

RESOLUTION NO. 1773

A Resolution Establishing Updated Procedures for Commission Meetings

WHEREAS, Resolution No. 1201, adopted on November 7, 2000, set forth procedures for the conduct of meetings of the Commission;

WHEREAS, the Commission has determined that the meeting procedures should be updated to reflect current practices and to ensure consistency with the Washington Open Public Meetings Act;

WHEREAS, the Commission desires to provide for the orderly and productive conduct of District business and to provide opportunities for meaningful public participation in the decision-making process of the Commission.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Public Utility District No. 1 of Okanogan County establishes the following procedures for conducting meetings of the Commission:

1. **OPMA** - All Commission meetings shall comply with the requirements of the Open Public Meetings Act (RCW 42.30).
2. **Robert's Rules of Order** - Robert's Rules of Order shall govern the deliberations of the Commission except when in conflict with these procedures.
3. **Regular Meetings** - Regular meetings are the business meetings of the Commission where formal action may be taken in the form of motions or the adoption of resolutions. As per Resolution No. 1677, Board meetings are scheduled for each Monday at 3:00 p.m. at the PUD office located at 133 Second Ave North in Okanogan, WA., unless canceled by the Board. If the Regular meeting falls on a legal holiday, the meeting will be held on the first business day following the holiday, unless canceled.
4. **Special Meetings** - Any meeting outside of a regularly scheduled Commission meeting is considered a Special meeting. Special meetings may be called for a variety of reasons, such as to hold a workshop or community listening session, to devote time to a specific topic, or to address a time-sensitive issue. The Commission may only take action on items that are included in the Special meeting notice and agenda per RCW 42.30.080.
5. **Emergency Meetings** - An emergency meeting is a Special meeting called without the 24-hour notice in the event of a fire, flood, earthquake or another emergency that requires expedited action by the Commission. The presiding officer may provide for a meeting site other than the Regular meeting site, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency.
6. **Executive Sessions** - Executive sessions may be held during Regular or Special Commission meetings and will be announced by the presiding officer. Before convening an executive session, the presiding officer shall announce the purpose of the executive session

under RCW 42.23.110, the anticipated duration of the executive session, and whether action is anticipated in the open session following the executive session.

7. **Remote Attendance** - Members of the Commission may attend meetings remotely if the member is audible to all attendees, the member can adequately hear all other attendees, and the member has access to any visual presentations.

Upon the request of any individual who will have difficulty attending a Commission meeting by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult, the District shall, when feasible, provide an opportunity for that individual to provide oral comment at the meeting remotely.

8. **Agenda** - In coordination with the presiding officer, the General Manager, and department managers, the Clerk of the Board shall prepare an agenda for each meeting specifying the time and place of the meeting and setting the title and any proposed action for each item on the agenda. The agenda shall be distributed to Commission members and staff and shall be posted on the District website at least 24 hours in advance of the meeting.

9. **Presiding Officer** - The Commission President shall serve as the presiding officer of all Regular and Special meetings. In the absence of the President, the Vice President shall serve as presiding officer. The Presiding Officer shall:

- a) Preserve order and decorum
- b) Open the meetings on time and call them to order
- c) Announce in proper sequence the business on the agenda
- d) Recognize members who are entitled to the floor
- e) Facilitate public comments at the appropriate times
- f) State and put to a vote all motions that arise during the meeting
- g) Declare the meeting adjourned
- h) Carry out any other duties as provided under Robert's Rules of Order

10. **Order of Business** - The order of business for a Regular meeting shall be as follows:

- a) Call to Order
- b) Pledge of Allegiance
- c) Review Agenda
- d) Special Business*
- e) Public Comment
- f) Approval of Consent Agenda
- g) Old Business
- h) New Business*
- i) Administrative Reports/Updates
- j) Other Business*
- k) Commission Meetings Attended
- l) Next Meeting
- m) Executive Session*
- n) Adjournment

*Listed on the agenda only when needed.

11. Regular Business Procedure - The following procedure shall be used for Regular Business items requiring Commission action:

- a) Introduction by presiding officer
- b) Presentation by District staff
- c) Commission Q&A with District staff
- d) Public comment
- e) Commission motion: moved and seconded
- f) Deliberation and call for a vote

12. Public Comment - Public comment will be allowed at Regular meetings during the time designated on the agenda, and also following staff presentation for each agenda item upon which the Board may take action. Public comment at Special meetings will be allowed at the discretion of the presiding officer.

The following guidelines shall apply to any public comment before the Commission:

Protocol: Each person addressing the Commission shall step to the lectern and provide their name and address for the record. Comments are limited to 3 minutes each. The presiding officer shall have the discretion to make exceptions to the time restriction.

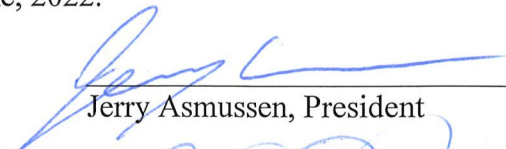
Conduct: Personal attacks, obscene language, derogatory remarks, and disruptive behavior will not be permitted. If a speaker is out of order, the presiding officer will direct the speaker to return to their seat. If the speaker does not comply, the presiding officer may take a recess to restore order and, if necessary, proceed with options provided for in RCW 42.30.050 to ensure the orderly continuation of the meeting.

Visual Presentations: Visual presentations must be provided in advance to the Clerk of the Board. If a visual presentation cannot be accommodated due to timing, technical or logistical issues, the Clerk will work with the individual to ensure the Commission receives the content of the presentation.


Written Comments: Any written comments or documents provided for public comment shall be submitted to the Clerk of the Board in advance of the meeting. The Clerk will provide copies of the submitted comments or documents to each Commission member and relevant staff.

13. Minutes - The Clerk of the Board or designee shall attend all Regular and Special Commission meetings and keep an account of all proceedings of the Commission in accordance with RCW 42.30.035. The draft meeting minutes shall be provided in the agenda packet of the meeting at which they are to be approved.

PASSED AND APPROVED this 13th day of June, 2022.




Jerry Asmussen, President




William C. Colyar, Vice President

ATTEST:



Scott Vejraska, Secretary

APPROVED as to form:



Heidi E. Appel, General Counsel