

**WHATCOM COUNTY**  
Planning & Development Services  
5280 Northwest Drive  
Bellingham, WA 98226-9097  
360-778-5900, TTY 800-833-6384  
360-778-5901 Fax



**Mark Personius, AICP**  
Director

## **\*\* SPECIAL MEETING \*\***

# **Forestry Advisory Committee**

### **LOCATION**

**Hybrid Meeting: Zoom (details below) and  
Northwest Annex Central Conference Room  
Whatcom County Planning and Development Services  
5280 Northwest Drive, Bellingham, WA 98226**

**Time: November 3, 2022 3:30 pm – 5:00 pm Pacific Time PM Pacific Time  
(US and Canada)**

Whatcom County PDS is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85080052464?pwd=c2doYi9EMIVrTUIOMEZIMldqdmIGUT09>

Meeting ID: 850 8005 2464

Passcode: 925972

One tap mobile

+12532158782,,85080052464#,,,,\*925972# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Find your local number: <https://us02web.zoom.us/j/85080052464?pwd=c2doYi9EMIVrTUIOMEZIMldqdmIGUT09>

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## **\*\* Special Meeting \*\***

**TO:** Forestry Advisory Committee  
**FROM:** Joshua Fleischmann, Planner  
**DATE:** November 1, 2022  
**SUBJECT:** November 3, 2022 Meeting agenda

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1. Roll call and determination of a quorum
2. Open Session to take public comment on forestry issues
3. Open Government Training Act Requirements
4. Business Rules/Meeting Schedule
5. Regular meetings with County Council Climate Action and Natural Resource Committee
6. December Meeting
7. Box of Rain Sale Update
8. Dismissal

Individuals who require special assistance to participate in the meetings are asked to contact at least 96 hours in advance.

Staff contact at Whatcom County Planning and Development Services  
Joshua Fleischmann, [jfleisch@co.whatcom.wa.us](mailto:jfleisch@co.whatcom.wa.us), 360-778-5952

**B U S I N E S S   R U L E S   A N D   P R O C E D U R E S**

**FORESTRY ADVISORY COMMITTEE OF  
WHATCOM COUNTY, WASHINGTON**

The Whatcom County Forestry Advisory Committee (FAC), being formed by the County Council pursuant to Ordinance 2013-014, adopted March 26, 2013, does hereby adopt the following rules and procedures for the transaction of its business:

**I.      NAME**

The official name is the "Whatcom County Forestry Advisory Committee."

**2.      AUTHORITY AND PURPOSE**

The authority for the FAC is set forth in Whatcom County Code 2.123. The purpose of the FAC is to provide review and recommendations to the Whatcom County council on issues that affect the forestry industry. The forestry advisory committee also provides a forum for all sectors of the forestry community to contribute to discussions on the future of forestry in Whatcom County (WCC 2.123.020).

**3.      OFFICERS - ELECTION**

The FAC shall elect a chairperson and vice-chairperson. These officers are elected for terms of one year.

In the event of a vacancy in the office of chairperson, the vice-chairperson automatically becomes the chairperson. A vacancy occurring in the office of vice-chairperson is filled by election of a replacement to serve for the unexpired portion of the term. A vacancy in an office automatically occurs upon the third consecutive unexcused absence of an officer from the regular meetings or upon a vote by a majority of the total membership.

**4.      OFFICER DUTIES**

The chairperson has the responsibility of presiding at meetings of the FAC, placing items on the agenda, calling special meetings, canceling meetings, and excusing members for valid reasons from attendance at FAC meetings.

The vice-chairperson assumes the responsibilities of the chairperson in his/her absence.

**5. MEETINGS**

The regular meeting times will be the third Tuesday of the month from 4 p.m. to 6 p.m., when called by the chair. The regular meeting place will be in the Whatcom County Northwest Annex Conference Room at 5280 Northwest Dr. A regular meeting that falls on a legal holiday is ordinarily held on the next business day.

Special meetings may be called by consensus of the members at a regular meeting. Special meetings may also be called by order of the chairperson upon giving written notice to other members at least 24 hours before the meeting. The written notice must state the time, place and business to be transacted. Final action cannot be taken on any item that is not included on the agenda.

All meetings shall be open to the public.

**6. ATTENDANCE**

The chairperson, upon the fourth consecutive unexcused absence of any member from the regular meetings, shall bring forward the issue to the full FAC to consider a recommendation to the County Council for replacement of that member.

**7. QUORUM – DECISION MAKING**

A majority of the currently appointed members (one more than half) is required for a quorum to conduct regular business. Members may be counted as present when calling in to committee meetings.

Decision-making will be by majority vote. A simple majority of the voting members present, either in person or on the phone, shall prevail. A vote by proxy shall be allowed with written documentation.

Any decision reached by vote may be accompanied by a majority or minority report at the discretion of the majority or the minority, provided that any report shall be specific to the decision.

**8. ORDER OF BUSINESS**

The regular order of business is as follows:

- (a) Roll call
- (b) Determination of Quorum
- (c) Approval or modification of minutes

- (d) Open session for the public to speak on forestry issues
- (e) Staff reports or agency presentations
- (f) FAC discussion, deliberations and decision-making
- (g) Adjournment

**9. OPEN SESSION FOR THE PUBLIC TO SPEAK ON FORESTRY ISSUES**

All meetings are to be open to the public and shall include time for the public to speak on forestry issues (WCC 2.123.050). The Chairperson or the committee may limit speakers to three (3) minutes per meeting to make their points. Open session will generally be limited to 20 minutes.

**10. REPORTING TO THE WHATCOM COUNTY COUNCIL**

- a. The FAC shall forward any proposed amendments to the Whatcom County Code, deemed necessary to implement the Whatcom County Comprehensive Plan, to the County Council for consideration.
- b. A member may be chosen to represent the FAC in front of the County Council or a Council Committee regarding a particular matter.
- c. All FAC members will sign the report forwarded to the County Council to reflect the recommendations of the committee.
- d. Any FAC member may address the County Council on any issue relating to forestry. The member must state clearly if he/she is speaking on behalf of the FAC or in another capacity.

**11. MINUTES AND RECORDS**

Meetings will be audio taped and minutes will be maintained (WCC 2.123.050). Minutes shall be approved by the FAC and signed by the chairperson.

**12. NOTICE - AGENDA**

Copies of the agenda will be e-mailed or placed in the mail to FAC members at least one week prior to the next meeting.

**13. STAFF**

The Planning & Development Services Department will provide staffing for the SMAC (WCC 2.123.060).

**14. AMENDMENT**

These rules may be amended by the FAC, provided notice of the amendment has been placed in the mail or delivered to the member at least one week in advance.

ORIGINALLY ADOPTED ON THE 19<sup>th</sup> DAY OF November, 2013

\_\_\_\_\_  
FAC Chairperson

\_\_\_\_\_  
Date