

CITY OF BELLINGHAM DESIGN REVIEW BOARD
BYLAWS

ARTICLE I – NAME

Section 1. Name

The official name of the organization shall be “*The Design Review Board of the City of Bellingham.*”

ARTICLE II – OFFICIAL SEAT

Section 1. Official Seat

The official seat of the Design Review Board shall be in the City Hall of Bellingham, Washington, and all meetings shall be held there, or at such other location as the Board may, from time to time, determine.

ARTICLE III – OFFICERS

Section 1. Officers

The officers of the Design Review Board shall consist of a chair and vice-chair. In the absence of both the chair and vice-chair, the members present may elect an acting chair.

The city attorney or authorized representative shall provide legal guidance when necessary or requested by the Board.

Section 2. Nomination and Election of Officers

Any nominations for election of any Board officer shall be made by any Board member at the annual election meeting which shall be held on the regular November meeting of each year. The election shall follow immediately. A Board member having been nominated and receiving a majority vote of those present at the election meeting shall be declared elected.

Section 3. Terms of Officers

The term of office for chair and vice-chair shall be one year from the first regular meeting in December through the first regular meeting of November of the following year.

Section 4. Vacancies in Office

Vacancies in elective offices shall be filled by regular election procedure for the unexpired portion of the term at the next regular meeting.

Section 5. Duties of Officers

- A. Chair: The Chairman shall have the authority and duty to conduct fair and impartial meetings, to take all necessary action to avoid delay in the disposition of proceedings, to maintain order, to regulate the course of the meeting and the conduct of the parties and their agents and to consider and rule upon all procedural and other motions appropriate to the proceeding.
- B. Vice-Chair: During the absence, disability, or disqualification of the Chairman, the Vice Chairman shall exercise or perform all the duties and be subject to all the responsibilities of the Chairman. In the absence of the Chairman and Vice Chairman, the remaining members shall select an acting Chairman.
- C. Presence of City Staff: The City Planning Director, or her/his designee, shall serve as secretary to the Board and also in an advisory capacity. The secretary shall keep the records of all regular, recessed and special meetings of the Design Review Board. The secretary shall also give notice of all regular and special meetings to Board members, prepare the agenda of regular and special meetings and issue notice of meetings. The secretary shall maintain a file of all studies, plans, reports and recommendations and official records of the Board.

ARTICLE IV – MEETINGS

Section 1. Regular and Special Meetings

Regular bi-monthly meetings of the Design Review Board shall be held on the first and third Tuesdays of each month at 3:00 p.m. in the City Hall. However, a meeting need not be held if there are no applications submitted for review by the Board. If the regular meeting falls on a legal holiday, that meeting shall automatically be held on the next day which is not a holiday unless the Board sets an alternative day. Notice shall be provided for regular meetings in the manner required by Bellingham Municipal Code.

Notice of special meetings shall also be given in accordance with Chapter 42.30 RCW.

Section 2. Continued Meetings

If, for any reason, the business to be considered at a regular or continued meeting cannot be completed, the Design Review Board may at such meeting designate the time for a continued meeting to consider any matter that cannot properly be considered at the regular meeting. Such action shall be publicly announced at the meeting and all

Board members not present shall be advised of the determination to hold such a meeting.

In the event of a lack of a quorum at a regular or continued meeting, the chair, or vice-chair, or acting chair, in that order, shall adjourn the meeting to another date and such date shall be publicly announced and absent members of the Board advised of the meeting date.

Section 3. Agenda

All matters that are to be heard and considered at a regular meeting date must be filed with the Board on forms provided by the Planning and Community Development Department. Matters not requiring publication or legal notice may be scheduled at the convenience of the Board.

Section 4. Conduct of Meetings

The deliberation and proceedings of the Board shall be public. The public meeting shall include, but not be limited to, a brief introductory statement by the Chairman, and a report by City staff summarizing each application. Nothing shall prohibit the Board from soliciting explanations and additional input from the applicant or applicant's representative and such other sources as the Board deems necessary to enable them to complete their review of the application. A limited amount of time shall be allowed for comment by interested parties.

Action may be taken by a majority of those present when those present constitute a quorum at any regular or special meeting of the Board. The concurrence of a majority of the members of the Board present not disqualified and voting shall be necessary to determine any question before the Board.

Section 5. Parliamentary Procedure

Parliamentary procedure in Design Review Board meetings shall be governed by Roberts Rules of Order, Revised, unless specifically provided in these bylaws or by any other law.

ARTICLE V – PUBLIC RECORDS

Section 1. Open to the Public

All meetings, records, and accounts shall be open to the public.

Section 2. Records

A record in the form of minutes or audio recordings of all public meetings shall be kept and made part of the public record.

Audio recordings of all public meetings shall be taped and stored for a period to be determined by the Secretary consistent with City policy and state law.

ARTICLE VI – AMENDMENTS

Section 1. Amendments

These bylaws may be amended at any regular meeting by an affirmative vote by a majority of the Board members present, provided that there is a quorum present, and provided that the proposed amendments have been submitted in writing at a previous meeting.

ARTICLE VII – ADOPTION

Section 1. Adoption

The foregoing bylaws were adopted by the Design Review Board on June 17, 2008.