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.