

# MERCER ISLAND DESIGN COMMISSION BYLAWS

## ARTICLE I GENERAL PROVISIONS

These bylaws are supplementary to City of Mercer Island Ordinances Nos. 297 and 298.

## ARTICLE II OFFICERS AND THEIR DUTIES

Section 1. The officers shall consist of Chair and Vice Chair and shall be elected at the first regular meeting of the calendar year after newly appointed Commissioners are seated.

Section 2. In the absence of the Chair and Vice Chair, a Chair Pro tem shall be elected by the remaining members of the Design Commission and shall serve only for the meeting at which he/she is elected.

Section 3. A scribe shall be provided by the City Planning Department to prepare minutes and keep such record, attend to correspondence of the Design Commission, and perform such other duties as may be deemed necessary.

## ARTICLE III MEETINGS

Section 1. Regular meetings of the Design Commission shall be held on the second and fourth ~~Thursday~~ ~~Wednesday~~ of each month at ~~6:00 P.M.~~ ~~7:00 P.M.~~ or other such time as determined by the Design Commission in the Mercer Island City Hall or such other place as the Design Commission may determine. Any regular meeting may be canceled or re-scheduled by the Chair or in his/her absence by the Vice Chair

Section 2. If a regular meeting falls on a legal holiday that meeting shall automatically be held on the next day which is not a holiday unless the Commission by formal action sets an alternative day.

Section 3. Special meetings of the Design Commission may be called by any of the following; Chair or in his absence by the Vice Chair, City Manager, Mayor. The scheduling and holding of all Design Commission meetings is to be done in accordance with Washington State Statutes.

Section 4. A majority of the Design Commission membership shall constitute a quorum. For the conduct of business, a majority vote of the members present at a meeting provided a quorum is present shall be sufficient to act. The Chair of the meeting shall be a full voting member, but may not initiate or second a motion. The motion which decides the issue or makes the recommendations shall be in the

form of findings of fact and shall state the reasons for the findings by the Design Commission.

#### **ARTICLE IV CONDUCT OF MEETINGS**

- Section 1. All meetings of the Design Commission shall be conducted in accordance with the Roberts' Rules or Order.
- Section 2. All meetings shall be conducted in accordance with the agenda.
- Section 3. Non-members of the Commission may address the Design Commission only after being recognized by the Chair of the meeting and shall confine their remarks to the subject before the Commission. The Chair of the meeting shall endeavor to minimize the amount of cumulative redundant testimony by the public.
- Section 4. Minutes of all regular meetings shall be kept and made part of a permanent public record. All actions of the Design Commission shall be considered conclusive as to general import as of the date of such action. Details of phraseology, conditions, etc., shall be subject to correction at the time of considering and approving the minutes of the meetings at which such actions were taken.
- Section 5. Any member of the Design Commission who has a material, direct or individual interest in any matter before the Design Commission shall publicly so indicate, shall then recuse him/herself from the meeting during the period of discussion and action thereon and shall refrain from any prior discussion of such matter with other members of the Design Commission.

#### **ARTICLE V ATTENDANCE**

- Section 1. Attendance at regular and special meetings is expected of all Design Commission members.
- Section 2. Any member anticipating absence from a meeting should notify the Chair or City Planning Department.
- Section 3. Any absence may be excused by the Design Commission, even for an extended period. Chronic unexcused absence of any member shall be referred by the Design Commission to the Mayor.

**ARTICLE VI AGENDA AND STAFF REPORTS**

Section 1. An agenda for every regular meeting shall be prepared and distributed by the City Planning Department to each member not less than five (5) days prior to the date of the meeting at which such agenda is to be considered. The agenda shall be accompanied with a complete copy of the unapproved minutes of the previous meeting, staff reports, and such material, illustrations, petitions, etc. as may pertain to the agenda.

Section 2. All matters requiring Design Commission consideration shall be filed with the City Planning Department at least fifteen (15) days prior to the date of any regular meeting. Under special circumstances this filing date may be waived by the Chair or City Manager for Capital Improvement Projects, however, in no instance shall the Design Commission take official action on any matter that is not included on the agenda.

**ARTICLE VII AMENDMENTS TO RULES AND REGULATIONS**

These bylaws may be amended by a majority vote of the entire membership of the Design Commission, and are subject to the approval of the City Council.

Date Approved: \_\_\_\_\_

Design Commission Chair: \_\_\_\_\_