



KITITITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

Kirk Holmes, Director

2011 Road Standards Update Citizen's Advisory Committee

Rules of Procedure

1. The purpose of the 2011 Road Standards Update Citizen's Advisory Committee (CAC) is to provide a recommendation to the Kittitas County Planning Commission;
2. The CAC will strive for consensus, but will adopt a decision-making process that will enable it to reach a recommendation where near, but not full, consensus has been reached. Given its nature as an advisory body, the CAC will also allow a mechanism for dissenting opinions to be presented in the event that consensus is not achieved;
3. Each CAC meeting is open to the public unless the Public Works Director decides otherwise;
4. Each meeting is held at a reasonable time and in a place reasonably accessible to the public in a meeting room of sufficient size to accommodate committee members, County staff, and interested members of the public;
5. Any private citizen is permitted to file a written statement with the advisory committee and is permitted to speak at the advisory committee meeting, at the discretion of the Public Works Director;
6. The Public Works Director does the following:
 - a. Approves or calls the meetings of the advisory committee;
 - b. Approves the meeting agenda, which lists the matters to be considered at the meeting.
 - c. Adjourns the meeting when he or she determines that adjournment is in the public interest; and
 - d. Chairs the meeting.
7. The Public Works Director ensures that detailed minutes of each meeting are kept and certifies to their accuracy. The minutes include:
 - a. Time, date, and place;
 - b. A list of Committee members, staff or private citizen present.
 - c. An accurate description of each matter discussed and the resolution of the matter, if any; and
8. The Public Works Department will publish a legal notice of the meeting at least 5 calendar days before the meeting in the Daily Record.