~The proposed amendment shall be placed on the agenda considered at the next meeting. ~~(Bylaws Art 9, Section 1)~~

Step 2: HOLD MEETING TO CONSIDER AMENDMENT: ~~The CRC adopts specific language for the amendment. The proposed Charter Amendment will be considered by the Commission for their vote. If Once the Commission approves a final version-draft of the proposed amendment-is approved, the Commission votes shall schedule a final vote at the next regular meeting. whether-to-send-the-amendment-to-the-next-meeting. This can be done as part-of-a-regular-meeting-or-a-special-meeting.~~

Step 3: GIVE NOTICE TO PUBLIC: Notice must be given to the public after the meeting at which the Commission approves a final draft of the proposed amendment ~~was-considered~~ and three days before the meeting at which the Commissioners will vote. ~~(Bylaw Art 9, Sec 2)~~

Step 4: HOLD MEETING TO ADOPT AMENDMENT: ~~Commissioners vote on whether or not to adopt an amendment, which would send it to the Clallam County Voters. The proposed Charter Amendment shall be placed on the agenda for a roll-call vote by the Commission. As described in the Charter, if the Commission approves the proposed Charter Amendment by a majority vote, the proposed amendment will be sent to the County Auditor to be placed on the ballot for the next statewide general election. Major-The Commission shall make no substantive changes to the underlying content-language of an proposed amendment would not-be-at this meeting. acceptable-because-major-changes-would-render-the-public-notice void. This can be done as part-of-a-regular-meeting-or-at-a-special-meeting. The vote must~~

~~be taken as a roll call vote on an individual amendment. Approval requires a majority of the Commission. (Bylaws Art 8, Sec 2 and Art 9, Sec 2) If the Commission decides to make substantive changes, the process returns to Step 2.~~

~~Section 2. Recommendations of t~~The Charter Review Commission may ~~be forward~~ recommendations (Charter 11.10.30)ed to the Clallam County Board of Commissioners by writing if adopted by a simple majority of the Charter Review Commission attending a regular or special meeting. The Commissioner(s) presenting the recommendation on behalf of~~n~~ the CRC, may only speak to the recommendation as voted by the CRC unless the Commissioner explains that she/he is expressing their personal opinion.

ARTICLE X – PUBLIC HEARINGS

Section 1. It is the desire of the Commission to hold as many public hearings as reasonable.

Section 2. The time and place of public hearings shall be fixed by the Commission. Such hearings will be rotated among the three commission districts as deemed appropriate by the Commission.

Section 3. The Chair, a Vice Chair, or in their absence, the designee of the members present, shall preside at public hearings conducted by the Commission or committees.

ARTICLE XI – PUBLIC STATEMENTS

Section 1. While any member has a right to express personal views and opinions pursuant to our constitutional guarantee of freedom of speech, statements purporting to represent the views or pronouncements of the Commission or committees thereof shall not be made except as directed or authorized by a majority of the entire Commission at any special or regular meeting or public hearing and provision shall be made for expression of minority views at the same time.

Section 2. The Chair may make public announcements of meetings or public hearings, and may authorize the issuance of fact statements relating to the Commission's work as the Chair may deem necessary.

ARTICLE XII – VACANCIES

Section 1. Vacancies on the Board occurring pursuant to ~~Article XI of~~ the Clallam County Charter shall be ~~declared determined~~ by the ~~Chair~~Executive Committee and announced at a Commission meeting.

Section 2. Vacancies shall be filled pursuant to Article XI of the Clallam County Charter. ~~Traditionally, the vacancy has been filled by the candidate who received the next highest number of votes in the election in the district in which the vacancy occurs. If that candidate is unable to serve, the position would be offered to the next candidate(s) down the list sequentially by number of votes.~~

ARTICLE XIII – COMMITTEES

The Commission may establish such standing committees and ad hoc committees as it deems necessary for the proper execution of the Commission's responsibilities. Committees shall have fewer Commission members than a quorum of the Commission. Members of each committee shall elect a Chair from among their own number unless such Chair is named by the Commission.

Committees that are formed as per state law to write "For" and "Against" statements about amendments proposed by the Charter Review Commission which will be included in the Voters Pamphlet, are NOT considered to be committees of the Charter Review Commission even though they may be members of the CRC.

ARTICLE XIV – ORDER OF BUSINESS

There shall be an "Order of Business" (Agenda) established in the rules.

ARTICLE XV – AMENDMENT OF THE BYLAWS

These Bylaws may be amended at any time by an affirmative vote of a majority but not less than eight (8) of the Commission members present at any regular or special meeting after written notice of the proposed action has been mailed, emailed, or delivered to members of the Commission at least five (5) days prior to the meeting and following posting of such proposed action on the Clallam County website.

Adopted: November 12, 2020January 27, 2025

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025 RULES

AGENDA

The Executive Committee shall prepare the agenda for each regular or special meeting of the Commission with assurance of two public comment periods not exceeding three minutes each per speaker.

MEETINGS

Meetings shall be scheduled by a majority vote of the Commission. .

PUBLIC HEARINGS AND INTERVIEWS WITH PUBLIC OFFICIALS

- A. Public hearings where the public is invited to submit testimony or informational matter concerning the Charter shall be conducted in the following manner:
 - 1. Any person desiring to address the Commission or committee at a public hearing will be encouraged to first sign the speaker's list giving his or her name and address and the name of the persons, government unit, or organization on whose behalf he or she appears and speaks. Speakers will be recognized in the order of signup.
 - 2. The presiding officer may, in the interest of facilitating the business of the Commission or committee, limit the amount of time to be allowed to any person, governmental unit, organization or group and may limit the number of representatives of any group, governmental unit, or organization who shall be allowed to be heard on a particular subject under discussion.
 - 3. Any member of the Commission desiring to address the Commission or committee at a public hearing or meeting must first be recognized by the presiding officer.
 - 4. In order to assure that each Charter Review Commission member has the opportunity to ask questions of the speakers during public meetings, each member shall be allowed to ask one question until all members in attendance have been afforded the opportunity to ask a question. Once all members have been given the opportunity to ask a question, Chair will proceed in order again after the first round.
 - 5. The Chair will explain at the beginning of public hearings, that speakers can choose whether to answer questions; the Commission realizes that not everyone is comfortable speaking in public.
 - 6. All public comment (email, public hearing statements, letters, and telephone calls) shall be distributed to all Commission members by email or hard copy and Clerk will register all public comments retained for the Commission.
- B. Interviews of public officials and public employees may be conducted as a committee as a whole, provided that all testimony, statements, and papers pertaining to the Charter shall be made a part of the Commission's records.
- C. Public notice shall be given for any public hearing per RCW.

EXPENDITURES

After consultation with county staff, the Chair may expend funds up to \$50 to further the objectives of the commission; PROVIDED the Chair reports on the nature and the amount of such expenditures at the next general meeting of the commission. Any expenditure over this amount must be considered and approved per these rules.

COMMITTEES

In accordance with the Open Public Meetings Act (RCW 42.30), committees are public meetings and will be held where accessible to the public. Meetings may be announced as determined by the Commission.

The Chair of each Committee will have the discretion to determine how input from non-Committee Commission members and members of the public will be addressed.

The Chair of each Committee shall take appropriate action to ensure that a quorum of the Commission is not present at a meeting of the Committee.

SUSPENSION OF THE RULES

These rules may be suspended by a two-thirds vote of the members present at any regular or special meeting.

Adopted: January 9, 2020

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025 RULES

AGENDA

The ~~Executive Committee shall prepare the~~ agenda ~~shall be prepared by the Chair~~ for each regular or special meeting of the Commission with assurance of two public comment periods not exceeding three minutes each per speaker. ~~The agenda shall reflect the order of business as provided in these rules and shall be prepared by the Chair for each regular or special meeting of the Commission.~~

MEETINGS

Meetings shall be scheduled by a majority vote of the Commission. ~~held on the second and fourth Thursday of each month, commencing at 6 p.m. Meetings shall not exceed three hours in duration.~~

PUBLIC HEARINGS AND INTERVIEWS WITH PUBLIC OFFICIALS

- A. Public hearings where the public is invited to submit testimony or informational matter concerning the Charter shall be conducted in the following manner:
1. Any person desiring to address the Commission or committee at a public hearing must will be encouraged to first sign the speaker's list giving his or her name and address and the name of the persons, government unit, or organization on whose behalf he or she appears and speaks. Speakers will be recognized in the order of signup.
 2. The presiding officer may, in the interest of facilitating the business of the Commission or committee, limit the amount of time to be allowed to any person, governmental unit, organization or group and may limit the number of representatives of any group, governmental unit, or organization who shall be allowed to be heard on a particular subject under discussion.
 3. Any member of the Commission desiring to address the Commission or committee at a public hearing or meeting must first be recognized by the presiding officer.
 4. In order to assure that each Charter Review Commission member has the opportunity to ask questions of the speakers during public meetings, each member shall be allowed to ask one question until all members in attendance have been afforded the opportunity to ask a question. Once all members have been given the opportunity to ask a question, Chair will proceed in order again after the first round.
 5. The Chair will explain at the beginning of public hearings, that speakers can choose whether to answer questions; the Commission realizes that not everyone is comfortable speaking in public.
 6. All public comment (email, public hearing statements, letters, and telephone calls) shall be distributed to all Commission members by email or hard copy and Clerk will register all public comments retained for the Commission.

- B. Interviews of public officials and public employees may be conducted as a committee ~~of~~ thereas a whole, provided that all testimony, statements, and papers pertaining to the Charter shall be made a part of the Commission's records.

- C. Public notice shall be given for any public hearing per RCW.

EXPENDITURES

After consultation with county staff, the Chair may expend funds up to \$50 to further the objectives of the commission; PROVIDED the Chair reports on the nature and the amount of such expenditures at the next general meeting of the commission. Any expenditure over this amount must be considered and approved per these rules.

ORDER OF BUSINESS

~~The order of business will be determined by the Executive Committee with assurance of two public comment periods not exceeding three minutes each per speaker.~~

COMMITTEES

In accordance with the Open Public Meetings Act (RCW 42.30), committees are public meetings and will be held where accessible to the public. Meetings may be announced as determined by the Commission.

The Chair of each Committee will have the discretion to determine how input from non-Committee Commission members and members of the public will be addressed.

The Chair of each Committee shall take appropriate action to ensure that a quorum of the Commission is not present at a meeting of the Committee.

SUSPENSION OF THE RULES

These rules may be suspended by a two-thirds vote of the members present at any regular or special meeting.

Adopted: January 9, 2020

Gores, Loni

From: Pickett, Paul
Sent: Wednesday, February 5, 2025 5:48 PM
To: Gores, Loni
Subject: Bylaws/Rules committee responses to Ron Richards' comments
Attachments: proposed revised bylaws 2025 - Committee edits redline w_RR_comments.pdf

Loni, please forward to the Commission.

Attached is our first proposed version of the by-laws with Ron's comments included, and a response from the Committee to Ron.

Provided fyi.

Paul

CLALLAM COUNTY CHARTER REVIEW COMMISSION

202~~50~~ BYLAWS

ARTICLE I – OBJECT

These Bylaws are for the governance of the Clallam County Charter Review Commission and its committees and members.

ARTICLE II – OFFICERS AND STAFF

Section 1. There shall be elected from the members of the Charter Review Commission, hereafter referred to as "the Commission," the following officers who shall serve for the period of time necessary to comply with Article XI of the Clallam County Charter.

- a. There shall be a Chair of the Commission whose duties shall be to convene and preside at all regular or special meetings, may act as a member of all committees and make all appointments to committees with the approval of the ~~majority of members present at the regular Commission meeting.~~ The Chair shall perform the duties specified in these Bylaws and other duties as may be found consistent with proper conduct of business.
- b. There shall be a First and Second Vice Chair, one chosen from each commissioner district other than the district represented by the Chair who may act as members of all committees and who may be selected to chair any committee and who shall perform such other duties as may be specified in these Bylaws or as may be assigned by the Commission.
- c. In the absence of the Chair from any meeting or public hearing, the duties and prerogatives of the Chair shall be carried out and performed by the First Vice Chair and in the absence of the Chair and the First Vice Chair, by the Second Vice Chair.

