1. **Mission.** To serve the interests of the citizens of Kitsap County by promoting building safety and to advise the code officials appointed by the Board of County Commissioners in both building and fire protection matters.

2. **Purpose.** The Consolidated Board of Appeals is established to hear and decide appeals of orders, decisions or determinations made by the code officials relative to application and interpretation of the International Building and Fire Code per Kitsap County Code Title 14 – Article 15. (14.04.950)

3. **Membership.** The Consolidated Board of Appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and fire protection.

4. **Terms.** Not to exceed five years.

5. **Appointment.** The Consolidated Board of Appeals shall be appointed by the Board of County Commissioners.

6. **Termination**

   a. **Removal by the Consolidated Board of Appeals.** If the Consolidated Board of Appeals determines by a majority vote that a member should be removed, the Chair of the Consolidated Board of Appeals shall report that recommendation to the Board of County Commissioners for its consideration.

   b. **Resignation.** Resignations by members shall be submitted in writing to the Consolidated Board of Appeals Chair or Clerk. They will forward a copy of the resignation to the County Volunteer Services Coordinator and the Board of County Commissioners.

   c. **Reasons for dismissal.** The Board of County Commissioners may remove a member when it determines that it is in the best interest of the Consolidated Board of Appeals or the county to do so.

7. **Meetings** The Consolidated Board of Appeals shall meet as needed, either for appeals as they occur or as the Consolidated Board of Appeals finds necessary.

   a. **Public meetings law.** The Consolidated Board of Appeals is a public body subject to the public meetings and records law. All meetings will be open to the public.
b. **Notice.** The Consolidated Board of Appeals will provide for and give public notice, reasonably calculated to give actual notice, to board members, interested persons, news media that have requested notice, and the general public. Notice shall include the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting.

c. **Meeting location.** The Consolidated Board of Appeals meetings are generally held at the County Administration Building in Port Orchard.

d. **Quorum.** The majority of the appointed membership of the Consolidated Board of Appeals will constitute a quorum for the transaction of all business at meetings.

e. **Decision making procedure.** Each Consolidated Board of Appeals member will be entitled to one vote on all issues presented at meetings at which the member is present. A simple majority vote is the primary decision making method. Majority is defined as a majority of the appointed membership.

f. **Minutes.** Minutes will include meeting length, members present, motions, proposals, resolutions, and orders proposed and their disposition. Minutes will be distributed to the Consolidated Board of Appeals and posted on the Department of Community Development website.

g. **Agendas.** Items may be placed on a meeting agenda by any Consolidated Board of Appeals member or by county staff. The agenda will be distributed to members at least seven (7) days prior to a meeting.

8. **Officers:** Officers of the Consolidated Board of Appeals shall consist of a Chair and Vice-Chair. A Clerk will be provided by the Department of Community Development.

   a. **Chair and Vice-Chair appointment.** The members of the Consolidated Board of Appeals will elect the Chair and Vice-chair. The chair shall serve a maximum term of one year. After that term the Consolidated Board of Appeals shall select a new chair and vice-chair.

   b. **Chair responsibilities.** The chair will lead and guide the conduct of public meetings. The chairperson is the official representative of the Consolidated Board of Appeals and shall be the official spokesperson.

   c. **Vice-Chair responsibilities.** In the absence of the chair, the vice-chair will assume the chair's responsibilities. If neither the chair nor the vice-chair is available for a public meeting, then the assembled members will select a temporary chairperson to conduct the meeting.
d. **Vacancies or removal of officers.** The Board of County Commissioners may remove a Chair or Vice-Chair on its own motion or upon the recommendation of the Consolidated Board of Appeals when it determines that it is in the interest of the Consolidated Board of Appeals or the county to do so. If the Chair is removed, the Vice-Chair will assume the Chair’s position. If the Vice-Chair is removed, the Consolidated Board of Appeals will elect a replacement.

9. **Conflicts of Interest**

   a. **Declaration.** Consolidated Board of Appeals members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.

   b. **Potential conflict defined.** A potential conflict of interest exists when a Consolidated Board of Appeals member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member’s relative is associated. The Consolidated Board of Appeals member may participate in an action after declaring the potential conflict and announcing its nature.

   c. **Actual conflict defined.** An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the Consolidated Board of Appeals member, a relative, or a business with which the member or member’s relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action.

10. **Amendment to Bylaws**

    The Consolidated Board of Appeals will periodically review their bylaws and may propose amendments to the bylaws. Any recommendations agreed upon by the majority of the members shall be forwarded to the Board of County Commissioners for its approval.

11. **Community Relations/Public Input**

    Any member of the public will be welcome to attend and provide input at the Consolidated Board of Appeals meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion, information or concerns to the Consolidated Board of Appeals may attend meetings or contact the Chair, the Vice-Chair, or the Clerk appointed by Department of Community Development. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.
ADOPTION

Bylaws are in full force and effect when adopted and approved by the Consolidated Board of Appeals.

BYLAWS APPROVAL:

Consolidated Board of Appeals
Kitsap County, Washington

WAYNE SENTER, Chair

MARK GRIMM, Vice-Chair

CHUCK MACLEARNSBERRY, Board Member

RON PERKEREWICZ, Board Member

RON EASTERDAY, Board Member