Commented [PP1]: RonR_1:
It is helpful to leave "majority of members present at the Commission meeting" to make clear a "majority of the members of the Commission" is not needed.
It is wise to remove "regular"

Section 2. There shall be an Executive Committee consisting of the Chair, First and Second Vice Chairs of the Commission, and such additional members selected by the Chair and approved by a majority of the Commission. Duties of the Executive Committee shall be to:

- a. Make monthly status reports on the budget to the Commission.
- b. Oversee the activities of assigned staff to the Commission.
- c. Interview and recommend employment of consultants to the Commission for approval.
- d. Perform other duties as assigned by the Commission for the orderly conduct of the business of the Commission.

ARTICLE III – MEETINGS

Section 1. Regular meetings of the Commission shall be held as established in the Rules and in compliance with RCW 42.30 (Open Public Meetings Act).

Section 2. Special meetings of the Commission may be called by the Chair or by a majority of the Commission in compliance with RCW 42.30.

Section 3. The Commission and committees may hold other meetings at such time and places as the Commission or committee may decide and which are accessible to the public and are in compliance with RCW 42.30.

~~Section 4. The Commission and all committee meetings shall be held in a location accessible to the public.~~

~~Section 5. All meetings of the Commission and committees shall be open to the public and to the press; provided, however, that at the direction of the Chair or a majority of the members present, the Commission or committees may at any time meet in or go into closed session or executive session for the purpose of discussion of matters exempted by the state Open Public Meetings Act (RCW 42.30).~~

Commented [PP2]: RonR_2:

No objection to the changes to Sections 3, 4, or 5.

Section 46. Non-committee Commission members shall have no vote in committee, but may be allowed to speak on matters before the committee, subject to rules established by the Commission.

Commented [PP3]: RonR_3:

In regard to speaking, I think non-committee commission members should stand in the same position as members of the public in committee meetings. There is a potential problem with this Section and Article 13 where it is carefully stated that a committee shall be less than a quorum of the Commission. For example, if a committee is 5 people, and three non-committee commission members attend as allowed by this bylaw, there would be a quorum of the commission members present. This problem could be solved by adding words such as "provided, non-committee commission members attending committee meetings shall be limited, on a first come, first seated basis, to a number which when added to the committee members present is less than a quorum of the commission.". Otherwise the new sections 4, 5, 6, and 7 are all fine with me.

Section 57. Two public comment opportunities will be available at each meeting, subject to rules established by the Commission.

Section 68. Virtual meeting access (teleconferencing) shall be provided for all Commission meetings. If a need arises, and with prior approval of the Chair, aA member may attend via teleconferencing phone or similar such means.

Section 79. Commission records shall be maintained at the Clallam County website in compliance with the Open Public Meetings Act.

ARTICLE IV – RULES OF ORDER

Except as modified by these Bylaws and when not in conflict with municipal, state, or federal law, all meetings shall be conducted in accordance with the most recent edition of Roberts Rules of Order. The Commission shall elect a parliamentarian from its members to assist it in its proceedings.

ARTICLE V – QUORUM, ABSENCES FROM COMMISSION AND COMMITTEES

Section 1. Except as otherwise specifically provided in these Bylaws a simple majority of the Commission shall constitute a quorum for the transaction of business.

Section 2. A simple majority of a committee shall constitute a quorum for the conduct of the business of the committee.

Section 3. An attendance record of all Commission and committee meetings shall be kept.

Commented [PP4]: RonR_4:

This should read "An attendance record of all Commission members attending Commission and committee meetings shall be kept.". Citizens attending public meetings cannot be required to sign in or otherwise identify themselves for the purpose of recording their presence.

ARTICLE VI – COUNSEL AND RESEARCH STAFF

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|

Section 1. All inquiries or requests for legal opinions ~~or rulings~~ shall be referred to the Prosecuting Attorney's Office ~~at such times and in such manner as~~ at the direction of the Commission ~~or Executive Committee may decide.~~

Section 2. Questions of review, study, or investigation by the staff of the Commission shall be referred to the staff by a member of the Executive Committee or a majority of the members present at any regular or special meeting of the Commission.

ARTICLE VII – PARTICIPATION BY THE CHAIR

The Chair may discuss any matter as a member and shall be entitled to vote on all matters. On debate on the adoption of proposed Charter provisions section by section, or on the adoption of the amended Charter as a whole, the Chair shall relinquish the Chair while speaking on the question.

ARTICLE VIII – VOTING

Section 1. All votes shall be cast by voice, show of hands, or open roll-call vote. Except for those motions noted within Robert's Rules of Order that require two-thirds vote for passage, and except as otherwise provided for within these Bylaws, a majority vote of the members present shall be sufficient for the adoption of the motion.

Section 2. Any ~~issues-proposed Charter Amendments~~ forwarded to the voters shall require a roll-call vote.

ARTICLE IX – ADOPTION OF PROPOSED AMENDMENTS AND RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS BY THE COMMISSION

Section 1. The following ~~steps must be taken~~ procedure shall be followed by the Charter Review Commission ~~in order to adopt~~ proposed Charter amendments to the Voters.

Step 1: GIVE NOTICE TO COMMISSION: ~~Notice, and a member or Committee shall provide a~~ draft of the proposed Charter amendment, ~~must be given~~ to the Commission at a meeting. ~~that a specific~~ The proposed amendment shall be placed on the agenda considered at the next meeting. (~~Bylaws Art 9, Section 1~~)

Step 2: HOLD MEETING TO CONSIDER AMENDMENT: ~~The CRC adopts specific language for the amendment. The proposed Charter Amendment will be considered by the Commission for their vote. If Once the Commission approves a final version draft of the proposed amendment is approved, the Commission votes shall schedule a final vote at the next regular meeting, whether to send the amendment to the next meeting. This can be done as part of a regular meeting or a special meeting.~~

Step 3: GIVE NOTICE TO PUBLIC: Notice must be given to the public after the meeting at which the Commission approves a final draft of the proposed amendment ~~was considered~~ and three days before the meeting at which the Commissioners will vote. (~~Bylaw Art 9, See 2~~)

Step 4: HOLD MEETING TO ADOPT AMENDMENT: ~~Commissioners vote on whether or not to adopt an amendment, which would send it to the Clallam County Voters. The proposed Charter Amendment shall be placed on the agenda for a roll-call vote by the Commission. A majority vote to approve the proposed Charter Amendment will place it on the ballot for the next statewide general election. Major-The Commission shall make no substantive changes to the underlying content language of an proposed amendment would not be at this meeting, acceptable because major changes would render the public notice void. This can be done as part of a regular meeting or at a special meeting. The vote must be taken as a~~

Commented [PP5]: RonR_5:

I would suggest replacing Step 2 with the following: The Commission, in considering a member or committee proposed amendment, may add to it, or delete from it, or reject it, as the Commission sees fit. If the Commission proceeds with the proposed amendment in any form it shall prepare a final draft for hearing at a subsequent meeting.

Commented [PP6]: RonR_6:

I would suggest replacing Step 3 with the following: "Before the adoption of a proposed amendment, the Commission must hold a public hearing on the final draft of the proposed amendment and give at least 10 days notice to the public of that public hearing."

It should be noted that the commission might not want to vote on a proposed amendment at the meeting where the hearing was held, or for some time afterward, to think more about it.

Three days is too short a time frame for the public to consider a proposed amendment.

~~roll call vote on an individual amendment. Approval requires a majority of the Commission.
(Bylaws Art 8, Sec 2 and Art 9, Sec 2)~~

~~Section 2. Recommendations of t~~The Charter Review Commission may ~~be~~ forward recommendations (Charter 11.10.30)ed to the Clallam County Board of Commissioners by writing if adopted by a simple majority of the Charter Review Commission attending a regular or special meeting. The Commissioners(s) presenting the recommendation on behalf ofn the CRC, may only speak to the recommendation as voted by the CRC unless the Commissioner explains that she/he is expressing their personal opinion.

ARTICLE X – PUBLIC HEARINGS

Section 1. It is the desire of the Commission to hold as many public hearings as reasonable.

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Section 2. The Chair may make public announcements of meetings or public hearings, and may authorize the issuance of fact statements relating to the Commission's work as the Chair may deem necessary.

ARTICLE XII – VACANCIES

Section 1. Vacancies on the Board occurring pursuant to ~~Article XI of~~ the Clallam County Charter shall be declared by the ~~Chair~~Executive Committee.

Section 2. Vacancies shall be filled pursuant to Article XI of the Clallam County Charter. ~~Traditionally, the vacancy has been filled by the candidate who received the next highest number of votes in the election in the district in which the vacancy occurs. If that candidate is unable to serve, the position would be offered to the next candidate(s) down the list sequentially by number of votes.~~

ARTICLE XIII – COMMITTEES

Commented [PP7]: RonR_7:

I would suggest changing this language to :

"Step 4: Voting on Adopting a Proposed Amendment: After the hearing on a final draft of a proposed Charter amendment, it shall be voted on by a roll-call vote of the Commission at any subsequent meeting where it has been placed on the agenda prior to the day of the meeting. A majority vote in favor of the proposed Charter amendment will be required to file such amendment with the Auditor for submission to the voters in the manner required by the Charter. The Commission shall make no substantive changes to the final draft of a proposed Charter Amendment as advertised for a hearing without holding a subsequent hearing. "

Note: Next statewide general election is incorrect. Next statewide general election occurring at least 90 days after filing with the Auditor is the requirement.

Commented [PP8]: RonR_8:

This is not within the powers of the Executive Committee under Article 2, Section 2 and it should not be. Declaring a vacancy is a relatively significant action and should not be done in an Executive Committee meeting without the public notice and availability of a Commission meeting. This should be done by the Chair. Since these bylaws were in effect at our last meeting, I think the Chair should have (and I consider what she did as sufficient) declared the vacancy. I also don't believe the county commissioners have any roll in declaring a vacancy on the charter review commission.

The Commission may establish such standing committees and ad hoc committees as it deems necessary for the proper execution of the Commission's responsibilities. Committees shall have fewer Commission members than a quorum of the Commission. Members of each committee shall elect a Chair from among their own number unless such Chair is named by the Commission.

Committees that are formed as per state law to write "For" and "Against" statements about amendments proposed by the Charter Review Commission which will be included in the Voters Pamphlet, are NOT considered to be committees of the Charter Review Commission even though they may be members of the CRC.

ARTICLE XIV – ORDER OF BUSINESS

There shall be an "Order of Business" (Agenda) established in the rules.

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Adopted: ~~November 12, 2020~~ January 27, 2025

Gores, Loni

From: Richards, Ron
Sent: Thursday, February 6, 2025 9:37 AM
To: Gores, Loni
Subject: Re: Calendar - Working Backwards

Loni,

Just a brief response to Rod Flecks comments on the bylaws. I hope this can end up in the agenda package for next Monday's meeting.

1. To the extent I think Rod is concerned about the rigidity of the proposed bylaws I agree with Rod. This I see as a significant issue requiring significant changes.
2. Rod's concerns with the timing of our work to get proposed amendments on the ballot do not concern me for two reasons:
 2. a) I'm hoping most of our work will be aimed at the 2026 general election which has a deadline for us to file proposed amendments with the auditor of 12/31/25. The coroner issue is all I see as a necessity for the 2025 general election ballot.
 - b) the Charter Review Commission's role is to prepare proposed amendments and file them with the auditor at least 90 days before the general election for which they will be voted on. I would hope any advice we need from the prosecutor for writing proposed amendments is provided before we hold hearings on the proposed amendments. The work the Prosecutor and the Auditor do to get our proposed amendments on the ballot (preparing ballot titles, etc.) is intended to be done in the 90 day period after we file the proposed amendments and before the general election. This is all spelled out in the Clallam County Code.

Ron

4.

From: Gores, Loni <loni.gores@clallamcountywa.gov>
Sent: Wednesday, February 5, 2025 5:07 PM
To: Benedict, Bill <bill.benedict@clallamcountywa.gov>; Boughton, Dee <dee.boughton@clallamcountywa.gov>; Cameron, Ron <ron.cameron@clallamcountywa.gov>; Fane, Alex <alex.fane@clallamcountywa.gov>; Fisch, Susan <susan.fisch@clallamcountywa.gov>; Fleck, Rod <rod.fleck@clallamcountywa.gov>; Gores, Loni <loni.gores@clallamcountywa.gov>; Hodgson, Mark <mark.hodgson@clallamcountywa.gov>; Holy, Christy <christy.holy@clallamcountywa.gov>; Morris, Patti <patti.morris@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>; Pickett, Paul <paul.pickett@clallamcountywa.gov>; Richards, Ron <ron.richards@clallamcountywa.gov>; Stoffer, Jim <jim.stoffer@clallamcountywa.gov>; Tozzer, Jeff <jeff.tozzer@clallamcountywa.gov>; Walde, Cathy <cathy.walde@clallamcountywa.gov>
Subject: FW: Calendar - Working Backwards

Correspondences from Fleck.

"My email address has changed! The new format is Loni.Gores@clallamcountywa.gov Please update my contact card as your earliest convenience, Thank you!"

*Loni Gores
Clerk of the Board
Commissioners Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2256*

From: Fleck, Rod <rod.fleck@clallamcountywa.gov>
Sent: Tuesday, February 4, 2025 8:25 PM
To: Gores, Loni <loni.gores@clallamcountywa.gov>
Cc: Fisch, Susan <susan.fisch@clallamcountywa.gov>
Subject: Calendar - Working Backwards

Good Evening Commissioner Fisch,

From a snow-covered Forks, I wanted to take a moment to send to you and the other Commissioners of this CRC a statement regarding the timing of activities. In the last two meetings, there were references to "getting things on the ballot" and I have to say that I felt that not everyone understood the numerous steps required to make such a thing happen. It is sometimes, based upon serving on four CRCs before this one, worth looking at how to do this by looking backwards from the date ballot resolutions are due for the general election. So, using that approach, here's an example of what such a timeline would look like.

4 Nov 2025 - General Election

5 Aug 2025 - Cut off for Ballot Resolutions

Ballot resolutions need to be drafted and approved by the County Prosecutor's Office and given to the Auditor who is responsible for elections. In the past, there was a deadline by which the Prosecutor's Office needed things from the CRC to have the time to draft and finalize the resolution being voted upon at the general election. I do not have that time in my notes, but let's presume that it is 14 days (not business days). THEN...

23 Jul 2025 - Last day on which CRC can vote on a proposed resolution to go to the November 2025 ballot

If that is a special meeting for final votes - see bylaws Art. IX, Sect 1. - then we would have to

19 Jul 2025 - Notice of the final vote on the proposed amendment

14 Jul 2025 - Meeting to consider amendment - proposed amendment accepted and voted to be considered for sending to the ballot at this meeting.

I would also say set the special meeting for 23 Jul 2025

23 Jun 2025 - Notice is given to CRC with a draft of the proposed amendment that would be considered at the next CRC meeting. Bylaws do not create a 'special meeting' option for this meeting. I believe that that was intentional to make that a regularly scheduled meeting of the CRC.

Late May/early June - Town Hall Meetings - if these are held as part of our regularly scheduled meeting dates then these would have to be on these dates:

9 Jun

27 May (Tuesday - we cannot meet on a federal/state holiday)

12 May

(NOTE - that for the 2026 General election, a similar working backwards schedule can be created from working back from 31 Dec 2025. We did this in past CRCs and as Commissioner Stouffer noted - last CRC we worked through December.)

From my previous experience, April, May and June were spent by small working committees developing proposed amendments in tandem to the regularly scheduled meetings. These committees usually arose out of CRC members identifying the Charter Articles that they wanted to have "open" for consideration and review. Sometimes discussions occurred in April regarding specific aspects of the Articles and what changes the previous two months (Feb/Mar) brought to light. Specifically, we developed a list of topics for review for amendments from brief interviews/discussions with County electeds, public comment, and public hearings.

I believe we need to lay out a timetable for how amendments will be moved forward to the ballot. I would ask you to ask the County Prosecutor for the deadline they have to receive proposed amendments from the CRC for the development of the official ballot resolution for 2025's general election. With that date, we could quickly put together a "working backwards."

I hope this is seen as helpful.

See you next week.

Rod Fleck

Gores, Loni

From: Gores, Loni
Sent: Thursday, February 6, 2025 3:41 PM
To: Benedict, Bill; Boughton, Dee; Cameron, Ron; Fane, Alex; Fisch, Susan; Fleck, Rod; Hodgson, Mark; Holy, Christy; Morris, Patti; Noble, Chris; Pickett, Paul; Richards, Ron; Stoffer, Jim; Tozzer, Jeff; Walde, Cathy
Cc: Gores, Loni
Subject: Mark Nichols Presentation 2/10/25
Attachments: Overview of My Time as Coroner .pptx; Coroner Administrative Tasks.pdf

Attached are additional documents from Mark Nichols for his presentation at the CRC meeting this coming Monday.

"My email address has changed! The new format is Loni.Gores@clallamcountywa.gov Please update my contact card as your earliest convenience, Thank you!"

*Loni Gores
Clerk of the Board
Commissioners Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2256*

Nichols, Mark

From: Wojnowski, Christi
Sent: Thursday, February 6, 2025 11:31 AM
To: Nichols, Mark
Subject: Coroner Administrative Work

Document was submitted after the agenda and packet were posted on

mark nichols
Presentation to CRE
added to packet
2/6/25 @ 3:50pm

Below are the tasks completed by myself and/or the assigned legal assistant prior to having coroner division staff:

- Taking death calls during business hours.
- Creating cases in MDI-Log. Updating as new information is received:
 - Additional case/scene details
 - Next of kin information
 - Upload law enforcement reports, medical records, and other documents
 - Input specific information for autopsy and assign pathologist
 - Document communications
 - Complete additional forms for special designated circumstances (suicides, overdoses, firearms, etc)
- Communicate with law enforcement
- Communicate with family
- Communicate with funeral home
- When applicable, communicate with the pathologist to schedule an autopsy. Forward necessary information and law enforcement reports.
- Prepare toxicology forms and pick up samples to send to tox lab
- Update case when receive tox reports
- Update case when receive autopsy reports
- Send autopsy reports to next of kin (if requested)
- Coordinate autopsy with law enforcement and prosecutor's office in event of homicide (or other potential criminal charges)
- Sign death certificates
- Submit to state twice a year for autopsy reimbursement
- Work with law enforcement, the King County Medical Examiner's Office, and the WA Department of Archaeology & Historic Preservation when human remains are discovered.
- Purchase supplies and uniforms.
- Pay invoices.
- Participate in training/conferences to stay current on state law and best practices.
- Find pathologists to work with. Create and update MOU's between Clallam County and the pathologist.
- Work with other offices (KCMEO, TCCO, Seattle Children's) for autopsy services. Complete any contracts/paperwork required of their offices.
- Shepherd MOU's, contracts, and budget modifications through the county process, including attending BOCC work sessions.
- Create/update/maintain Standard Operating Procedures.
- Send monthly reports to internal departments (District Court and Auditor's Office)
- Participate in Clallam County Emergency Operations/Mass Fatality planning
- Maintain statistics and post to county website
- Report overdose death information to the county in their form and the state through their form
- Work with the SUDC foundation to prepare free brochures of resources to have available to families who lose their infant
- Process indigent remains requests.

Developed by Mark Nichols
Clallam County Prosecuting Attorney

AN OVERVIEW OF MY TIME AS COUNTY CORONER



Outline

- 
- I. WA's Medicolegal Death Investigation System
 - II. Coroner's Legal Authority
 - III. Core Functions
 - IV. Standards and Accountability
 - V. Clallam County Coroner's Office
 - VI. Important Considerations

Washington's System

- Washington's death investigation system is county based. (Some states have centralized or district-based systems.)
- Utilizes a combination of coroners and medical examiners.

Legal Authority

- Chapter 36.24 RCW, "County Coroner"
- Chapter 68.50 RCW, "Human Remains"
- Chapter 70.58A RCW, "Vital Statistics"
- Chapter 3.45 CCC, "Disposition of Remains of Indigent Persons"

Core Functions

- Determine cause and manner of death
- Scene investigation
- Take custody of the body
- Make positive identification of the deceased
- Locate and notify next of kin
- List decedent's effects
- Complete death certificates

Standards and Accountability

- The legislature adopted training and accreditation requirements for coroners in 2021
 - Chapter 43.101.480 RCW, "Medicolegal forensic investigation training required for coroners and medical examiners—Exceptions"
 - Chapter 139-27 WAC, "Medicolegal forensic investigation training and certification"
 - Chapter 36.24.210 RCW, "Accreditation required"
- Training and certification and accreditation are overseen and monitored by the Washington State Criminal Justice Training Commission and the state treasurer's office.

Clallam Coroner's Office Staffing

- "The Prosecuting Attorney will serve as ex-officio coroner without extra compensation".
 - Clallam County Home Rule Charter, Article IV, Section 4.20: Powers and Duties.
- In all cases where the duties of any county office are greater than can be performed by the person elected to fill it, the officer may employ deputies and other necessary employees with the consent of the board of county commissioners.
 - RCW 36.16.070, "Deputies and employees."

Pre 2022 Staffing

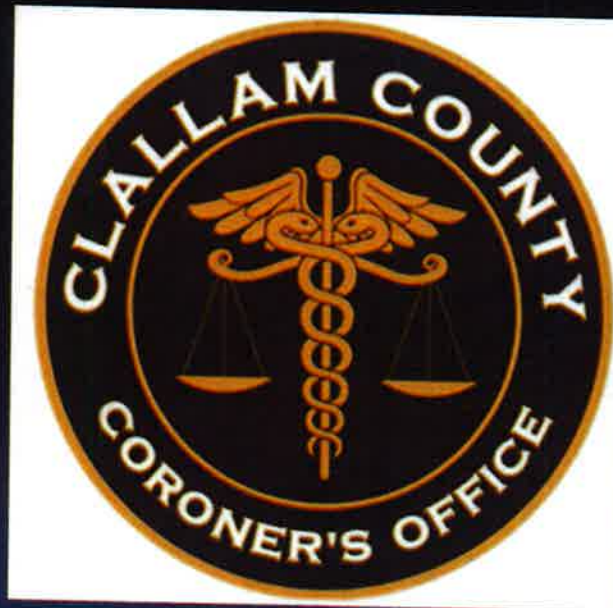
- The Elected Prosecutor/Ex-Officio Coroner
- The prosecuting attorney's office manager, approximately 10 deputy prosecuting attorneys, and numerous local law enforcement were deputized as coroners
- Contracted board-certified forensic pathologist performed examinations and autopsies
- Washington State Department of Archaeology and Historic Preservation handled non-forensic human remains

2022 – 2024 Staffing

- The Elected Prosecutor/Ex-Officio Coroner*
- The prosecuting attorney's office manager was deputized as a coroner*
- The county funded two standalone deputy coroner positions*
- Contracted board-certified forensic pathologist performed examinations and autopsies
- Washington State Department of Archaeology and Historic Preservation handled non-forensic human remains
 - *Individuals in these positions were all trained and certified in forensic medicolegal death investigation

Other Developments

Adoption of a coroner's office insignia



Other Developments

Acquisition of a coroner's office vehicle



Other Developments

- Ongoing training for forensic medicolegal death investigators
- Design and acquisition of coroner's uniform
- Implementation of MDILog (a web application that allows death investigators to submit death scene investigation reports online)
- Implementation of the Washington Health and Life Event System (WALES) (a web application used to register deaths in Washington State)

Day to Day Considerations

- A 24/7/365 county-wide function that requires on call work outside of courthouse hours
- Work is unpredictable (timing of death is usually unpredictable)
- Scene response can be time consuming, depending on where death occurs
- Scene investigation varies in complexity, depending on what happened
- There is a significant amount of administration that occurs behind the scenes. (See attached email for specifics.)

Important Considerations

- The coroner will be required to play a significant role in the event of mass casualty incidents.
- Consider what will happen in the event of a major earthquake, accident involving a school bus, a mass shooting, etc.
- Few people think these events will impact their community, until they do.

Important Considerations

- Coroners are exposed to trauma by virtue of their work.
- Organizational support should focus on the provision of adequate personnel to staff a 24/7/365 county-wide operation, critical incident stress de-briefing, counseling benefits and mandated time off for employees.
- The legislature amended state law in 2021 to include coroners within the definition of “first responder” which helps.
 - See RCW 70.54.430 (6) (b), “First responders—Emergency response service—Contact information”



Gores, Loni

From: Morris, Patti
Sent: Thursday, February 6, 2025 5:17 PM
To: Gores, Loni
Subject: Charter Review Committees Recommendation

Loni, can you please send this out to our Chair and all Commissioners?

I would like to recommend that when a Charter Committee is recommended and certain individuals volunteer for the Committee that the participants are noted and a Chair is chosen to coordinate with the other participants on meeting time, location, topics, for discussion, etc.

It appears there is some confusion on who is to coordinate the meeting and who is serving on the committee.

I feel this would eliminate confusion and better streamline the process.

Thanks, Patti

Gores, Loni

From: Slip Point Lighthouse Keepers <slippointlighthousekeepers@gmail.com>
Sent: Friday, February 7, 2025 7:30 AM
To: Gores, Loni
Subject: Re: Charter Review Commission Meeting Notices 2-7-25

Good morning Loni,
I'm hearing from Clallam Bay locals that this meeting 12noon time doesn't work for working community members that would like to attend these meetings. I also work today so I can't attend. I wanted to voice this time change for future community meeting to be changed to a later time in the day. 5:30pm would probably work better for our working community members 🙄

Thank you,
Sarah Grafstrom VP
Slip Point Lighthouse Keepers

On Wed, Feb 5, 2025 at 3:54 PM Gores, Loni <loni.gores@clallamcountywa.gov> wrote:

Attached are Charter Review Commission Meeting notices to be held in Clallam Bay on February 7, 2025.

"My email address has changed! The new format is Loni.Gores@clallamcountywa.gov Please update my contact card as your earliest convenience, Thank you!"

Loni Gores

Clerk of the Board

Commissioners Office

223 East 4th Street, Suite 4

Port Angeles, WA 98362

Phone: 360-417-2256

Gores, Loni

From: Nina Sarmiento <nsarmie2@gmail.com>
Sent: Friday, February 7, 2025 6:12 PM
To: Gores, Loni
Cc: Fisch, Susan; ronaldnrichards@gmail.com; Benedict, Bill; Stoffer, Jim; Tozzer, Jeff; Fane, Alex; Cameron, Ron; Morris, Patti; Noble, Chris; Pickett, Paul; Fleck, Rod; Hodgson, Mark; Holy, Christy; Walde, Cathy
Subject: Charter Review Commission Vacancy Notice
Attachments: Charter Review Letter of Intent.pdf

Some people who received this message don't often get email from nsarmie2@gmail.com. [Learn why this is important](#)
See attached letter of intent. Thank you.

Nina Sarmiento
Nsarmie2@gmail.com
(914) 837-8772

February 7th 2025

Dear members of the Charter Review Commission,

I am writing to express my interest in being considered for the district 3 vacancy on the Charter Review Commission. I understand this letter is being received some hours past the deadline of 12 pm on February 7th, however for these reasons I urge you to consider me as a candidate for the position.

1. I was unable to find the public notice requesting letters of intent by February 7. This notice did not appear on the latest news on the Clallam County website, nor on the Charter Review website. However, other Charter Review committee notices for February 7th had been posted. I was checking the website everyday for the past week in anticipation of a vacancy notice. Nor could I find information in the Jan 27th meeting notes. Someone sent me a picture of the notice that was posted on a personal Facebook page, which is how I learned about this request, but still do not know where it was publicly posted.
2. I received the next highest number of votes in the district three Charter Review election on Nov 5th 2024, (3,768 votes or 10.01% of total votes). This accurately reflects the district's desire for me to represent them on this commission over the other candidates on the ballot.
3. I believe I can contribute valuable skills and perspectives to this commission to help this team best fulfill their responsibility to those that they serve. As I expressed in my candidate statement, I am passionate about ensuring this county is a great place to live for future generations. My age, socioeconomic status, education, and employment as a tour guide make me the type of candidate that is seldom represented in public service, but I believe is needed to represent the diversity of the county.
4. I am prepared to take on the responsibility of being a member of this commission, as I was when I ran for this position in 2020. This includes catching up on the information I missed from previous meetings, attending the bimonthly meetings and additional meetings, working with committee members to review and discuss relevant topics, and furthermore dedicating myself to the demands of this position.

Thank you for considering this letter.



Nina Sarmiento

Nsarmie2@gmail.com

(914) 837-8772

Gores, Loni

From: Richards, Ron
Sent: Saturday, February 8, 2025 2:06 PM
To: Gores, Loni
Cc: Fisch, Susan
Subject: Charter Review Amendments

Hi Loni,

Knowing how overworked you must be in having to do two jobs (County Commissioner Clerk and CRC Clerk) I hate to write you this email. But I can wait a week or so for a response so please just fit this in when you can. And please note some of what I say below is to indicate a problem that if corrected would make your job easier. I'm including this to try and frame the issue so it can be addressed by the CRC, the Prosecutor, and the Auditor. And let me explain, I need this information to learn the exact history of charter provisions before I propose new amendments to certain sections of the charter.

What I am asking for are copies of the actual amendments that have been passed by previous charter review commissions. As an example, here is a reference to Section 6.10 of the County Charter as it appears at [Art. VI Administrator | Clallam County Charter](#) :

Section 6.10: Administrator.



The Commissioners shall appoint an Administrator, selected on the basis of his or her executive experience and professional administrative qualifications, to carry out the administrative responsibilities of the county. He or she need not, at the time employment commences, be a resident of the county or state. No member of the Board of County Commissioners shall, during the time for which he or she was elected, be chosen Administrator. The Commissioners shall, by ordinance, establish his or her contract or terms of employment, including compensation. In the case of absence or disability of the Administrator, the Commissioners may delegate some qualified person to perform the duties of the office during such absence or disability. Employment of an Administrator shall not be construed as changing the relationship of the Commissioners or other elected officials to their constituents, nor the relationship of the Commissioners to other elected officials. (Amendment proposed by the Charter Review Commission and approved by the voters November 7, 1989. Amendment proposed by the Charter Review Commission and approved by the voters November 5, 2002.)

You will note Section 6.10 has been amended twice, once in 1989 and once in 2002. But unlike Clallam County Code amendments that are available by clicking on a link below the code provisions on the Internet, the actual language for charter amendments is not available below the charter provisions on code.

What I need is the amendment itself as passed by the CRC and filed with the auditor showing the changes made by striking through text to be deleted and underlining text to be added. What I have received from you, unless I am missing something, are pro and con statements, ballot titles, and explanatory statements. I know this is not your fault Loni, but none of these documents are what the charter review commission is tasked with making. These are the responsibility of the Auditor, the Prosecutor, and committees appointed by the County Commissioners to make pro and con statements. The CRCs job, and your job too, would be made easier by just preparing and tracking the proposed amendments.

The following shows how, for example, the Ethics part of the Clallam County Code is shown on the Clallam County Code Internet site:

Chapter 3.01 ETHICS



Sections:

- 3.01.010 Purpose.**
- 3.01.020 Definitions.**
- 3.01.030 Code of ethics.**
- 3.01.040 Financial disclosure.**
- 3.01.050 Administration of reports.**
- 3.01.060 *Repealed.***
- 3.01.070 Severability.**
- 3.01.080 Effective date.**

SOURCE: ADOPTED:

Ord. [78](#)  12/13/77

AMENDED ADOPTED:
SOURCE:

Ord. [105](#)  02/20/79

Ord. [131](#)  05/05/81

Ord. [132](#)  05/19/81

Ord. [360](#)  10/24/89

Ord. [796](#)  06/06/06

Ord. [873](#)  05/31/11

By clicking "Ord. 360", for example, one can see exactly how Ordinance No. 360 amended the Ethics provisions of the Clallam County Code. What we really need is the same capability to see exactly how Charter provisions were amended by proposed Charter amendments passed by the voters. If this capability existed, and it should be relatively easy if the proposed Charter amendments can be found, I would not have to be asking you for copies of those Charter amendments.

Please give me a call if any of this needs to be better explained.

And thank you for your help,

Ron

Gores, Loni

From: Ron Richards <ronaldrichards@gmail.com>
Sent: Sunday, February 9, 2025 12:18 AM
To: Susan Fisch
Cc: Gores, Loni
Subject: Vacancy Filling Charter Amendment
Attachments: Firat Revised Proposed Resolution Vacancy Amendment.pdf

Hi Susan,

Attached is a revised version of my proposal to amend the charter to change the way a vacancy on the CRC is filled. The only change in this revised version of my proposal is to the way the words to be deleted from the charter by the amendment are shown, and to the way the underlining and cross outs are explained beneath the amendment. This is to conform to the following language in **RCW 29A.32.080**:

"Statewide ballot measures that amend existing law must be printed in the voters' pamphlet so that language proposed for deletion is enclosed by double parentheses and has a line through it. Proposed new language must be underlined. **A statement explaining the deletion and addition of language must appear as follows: "Any language in double parentheses with a line through it is existing state law and will be taken out of the law if this measure is approved by voters. Any underlined language does not appear in current state law but will be added to the law if this measure is approved by voters."**

Although this statute refers to statewide ballot measures, RCW 29A.32.241, copied below, requires the local voters' pamphlets to include the text of each measure submitted to the voters, and RCW 29A.32.210, copied below, requires the format of any local voters' pamphlet to comply with the provisions of Chapter RCW 29A.32. It's safe to say this provision requires the double parentheses, the underlining, and the strikeouts required by RCW 29A.32.080.

I would request that this proposed amendment be presented to the CRC once our bylaws and rules have been agreed on and have established the procedure to be followed in proposing an amendment.

One other issue should be addressed here. As seen from the excerpts from the 2020 Clallam County Voters' Pamphlet copied below, Clallam County has not been publishing the text of the proposed charter amendments in the local voters' pamphlet. This is in direct conflict with the provisions of RCW 29A.32.241 and can very much stand in the way of our voters getting a clear understanding of what a proposed charter amendment does. We should attempt to have Clallam County come into compliance with state law in this respect.

Ron

RCW 29A.32.210

Duty to print and distribute—Contents—Format. (Effective January 1, 2025.)

Before any primary or general election, or any special election held under RCW [29A.04.321](#) or [29A.04.330](#), each county auditor shall print and distribute a local voters' pamphlet. The pamphlet shall provide information on all measures and candidates appearing on ballots within that county. **The format of any local voters' pamphlet shall, whenever applicable, comply with the provisions of this chapter regarding the publication of the state candidates' and voters' pamphlets.**

[[2024 c 78 s 7](#); [2020 c 337 s 6](#); [2013 c 11 s 38](#); [2003 c 111 s 813](#); [1984 c 106 s 3](#). Formerly RCW [29.81A.010](#).]

RCW [29A.32.241](#)

Contents. (Effective January 1, 2025.)

(1) The local voters' pamphlet shall include but not be limited to the following:

(a) Appearing on the cover, the words "official local voters' pamphlet," the name of the jurisdiction producing the pamphlet, and the date of the election or primary;

(b) A list of jurisdictions that have measures or candidates in the pamphlet;

(c) Information on how a person may register to vote and obtain a ballot;

(d) Candidate statements and photographs;

(e) **The text of each measure** accompanied by an explanatory statement prepared by the prosecuting attorney for any county measure or by the attorney for the jurisdiction submitting the measure if other than a county measure. All explanatory statements for city, town, or district measures not approved by the attorney for the jurisdiction submitting the measure shall be reviewed and approved by the county prosecuting attorney or city attorney, when applicable, before inclusion in the pamphlet;

(f) The arguments for and against each measure submitted by committees selected pursuant to RCW [29A.32.280](#); and

(g) A list of all student engagement hubs in the county as designated under RCW [29A.40.180](#).

(2) The county auditor's name may not appear in the local voters' pamphlet in an official capacity if the county auditor is a candidate for office during the same year. The auditor's name may only be included as part of the information normally included for candidates.

[[2024 c 78 s 9](#); [2020 c 208 s 12](#); [2016 c 83 s 2](#); [2011 c 10 s 29](#); [2004 c 271 s 123](#).]

Clallam County Home Rule Charter

Proposed Amendment No. 4

County Commissioners Elected Countywide

The Clallam County Charter Review Commission proposes an amendment to the Clallam County Home Rule Charter, concerning the election of County Commissioners. This amendment would change the system of electing County Commissioners to a system in which County Commissioners will be nominated by district and elected by the voters countywide.

Should this amendment be:

☐ Approved

☐ Rejected

Explanatory Statement

Written by **Elizabeth Stanley**, Clallam County Deputy
Prosecuting Attorney

The Clallam County Home Rule Charter provides that County Commissioners are nominated and elected solely by voters of each district. The amendment, if adopted, would result in County Commissioners being nominated by district in a primary election and then elected by voters countywide in a general election.

Arguments For and Against this measure are on next page →

The Clallam County Auditor is not responsible for the content of statements or arguments (WAC 434-381-180).

Argument For

It is time to return to the system (used since the charter started) of nominating County Commissioners in *their* district primaries then voting *county wide* in the general election.

Since 2015, Commissioners have been elected by district only. This has resulted in the election of commissioners by a small minority of county voters. Of the current County Commissioners, one commissioner earned 13% of all votes cast in their election, another 17% and the third 24%. The result is that we have Commissioners elected by a few voters making decisions for 100% of us. A commissioner does not have to answer at the ballot box to 2/3's of the county's voters for their county wide decisions.

Opponents argue that uniqueness of districts deserve their "own" commissioner. District boundaries change after each census. State and federal representatives are voted district only but State representative is one of 98 and Federal one of 435. Far different than one of only three.

Possible lawsuits under the Washington Voters Right Act of 2018 have been mentioned. Since 2018 we elected a Port commissioner county wide with no legal challenges. Under RCW 36 all other non-charter counties, some with more diverse populations than Clallam, elect County Commissioners county wide.

It is time to return to having your "own three" commissioners rather than your "own one" commissioner. Voters of Clallam County twice rejected the district only system, it is time to reject it again. For the good of the whole county please vote Yes.

Written by

Jim Stoffer, Mary Doherty and Norma Turner,
members of the Charter Review Commission

Contact: jstoffer@co.clallam.wa.us

Argument Against

You already voted to make each Commissioner elected by district.

Five years ago, nearly 63% of you voted to make each county commissioner responsible to you the voter of their district. Now, against public opinion, the proponents want you to go back to "the way it used to be." They think: (1) you got it wrong in 2015; and, (2) you the voter didn't know what you were voting for. Reject their argument again by rejecting their proposed charter amendment.

Voting by District is Fair, Equitable, and Legislatively Encouraged.

In 2015, you the voters joined the effort to make local elections fair and equitable. Three years later, our state adopted the Washington Voters Right Act that encouraged election by district of local officials preventing one larger group using an election countywide scheme to override and quiet the voices of our smaller, unique communities. The proponents weren't able to gain control of the Board of Commissioners by district, so now they have proposed this amendment. An idea you rejected in 2015, including every single precinct in the City of Port Angeles. It was also rejected by over 50% of the respondents to the survey the proponents wrote and pushed out to the public earlier this year.

Our Board of Commissioners all work for their district and their county. Same for our state legislators and our members of Congress. Reject this backwards looking amendment. Doing so keeps our elections fair and equitable as encouraged by state law.

Written by

Rod Fleck, David Lotzgesell and Joseph Murray,
members of the Charter Review Commission

Contact: rfleck@co.clallam.wa.us

Clallam County Home Rule Charter

Proposed Amendment No. 5

Appointment of Director of Department of Community Development

The Clallam County Charter Review Commission proposes an amendment to the Clallam County Home Rule Charter concerning the appointment of the Director of the Department of Community Development. The amendment would remove the Director of the Department of Community Development from elected county officials, thus returning it to an appointed position. The amendment shall become effective at the end of the elected Director of the Department of Community Development's term.

Should this amendment be:

☐ Approved

☐ Rejected

Explanatory Statement

Written by **Elizabeth Stanley**, Clallam County Deputy Prosecuting Attorney

The Clallam County Home Rule Charter currently states that the Director of the Department of Community Development (DCD) is an elected county official. This amendment would make the position an appointed position. The DCD Director would be appointed by the Board of County Commissioners. This change would take effect at the end of the current Director's term.

Arguments For and Against this measure are on next page →

The Clallam County Auditor is not responsible for the content of statements or arguments (WAC 434-381-180).

Argument For

For most citizens their investment in land and home is the biggest one they ever make. Consistent land use rules assures you this investment will be protected. Changing the head of Department of Community development every four years undermines such consistency. Land use decisions should not be politicized. Public interest overall should be the goal not what an elected official "owes" a campaign donor or supporter. Forcing this position to be elected mandates a political spin every decision made and transparency and appearance of fairness in decision making is significantly comprised. Having an elected DCD has led to actions being filed against the County incurring thousands of dollars in costs to county taxpayers. Clallam County deserves the most qualified Director of Community Development possible. One chosen based on qualifications based on education, experience and job knowledge and abilities. Just as in your daily life you use qualifications to help choose medical, legal, contractors and others for help and services. We should do the same for our DCD Director. Every jurisdiction in the nation appoints this position. For decades our county had an appointed Director of DCD like every jurisdiction in the U.S. The position is purposefully non-political everywhere but here. We should join with the thousands of other governmental bodies and return this position to one of appointment. You deserve the best possible Director of Community Development and not be required to settle for a "good enough" politician. Vote Yes on Amendment #5.

Written by

Patti Morris, Nina Richards and Mary Doherty,
members of the Charter Review Commission

Contact: pmorris1@co.clallam.wa.us

Argument Against

Three times now you the voters have chosen to have the Department of Community Development (DCD) Director an elected position. You made that person directly accountable to you. You knew what that meant in 2002, again in 2007, and again in 2015. You still know what it means to have that position elected and accountable every four years to you. You voted to decide who would be in charge of the County's land use policies, plans and related activities – things that affect your home, your business, or your job. Every four years, that person has to account to you for their actions and await your decision on election night.

The proponents want this position to be appointed and controlled by the County Commissioners. They have failed to: 1. Explain what "is broken" with the change you made to the Charter and kept three times; 2. Identify how a Commissioner-appointed Director would be accountable to you; 3. Explain how the Director is any different from other elected officials needing very technical expertise such as the Sheriff, Auditor, Treasurer and Assessor; and; 4. Explain what more than a majority of the voters "got wrong" three times at the polls.

Three times so far you have told a group of political-insiders that you know having someone elected means having someone accountable to you. They keep saying you don't understand those decisions. Show them again, for a final time, that you want your officials accountable to you the voter. Reject Charter Amendment No. 5.

Written by

Rod Fleck, member of the Charter Review Commission

Contact: rfleck@co.clallam.wa.us

Clallam County Home Rule Charter

Proposed Amendment No. 6

Signatures Required for Petitions

The Clallam County Charter Review

Commission proposes an amendment to the Clallam County Home Rule Charter, concerning the number of signatures required for an initiative petition to repeal the Charter. The amendment would change the number of signatures required to file an initiative petition for repeal of the Charter from 35% to 20% of the number of voters who voted for the office of governor in the last statewide election.

Should this amendment be:

☐ Approved

☐ Rejected

Explanatory Statement

Written by **Elizabeth Stanley**, Clallam County Deputy
Prosecuting Attorney

The Clallam County Home Rule Charter provides that an initiative to repeal our Charter requires signatures from 35% of the number of voters who voted for the office of governor in the last statewide election. The amendment would lower the number of signatures required to 20% of the number of voters who voted for the office of the governor in the last statewide election.

Arguments For and Against this measure are on next page →

The Clallam County Auditor is not responsible for the content of statements or arguments (WAC 434-381-180).

Argument For

This amendment reduces the number of registered voters' signatures required to place on the ballot an initiative for Charter repeal from 35% to a more reasonable number of 20%. If you wanted to place an initiative on the ballot now, you would have to collect 13,811 signatures which is 35% of the 39,462 voters who voted for the office of governor in the last statewide election. With this amendment, you would only have to collect 7,892 signatures, which is 20% of 39,462.

All other Home Rule Charter Counties require 20%. No other initiative in our Charter requires more than 20%. Our charter requires 3% to place an ordinance on the ballot and 10% to place a referendum on the ballot to repeal an enacted ordinance. Only 8% is required to place an initiative on the state ballot.

This is an issue of fairness for you, the voter. If you ever collected signatures for an initiative, you know that it takes a lot of time and effort to collect signatures. It would be extremely difficult to collect 13,811 (35%) without using paid signature gatherers.

This amendment makes it easier for citizens the exercise their right to put a proposal for repeal of the Charter on the ballot. Once on the ballot, voters can vote for or against it. The Charter Review Commission is prohibited from proposing the repeal of the Charter. Vote Yes on this amendment.

Written by

Tony Corrado, Sue Erzen and Candace Pratt,
members of the Charter Review Commission

Contact: tcorrado@co.clallam.wa.us

Argument Against

Vote "No":

Clallam County was the second, out of 7 counties in Washington State to successfully adopt Home Rule Charter as its form of governance, in 1977. Twelve other counties have tried to accomplish this, once or twice, without success.

Because of that choice, we have our own Charter, or Constitution, which gives more voice and self-determination to the people of our county. The Charter, itself, provides the means for periodic review and revision. There are many ways to amend it rather than the dramatic change of eliminating the Charter all together.

The title of this amendment is somewhat deceiving.

This proposal is not about the number of signatures required for all petitions, it is specifically about the percentage of voters required to repeal our Charter.

During the time when COVID19 prevented meetings and meaningful public engagement, proponents of this amendment authored a survey, asking about making it easier to get rid of our County's Charter. Most wanted to keep it at what it currently is and the combined majority wanted it to be more than the proposed 20%. There's been no talk of undoing our Home Rule Charter, but apparently some think we should make it easier to do just that.

To make such a major proposal that could impact the governance of our County, without robust public discussion and debate, is irresponsible and not in the best interest of our residents nor our County. Vote "No" to this proposal, which is unneeded and unwanted.

Written by

Therese J. Stokan, member of the Charter Review Commission

Contact: tstokan@co.clallam.wa.us

2025
Clallam County Charter Review Commission

Resolution Number _____

The Clallam County Charter Review Commission elected by the voters of Clallam County for the year 2025 finds that:

1. Article XI, Section 11.10, Sub-section 11.10.20, of the Clallam County Charter provides for the filling of a vacancy on the Charter Review Commission after notice is given to the residents of the Commissioner District in which the vacancy occurred.
2. Prior Charter Review Commissions have adopted the practice of filling a vacancy by appointing the person who received the next most votes compared to the votes cast for the sitting members of the commission at the time of the vacancy.
3. Providing notice as referred to in Paragraph 1, above, suggests that appointments will be considered without regard to a person's status as having been a Charter Review Commission candidate.
4. Ignoring qualified applicants to fill the vacancy because they had not run for the Charter Review Commission because of the practice referred to in Paragraph 2, above, can fairly be interpreted as misleading potential appointees into thinking they had a chance of being appointed to the commission, when in practice they did not.
5. Filling a vacancy with a person who had been a candidate, however, has the benefit of rewarding those who had exhibited a great interest in being on the Charter Review Commission by making the effort to run, complying with the various election laws and reporting requirements, and allowing the voters to judge the candidate. The closer these people had come to being elected to the commission the more their appointment would represent the will of the voters.
6. Amending Article XI, Section 11.10, Sub-section 11.10.20, as set forth below, will avoid misleading potential appointees into thinking they had a chance of being appointed to the commission if they do not, and will retain the benefits of the past practice of appointing people who were candidates for the commission.

Therefore, the 2025 Clallam County Charter Review Commission hereby proposes that Article XI – CHARTER REVIEW, AMENDMENT AND REPEAL, Section 11.10: Charter Review Commission, Sub-Section, 11.10.20: Vacancy, be amended to read as follows:

11.10.20: Vacancy

Any vacancy on the Commission shall be filled by the remaining members of the Commission within 30 days. The persons receiving the sixth and seventh most votes for the charter review commission in a commissioner district shall be offered, in order, the opportunities to fill the first two vacancies to occur in that commissioner district. For any vacancy not filled in this manner, ((provided that,)) within ((+4)) 10 days of the declaration of a vacancy, 10 days notice shall be given to the residents of the district in which the vacancy occurs in such manner as the Commission in its discretion ((s))deems advisable((-)), a n d t h e r e a f t e r, ((S)) selection of the person to fill the vacancy shall be from those applicants residing in the district in which there is a vacancy by simple majority vote of the Commission.

Any language in double parentheses with a line through it is existing Clallam County Charter language and will be taken out of the Charter if this measure is approved by voters. Any underlined language does not appear in current Clallam County Charter language but will be added to the Charter if this measure is approved by voters

Further, the 2025 Clallam County Charter Review Commission, pursuant to Article XI, Sub-Sections 11.20.10 and 11.20.20 of the Clallam County Charter, calls for this Resolution, and the Charter amendment hereby proposed, to be filed with and registered by the Auditor, and for the Charter amendment hereby proposed to be submitted to the voters at the next statewide general election occurring at least 90 days after registration of the proposed amendment by the Auditor.

This Resolution is passed and approved on this _____ day of _____, 2025, by the 2025 Clallam County Charter Review Commission.

Susan Fisch, District 1 Commissioner, Chair

Bill Benedict, District 1 Commissioner

Ron Cameron, District 2 Commissioner

Alex Fane, District 1 Commissioner

Rod Fleck, District 3 Commissioner

Mark Hodgson, District 3 Commissioner

Christy Holy, District 3 Commissioner

Patti Morris, District 2 Commissioner

Chris Noble, District 2 Commissioner

Paul Pickett, District 2 Commissioner

Ron Richards, District 2 Commissioner

Jim Stoffer, District 1 Commissioner

Jeff Tozzer, District 1 Commissioner

Cathy Walde, District 3 Commissioner

Gores, Loni

From: Gores, Loni
Sent: Monday, February 10, 2025 9:29 AM
To: ronaldnrichards@gmail.com
Cc: Nina Sarmiento; Fisch, Susan; Benedict, Bill; Stoffer, Jim; Tozzer, Jeff; Fane, Alex; Cameron, Ron; Morris, Patti; Noble, Chris; Pickett, Paul; Fleck, Rod; Hodgson, Mark; Holy, Christy; Walde, Cathy
Subject: RE: Charter Review Commission Vacancy Notice

Ron,

The deadline to submit the letter of intent was February 7, 2025. When talking with the Chair a deadline at 12 p.m. was selected because during the CRC meeting it was questioned if having it on February 7 was time enough for me to get the letters of intent forwarded to the CRC members before the Monday, February 10 meeting. That is why 12 p.m. was selected.

The notice was posted on the County website. I'm sorry that you couldn't find it. During all our emails and phone calls last week you not once mentioned you couldn't find it. I encourage you to contact me if you have trouble navigating the website.

In addition to the website the notice was sent to the press/media (papers and radio stations), the legal notices in the papers, and the Forks Forum was kind enough to put on their Facebook page as well. It was posted in the Sequim Gazette on 2/5/25 page A4, Forks Forum 2/6/25 page 7 and PDN 1/29/25 & 1/30/25 pages B5 & B6.

As I mentioned in my email below, I assume the CRC will be discussing during an upcoming meeting. It is not my decision to accept or deny the letters of intent. I just forward to the CRC as directed.

CRC Members,

Just a reminder to not **reply all** when responding to emails. If you send directly to me, I will forward to the Commission as an FYI. We need to be careful to follow the OPMA requirements.

Loni

"My email address has changed! The new format is Loni.Gores@clallamcountywa.gov Please update my contact card as your earliest convenience, Thank you!"

*Loni Gores
Clerk of the Board
Commissioners Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362*

Phone: 360-417-2256

From: Ron Richards <ronaldrichards@gmail.com>

Sent: Monday, February 10, 2025 8:36 AM

To: Gores, Loni <loni.gores@clallamcountywa.gov>

Cc: Nina Sarmiento <nsarmie2@gmail.com>; Fisch, Susan <susan.fisch@clallamcountywa.gov>; Benedict, Bill <bill.benedict@clallamcountywa.gov>; Stoffer, Jim <jim.stoffer@clallamcountywa.gov>; Tozzer, Jeff <jeff.tozzer@clallamcountywa.gov>; Fane, Alex <alex.fane@clallamcountywa.gov>; Cameron, Ron <ron.cameron@clallamcountywa.gov>; Morris, Patti <patti.morris@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>; Pickett, Paul <paul.pickett@clallamcountywa.gov>; Fleck, Rod <rod.fleck@clallamcountywa.gov>; Hodgson, Mark <mark.hodgson@clallamcountywa.gov>; Holy, Christy <christy.holy@clallamcountywa.gov>; Walde, Cathy <cathy.walde@clallamcountywa.gov>

Subject: Re: Charter Review Commission Vacancy Notice

Hi Loni:

I do hope we can discuss this vacancy application issue at tonight's meeting. I was actually quite surprised at the short time frame for submitting letters of intent in the notice because of the motion I had remembered seconding. The draft minutes regarding the motion for the notice actually state the motion as I remember it:

Fleck original motion:

ACTION TAKEN: Fleck moved to empower the Clerk to publish a notice to the Peninsula Daily News, Forks Forum, Radio Stations, County website and other locations the County typically advertises including the vacancy position, district and letter of intent by February 7, 2025, Richards second, motion passed
(14 voted in favor of)

So, the notice was to be published by February 7 to give us time to receive applications in time for the special meeting on the 18th that we had also decided to have to consider filling the vacancy. I had no intention that the applications had to be returned by February 7.

I had looked for the notice on the website last week and could not find it. At least part of the reason was if you went to the county web page, the first thing you saw was a "Latest County News" link and the first link under that was "Charter Review Commission". If you clicked on that CRC link you went to the CRC page that had no mention of the vacancy.

Ron

On Mon, Feb 10, 2025 at 7:53 AM Gores, Loni <loni.gores@clallamcountywa.gov> wrote:

Nina,

Thank you for your email.

The notices of intent were due by **Friday, February 7, 2025 at 12 p.m.** A copy of the notice that was issued out is attached. I assume the Charter Review Commission will discuss your late submittal of letter of intent at an upcoming meeting.

Loni

"My email address has changed! The new format is Loni.Gores@clallamcountywa.gov Please update my contact card as your earliest convenience, Thank you!"

Loni Gores

Clerk of the Board

Commissioners Office

223 East 4th Street, Suite 4

Port Angeles, WA 98362

Phone: 360-417-2256

From: Nina Sarmiento <nsarmie2@gmail.com>

Sent: Friday, February 7, 2025 6:12 PM

To: Gores, Loni <loni.gores@clallamcountywa.gov>

Cc: Fisch, Susan <susan.fisch@clallamcountywa.gov>; ronaldnrichards@gmail.com; Benedict, Bill <bill.benedict@clallamcountywa.gov>; Stoffer, Jim <jim.stoffer@clallamcountywa.gov>; Tozzer, Jeff <jeff.tozzer@clallamcountywa.gov>; Fane, Alex <alex.fane@clallamcountywa.gov>; Cameron, Ron <ron.cameron@clallamcountywa.gov>; Morris, Patti <patti.morris@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>; Pickett, Paul <paul.pickett@clallamcountywa.gov>; Fleck, Rod <rod.fleck@clallamcountywa.gov>; Hodgson, Mark <mark.hodgson@clallamcountywa.gov>; Holy, Christy <christy.holy@clallamcountywa.gov>; Walde, Cathy <cathy.walde@clallamcountywa.gov>

Subject: Charter Review Commission Vacancy Notice

Some people who received this message don't often get email from nsarmie2@gmail.com. [Learn why this is important](#)

See attached letter of intent. Thank you.

Nina Sarmiento

Nsarmie2@gmail.com

(914) 837-8772

Gores, Loni

From: Stoffer, Jim
Sent: Monday, February 10, 2025 8:50 AM
To: Gores, Loni; Fisch, Susan
Cc: Stoffer, Jim
Subject: FW: Minutes from Charter Review Commission - Town Hall Committee Meeting - 2.9.25
Attachments: Minutes from Town Hall committee meeting - 2.7.25.docx

Greetings Loni,

Minutes from the Town Hall Committee Meeting held at Clallam Bay on Friday.

Thank You

Jim Stoffer

Clallam County Charter Review Commissioner
Jim.Stoffer@clallamcountywa.gov
360.775.9356

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "Holy, Christy" <christy.holy@clallamcountywa.gov>
Date: 2/9/25 11:32 AM (GMT-08:00)
To: "Stoffer, Jim" <jim.stoffer@clallamcountywa.gov>
Subject: Minutes from Charter Review Commission - Town Hall Committee Meeting - 2.9.25

Here are the minutes from the Town Hall committee meeting on Saturday, 2.9.25.

Thanks,
Christy Holy

MINUTES FROM TOWN HALL COMMITTEE MEETING - 2.7.25 – 12 pm
Sunsets West Food Co-op, 16732 Hwy 112, Clallam Bay, WA 98326

Attending: Jim Stoffer, Cathy Walde, Ron Richards, Ron Cameron, Christy Holy (will be appointed member on 2.10.25), citizens from Clallam Bay

Call to Order – 12:02 pm

Election of Chair – Ron Cameron nominated Jim Stoffer, Patti Morris seconded, unanimous consent

Introductions - Each committee member introduced themselves – Jim Stoffer, Cathy Walde, Ron Richards, Patti Morris, Ron Cameron

Goals of the meeting – Chair Stoffer explained to attendees that our goal is to gather input, take it back to the Commission, and see if it is in the charter. He also announced the current vacancy on the Commission. The Town Hall committee's interest, per Richards is to get people involved in county government.

Introduction of guests – Clallam Bay citizens introduced themselves and voiced concerns.

- Greg Bellamy – Clallam Bay Fire Commissioner reported that the fire department has been making great leaps and bounds, with 15 members and a good chief. He is consumed with the “timber thing”- the state's losing money from lost timber sales. He intends to speak to his legislators about it. He is policy driven and is looking at grants. He extolled the Jamestown Healing Clinic. He is concerned with people bringing in recreational drugs and then wanting help when they OD and outsiders coming to the area and buying property. He wants a say-so in how the county commissioners have the legislative power to do what they're doing with timber.
Discussion – Stoffer – This is a complex issue that resulted in the RAC (Regulatory Advisory Committee). Richards – DNR is interested in getting more revenue to the area that is not timber-related. Belallamy – proposes an incumbent land fee where outsiders coming in pay revenue.

- Susan Hiney – started a nonprofit to manage Slip Point Lighthouse.
- Kenneth Reandeau – On the planning dept in District 3. He likes the way the Commission is handling the vacancy.

New Business

- Stoffer asked how we reach out to young people and explained how the charter works. He encouraged people to sign up on the website for alerts.
7 Ways. 7 Touches.

Discussion - Hiney commented that in Clallam Bay, the website is not as effective. She suggested putting flyers up at the post office, on reader boards, and word of mouth. Clallam Bay is a diverse group, and she welcomes meetings at night. Morris mentioned Rod Fleck had posted emails around the area on paper copy.

- Introduce Deborah Boynton – Secretary of Clallam Bay Slip Point Lighthouse. Their first mission is to get a roof on the keeper's house. Their interest is to drum up support and funding for their organization.
- Discussion about contacting the Commission – Richards - thinks the Commission needs more visibility on the website and more money in the budget to do outreach. Morris – fastest way to get in touch with us is sending an email to Loni. Cameron – need to talk about what this committee is going to do. Need to schedule town hall meetings. Richards – thinks we should take our time and shoot to get things on ballot for next year's general election. He wants to create more town halls and make it a permanent part of the community.
- Town Halls - Bellamy- go to the Community Center in the future. Walde – How does each district want to run their town halls? Suggested having town halls once a month. Senior lunches are good outreach. CAC Meetings. Morris – How do we reach 50 and under and can we? Hiney – always use food.

Action Item - Stoffer – We have to post on the county page, so each district will report to him about how we are going to reach out to our districts and how are we going to consolidate? (District 1 – Stoffer, District 2 – Morris, Richards, Cameron), District 3 – Holy, Walde. Richards – West End Business Association.

- Main purpose – How do we reach all demographics?
Discussion – Morris – stay consistent across all 3 districts. Cameron – urge people to look at the charter. We can make amendments, and then make suggestions to the commissioners. Morris – explained that it all goes to the attorney's office, and we work with them to write out what will be reviewed and go to voters. Richards – wants to make a permanent charter. Bellamy – Doesn't understand how the charter works. Morris – create a flowchart. Holy- Agrees. Create a one-sheet. Boynton – to reach young people, put links and qr codes on literature.

- Permanent Town Halls proposed by Richards – Town halls are a way to get people into county government. He wants the Charter to create a Town Hall Commission, give them money, and give them a chance to say where they want the money to go. Get people to understand the give and take in government.

Discussion – Reandean – a lot of these things are being done right now, and with the zoom option, more people can join. People get involved in long-term issues. Morris – Families and young people are Cause-oriented. Bellamy – Voting has dropped in Clallam Bay. Boynton – have meetings in the schools. Morris – Instagram or text. Walde – get parents involved. If a parent values voting, the child will vote. Boynton – utilize principal Cheryl Erickson to have a meeting at the school.

Adjourn – 1:50 pm

Gores, Loni

From: Pickett, Paul
Sent: Monday, February 10, 2025 10:28 AM
To: Gores, Loni
Cc: Fisch, Susan; Holy, Christy; Noble, Chris
Subject: By-laws revision version to be moved by committee
Attachments: proposed revised bylaws 2025 - Committee draft clean w_changes 10Feb2025.pdf;
proposed revised bylaws 2025 - Committee draft redline w_changes 10Feb2025.pdf

Loni,

The by-laws/rules committee reviewed some last minute suggestions from Ron Richards. We made a few more suggested edits to the draft revised by-laws, which have been noted in **highlight** w/ "New". The attached versions are what we will present as a motion for approval.

Could you distribute this to the Commission - by email, and printed copies at the meeting?

Thank you!

Paul Pickett
Charter Review Commissioner, District 2
Bylaws/Rules Committee Chair

CLALLAM COUNTY CHARTER REVIEW COMMISSION

202~~50~~ BYLAWS

ARTICLE I – OBJECT

These Bylaws are for the governance of the Clallam County Charter Review Commission and its committees and members.

ARTICLE II – OFFICERS AND STAFF

Section 1. There shall be elected from the members of the Charter Review Commission, hereafter referred to as "the Commission," the following officers who shall serve for the period of time necessary to comply with Article XI of the Clallam County Charter.

- a. There shall be a Chair of the Commission whose duties shall be to convene and preside at all regular or special meetings, may act as a member of all committees and make all appointments to committees with the approval of the majority of members present at ~~the~~ regular-a Commission meeting. The Chair shall perform the duties specified in these Bylaws and other duties as may be found consistent with proper conduct of business.
- b. There shall be a First and Second Vice Chair, one chosen from each commissioner district other than the district represented by the Chair who may act as members of all committees and who may be selected to chair any committee and who shall perform such other duties as may be specified in these Bylaws or as may be assigned by the Commission.
- c. In the absence of the Chair from any meeting or public hearing, the duties and prerogatives of the Chair shall be carried out and performed by the First Vice Chair and in the absence of the Chair and the First Vice Chair, by the Second Vice Chair.

Section 2. There shall be an Executive Committee consisting of the Chair, First and Second Vice Chairs of the Commission, and such additional members selected by the Chair and approved by a majority of the Commission. Duties of the Executive Committee shall be to:

- a. Make monthly status reports on the budget to the Commission.
- b. Oversee the activities of assigned staff to the Commission.
- c. Interview and recommend employment of consultants to the Commission for approval.
- d. Determine when a vacancy of the Commission exists.
- e. Perform other duties as assigned by the Commission for the orderly conduct of the business of the Commission.

ARTICLE III – MEETINGS

Section 1. Regular meetings of the Commission shall be held as established in the Rules and in compliance with RCW 42.30 (Open Public Meetings Act).

Section 2. Special meetings of the Commission may be called by the Chair or by a majority of the Commission in compliance with RCW 42.30.

Section 3. The Commission and committees may hold other meetings at such time and places as the Commission or committee may decide and which are accessible to the public and are in compliance with RCW 42.30.

~~Section 4. The Commission and all committee meetings shall be held in a location accessible to the public.~~

~~Section 5. All meetings of the Commission and committees shall be open to the public and to the press; provided, however, that at the direction of the Chair or a majority of the members present, the Commission or committees may at any time meet in or go into closed session or executive session for the purpose of discussion of matters exempted by the state Open Public Meetings Act (RCW 42.30).~~

Section 46. Non-committee Commission members shall have no vote in committee, but may be allowed to speak on matters before the committee, subject to rules established by the Commission.

Section 57. Two public comment opportunities will be available at each meeting, subject to rules established by the Commission.

Section 68. Virtual meeting access (teleconferencing) shall be provided for all Commission meetings. If a need arises, and with prior approval of the Chair, a member may attend via teleconferencing phone or similar such means.

Section 79. Commission records shall be maintained at the Clallam County website in compliance with the Open Public Meetings Act.

ARTICLE IV – RULES OF ORDER

Except as modified by these Bylaws and when not in conflict with municipal, state, or federal law, all meetings shall be conducted in accordance with the most recent edition of Roberts Rules of Order. The Commission shall elect a parliamentarian from its members to assist it in its proceedings.

ARTICLE V – QUORUM, ABSENCES FROM COMMISSION AND COMMITTEES

Section 1. Except as otherwise specifically provided in these Bylaws a simple majority of the Commission shall constitute a quorum for the transaction of business.

Section 2. A simple majority of a committee shall constitute a quorum for the conduct of the business of the committee.

Section 3. An attendance record of all Commission ers attending Commission and committee meetings shall be kept.

ARTICLE VI – COUNSEL AND RESEARCH STAFF

Section 1. All inquiries or requests for legal opinions ~~or rulings~~ shall be referred to the Prosecuting Attorney's Office ~~at such times and in such manner as~~ at the direction of the Commission ~~or Executive Committee may decide.~~

Section 2. Questions of review, study, or investigation by the staff of the Commission shall be referred to the staff by a member of the Executive Committee or a majority of the members present at any regular or special meeting of the Commission.

DRAFT

ARTICLE VII – PARTICIPATION BY THE CHAIR

The Chair may discuss any matter as a member and shall be entitled to vote on all matters. On debate on the adoption of proposed Charter provisions section by section, or on the adoption of the amended Charter as a whole, the Chair shall relinquish the Chair while speaking on the question.

ARTICLE VIII – VOTING

Section 1. All votes shall be cast by voice, show of hands, or open roll-call vote. Except for those motions noted within Robert's Rules of Order that require two-thirds vote for passage, and except as otherwise provided for within these Bylaws, a majority vote of the members present shall be sufficient for the adoption of the motion.

Section 2. Any issues-proposed Charter Amendments forwarded to the voters shall require a roll-call vote.

ARTICLE IX – ADOPTION OF PROPOSED AMENDMENTS AND RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS BY THE COMMISSION

Section 1. The following steps-must-be-taken-procedure shall be followed by the Charter Review Commission in-order-to adopt-proposed Charter amendments to the Voters.

Step 1: GIVE NOTICE TO COMMISSION: Notice, and a member or Committee shall provide a draft of the proposed Charter amendment, must be given to the Commission at a meeting, that a specific The proposed amendment shall be placed on the agenda considered at the next meeting. [NEW: at a subsequent meeting scheduled by the Commission] (Bylaws Art 9, Section 1)

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Step 2: HOLD MEETING TO CONSIDER AMENDMENT: The CRC adopts specific language for the amendment. The proposed Charter Amendment will be considered by the Commission for their vote. If Once the Commission approves a final version draft of the proposed amendment is approved, the Commission votes shall schedule a final vote at the next regular meeting. [NEW: at a subsequent meeting scheduled by the Commission] whether to send the amendment to the next meeting. This can be done as part of a regular meeting or a special meeting.

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Step 3: GIVE NOTICE TO PUBLIC: Notice must be given to the public after the meeting at which the Commission approves a final draft of the proposed amendment was considered and three days before the meeting at which the Commissioners will vote. (Bylaw Art 9, Sec 2)

Step 4: HOLD MEETING TO ADOPT AMENDMENT: Commissioners vote on whether or not to adopt an amendment, which would send it to the Clallam County Voters. The proposed Charter Amendment shall be placed on the agenda for a roll-call vote by the Commission. As described in the Charter, if the Commission approves the proposed Charter Amendment by a majority vote, the proposed amendment will be sent to the County Auditor to be placed on the ballot for the next statewide general election. [NEW A majority vote in favor of the proposed Charter amendment will be required to file such amendment with the Auditor for

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~~submission to the voters in the manner required by the Charter. 1 Major-The Commission shall make no substantive changes to the underlying content language of an proposed amendment would not be at this meeting. acceptable because major changes would render the public notice void. This can be done as part of a regular meeting or at a special meeting. The vote must be taken as a roll call vote on an individual amendment. Approval requires a majority of the Commission. (Bylaws Art 8, Sec 2 and Art 9, Sec 2) If the Commission decides to make substantive changes, the process returns to Step 2.~~

~~Section 2. Recommendations of t~~The Charter Review Commission may ~~be forward recommendations (Charter 11.10.30)ed~~ to the Clallam County Board of Commissioners by writing if adopted by a simple majority of the Charter Review Commission attending a regular or special meeting. The Commissioners(s) presenting the recommendation on behalf ~~of~~ the CRC, may only speak to the recommendation as voted by the CRC unless the Commissioner explains that she/he is expressing their personal opinion.

ARTICLE X – PUBLIC HEARINGS

Section 1. It is the desire of the Commission to hold as many public hearings as reasonable.

Section 2. The time and place of public hearings shall be fixed by the Commission. Such hearings will be rotated among the three commission districts as deemed appropriate by the Commission.

Section 3. The Chair, a Vice Chair, or in their absence, the designee of the members present, shall preside at public hearings conducted by the Commission or committees.

ARTICLE XI – PUBLIC STATEMENTS

Section 1. While any member has a right to express personal views and opinions pursuant to our constitutional guarantee of freedom of speech, statements purporting to represent the views or pronouncements of the Commission or committees thereof shall not be made except as directed or authorized by a majority of the entire Commission at any special or regular meeting or public hearing and provision shall be made for expression of minority views at the same time.

Section 2. The Chair may make public announcements of meetings or public hearings, and may authorize the issuance of fact statements relating to the Commission's work as the Chair may deem necessary.

ARTICLE XII – VACANCIES

Section 1. Vacancies on the Board occurring pursuant to ~~Article XI of~~ the Clallam County Charter shall be ~~declared-determined~~ by the ~~Chair~~Executive Committee and announced at a Commission meeting.

Section 2. Vacancies shall be filled pursuant to Article XI of the Clallam County Charter. ~~Traditionally, the vacancy has been filled by the candidate who received the next highest~~

~~number of votes in the election in the district in which the vacancy occurs. If that candidate is unable to serve, the position would be offered to the next candidate(s) down the list sequentially by number of votes.~~

ARTICLE XIII – COMMITTEES

The Commission may establish such standing committees and ad hoc committees as it deems necessary for the proper execution of the Commission's responsibilities. ~~Committees shall have fewer Commission members than a quorum of the Commission.~~ Members of each committee shall elect a Chair from among their own number unless such Chair is named by the Commission.

Committees that are formed as per state law to write "For" and "Against" statements about amendments proposed by the Charter Review Commission which will be included in the Voters Pamphlet, are NOT considered to be committees of the Charter Review Commission even though they may be members of the CRC.

ARTICLE XIV – ORDER OF BUSINESS

There shall be an "Order of Business" (Agenda) established in the rules.

ARTICLE XV – AMENDMENT OF THE BYLAWS

These Bylaws may be amended at any time by an affirmative vote of a majority but not less than eight (8) of the Commission members present at any regular or special meeting after written notice of the proposed action has been mailed, emailed, or delivered to members of the Commission at least five (5) days prior to the meeting and following posting of such proposed action on the Clallam County website.

Adopted: ~~November 12, 2020~~ January 27, 2025

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025 BYLAWS

ARTICLE I – OBJECT

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- a. There shall be a Chair of the Commission whose duties shall be to convene and preside at all regular or special meetings, may act as a member of all committees and make all appointments to committees with the approval of the majority of members present at a Commission meeting. The Chair shall perform the duties specified in these Bylaws and other duties as may be found consistent with proper conduct of business.
- b. There shall be a First and Second Vice Chair, one chosen from each commissioner district other than the district represented by the Chair who may act as members of all committees and who may be selected to chair any committee and who shall perform such other duties as may be specified in these Bylaws or as may be assigned by the Commission.
- c. In the absence of the Chair from any meeting or public hearing, the duties and prerogatives of the Chair shall be carried out and performed by the First Vice Chair and in the absence of the Chair and the First Vice Chair, by the Second Vice Chair.

Section 2. There shall be an Executive Committee consisting of the Chair, First and Second Vice Chairs of the Commission, and such additional members selected by the Chair and approved by a majority of the Commission. Duties of the Executive Committee shall be to:

- a. Make monthly status reports on the budget to the Commission.
- b. Oversee the activities of assigned staff to the Commission.
- c. Interview and recommend employment of consultants to the Commission for approval.
- d. Determine when a vacancy of the Commission exists.
- e. Perform other duties as assigned by the Commission for the orderly conduct of the business of the Commission.

ARTICLE III – MEETINGS

Section 1. Regular meetings of the Commission shall be held as established in the Rules and in compliance with RCW 42.30 (Open Public Meetings Act).

Section 2. Special meetings of the Commission may be called by the Chair or by a majority of the Commission in compliance with RCW 42.30.

Section 3. The Commission and committees may hold other meetings at such time and places as the Commission or committee may decide and which are accessible to the public and are in compliance with RCW 42.30.

Section 4. Non-committee Commission members shall have no vote in committee, but may be allowed to speak on matters before the committee, subject to rules established by the Commission.

Section 5. Two public comment opportunities will be available at each meeting, subject to rules established by the Commission.

Section 6. Virtual meeting access (teleconferencing) shall be provided for all Commission meetings. A member may attend via teleconferencing.

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ARTICLE IV – RULES OF ORDER

Except as modified by these Bylaws and when not in conflict with municipal, state, or federal law, all meetings shall be conducted in accordance with the most recent edition of Roberts Rules of Order. The Commission shall elect a parliamentarian from its members to assist it in its proceedings.

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Section 1. Except as otherwise specifically provided in these Bylaws a simple majority of the Commission shall constitute a quorum for the transaction of business.

Section 2. A simple majority of a committee shall constitute a quorum for the conduct of the business of the committee.

Section 3. An attendance record of all Commissioners attending Commission and committee meetings shall be kept.

ARTICLE VI – COUNSEL AND RESEARCH STAFF

Section 1. All inquiries or requests for legal opinions shall be referred to the Prosecuting Attorney's Office at the direction of the Commission or Executive Committee.

Section 2. Questions of review, study, or investigation by the staff of the Commission shall be referred to the staff by a member of the Executive Committee or a majority of the members present at any regular or special meeting of the Commission.

ARTICLE VII – PARTICIPATION BY THE CHAIR

The Chair may discuss any matter as a member and shall be entitled to vote on all matters. On debate on the adoption of proposed Charter provisions section by section, or on the adoption of the amended Charter as a whole, the Chair shall relinquish the Chair while speaking on the question.

ARTICLE VIII – VOTING

Section 1. All votes shall be cast by voice, show of hands, or open roll-call vote. Except for those motions noted within Robert's Rules of Order that require two-thirds vote for passage, and except as otherwise provided for within these Bylaws, a majority vote of the members present shall be sufficient for the adoption of the motion.

Section 2. Any proposed Charter Amendments forwarded to the voters shall require a roll-call vote.

ARTICLE IX – ADOPTION OF PROPOSED AMENDMENTS AND RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS BY THE COMMISSION

Section 1. The following procedure shall be followed by the Charter Review Commission to propose Charter amendments to the Voters.

Step 1: GIVE NOTICE TO COMMISSION: A member or Committee shall provide a draft of the proposed Charter amendment to the Commission at a meeting. The proposed amendment shall be placed on the agenda at the next meeting. [NEW: at a subsequent meeting scheduled by the Commission]

Step 2: HOLD MEETING TO CONSIDER AMENDMENT: The proposed Charter Amendment will be considered by the Commission for their vote. If the Commission approves a final draft of the proposed amendment, the Commission shall schedule a final vote at the next regular meeting. [NEW: at a subsequent meeting scheduled by the Commission] .

Step 3: GIVE NOTICE TO PUBLIC: Notice must be given to the public after the meeting at which the Commission approves a final draft of the proposed amendment and three days before the meeting at which the Commissioners will vote.

Step 4: HOLD MEETING TO ADOPT AMENDMENT: The proposed Charter Amendment shall be placed on the agenda for a roll-call vote by the Commission. As described in the Charter, if the Commission approves the proposed Charter Amendment by a majority vote, the proposed amendment will be sent to the County Auditor to be placed on the ballot for the next statewide general election. [NEW A majority vote in favor of the proposed Charter amendment will be required to file such amendment with the Auditor for submission to the voters in the manner required by the Charter.] The Commission shall make no substantive changes to the language of a proposed amendment at this meeting. If the Commission decides to make substantive changes, the process returns to Step 2.

Section 2. The Charter Review Commission may forward recommendations (Charter 11.10.30) to the Clallam County Board of Commissioners by writing if adopted by a simple majority of the Charter Review Commission attending a regular or special meeting. The Commissioner(s) presenting the recommendation on behalf of the CRC, may only speak to the recommendation as voted by the CRC unless the Commissioner explains that she/he is expressing their personal opinion.

ARTICLE X – PUBLIC HEARINGS

Section 1. It is the desire of the Commission to hold as many public hearings as reasonable.

Section 2. The time and place of public hearings shall be fixed by the Commission. Such hearings will be rotated among the three commission districts as deemed appropriate by the Commission.

Section 3. The Chair, a Vice Chair, or in their absence, the designee of the members present, shall preside at public hearings conducted by the Commission or committees.

ARTICLE XI – PUBLIC STATEMENTS

Section 1. While any member has a right to express personal views and opinions pursuant to our constitutional guarantee of freedom of speech, statements purporting to represent the views or pronouncements of the Commission or committees thereof shall not be made except as directed or authorized by a majority of the entire Commission at any special or regular meeting or public hearing and provision shall be made for expression of minority views at the same time.

Section 2. The Chair may make public announcements of meetings or public hearings, and may authorize the issuance of fact statements relating to the Commission's work as the Chair may deem necessary.

ARTICLE XII – VACANCIES

Section 1. Vacancies on the Board occurring pursuant to the Clallam County Charter shall be determined by the Executive Committee and announced at a Commission meeting.

Section 2. Vacancies shall be filled pursuant to Article XI of the Clallam County Charter.

ARTICLE XIII – COMMITTEES

The Commission may establish such standing committees and ad hoc committees as it deems necessary for the proper execution of the Commission's responsibilities. Committees shall have fewer Commission members than a quorum of the Commission. Members of each committee shall elect a Chair from among their own number unless such Chair is named by the Commission.

Committees that are formed as per state law to write "For" and "Against" statements about amendments proposed by the Charter Review Commission which will be included in the Voters Pamphlet, are NOT considered to be committees of the Charter Review Commission even though they may be members of the CRC.

ARTICLE XIV – ORDER OF BUSINESS

There shall be an "Order of Business" (Agenda) established in the rules.

ARTICLE XV – AMENDMENT OF THE BYLAWS

These Bylaws may be amended at any time by an affirmative vote of a majority but not less than eight (8) of the Commission members present at any regular or special meeting after written notice of the proposed action has been mailed, emailed, or delivered to members of the Commission at least five (5) days prior to the meeting and following posting of such proposed action on the Clallam County website.

Adopted: January 27, 2025

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025 RULES

AGENDA

The Executive Committee shall prepare the agenda for each regular or special meeting of the Commission with assurance of two public comment periods not exceeding three minutes each per speaker.

MEETINGS

Meetings shall be scheduled by a majority vote of the Commission. .

PUBLIC HEARINGS AND INTERVIEWS WITH PUBLIC OFFICIALS

- A. Public hearings where the public is invited to submit testimony or informational matter concerning the Charter shall be conducted in the following manner:
 - 1. Any person desiring to address the Commission or committee at a public hearing will be encouraged to first sign the speaker's list giving his or her name and address and the name of the persons, government unit, or organization on whose behalf he or she appears and speaks. Speakers will be recognized in the order of signup.
 - 2. The presiding officer may, in the interest of facilitating the business of the Commission or committee, limit the amount of time to be allowed to any person, governmental unit, organization or group and may limit the number of representatives of any group, governmental unit, or organization who shall be allowed to be heard on a particular subject under discussion.
 - 3. Any member of the Commission desiring to address the Commission or committee at a public hearing or meeting must first be recognized by the presiding officer.
 - 4. In order to assure that each Charter Review Commission member has the opportunity to ask questions of the speakers during public meetings, each member shall be allowed to ask one question until all members in attendance have been afforded the opportunity to ask a question. Once all members have been given the opportunity to ask a question, Chair will proceed in order again after the first round.
 - 5. The Chair will explain at the beginning of public hearings, that speakers can choose whether to answer questions; the Commission realizes that not everyone is comfortable speaking in public.
 - 6. All public comment (email, public hearing statements, letters, and telephone calls) shall be distributed to all Commission members by email or hard copy and Clerk will register all public comments retained for the Commission.
- B. Interviews of public officials and public employees may be conducted as a committee as a whole, provided that all testimony, statements, and papers pertaining to the Charter shall be made a part of the Commission's records.
- C. Public notice shall be given for any public hearing per RCW.

EXPENDITURES

After consultation with county staff, the Chair may expend funds up to \$50 to further the objectives of the commission; PROVIDED the Chair reports on the nature and the amount of such expenditures at the next general meeting of the commission. Any expenditure over this amount must be considered and approved per these rules.

COMMITTEES

In accordance with the Open Public Meetings Act (RCW 42.30), committees are public meetings and will be held where accessible to the public. Meetings may be announced as determined by the Commission.

The Chair of each Committee will have the discretion to determine how input from non-Committee Commission members and members of the public will be addressed.

The Chair of each Committee shall take appropriate action to ensure that a quorum of the Commission is not present at a meeting of the Committee.

SUSPENSION OF THE RULES

These rules may be suspended by a two-thirds vote of the members present at any regular or special meeting.

Adopted: February 10, 2025

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025 BYLAWS

ARTICLE I – OBJECT

These Bylaws are for the governance of the Clallam County Charter Review Commission and its committees and members.

ARTICLE II – OFFICERS AND STAFF

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Adopted: February 10, 2025