

ORDINANCE NO. 11-19

AN ORDINANCE of the City of Richland amending Richland Municipal Code Section 2.04.110 related to boards, commissions and committees.

WHEREAS, the City has need, from time to time, to update the Richland Municipal Code to bring it into alignment with current practices and to eliminate conflict and ambiguity; and

WHEREAS, in 2018, the City engaged in a comprehensive update to the Richland Municipal Code sections governing the City's boards, commissions and committees; and

WHEREAS, now that the review process is complete, a few final adjustments to RMC 2.04 are necessary to eliminate all conflicts and ensure consistent application of the newly revised code sections; and

WHEREAS, an element of the City's strategic plan is to ensure that proper foundational authorities are in place to allow for successful government; and

WHEREAS, the proposed edits to RMC 2.04.110 will lend consistency to the overall administration of the City's boards, commissions and committees, and bring the Richland Municipal Code into alignment with current practices.

NOW, THEREFORE, BE IT ORDAINED by the City of Richland as follows:

Section 1. Richland Municipal Code Section 2.04.110, entitled Boards, commissions and committees, as enacted by Ordinance No. 125 and last amended by Ordinance No. 21-18, is hereby amended as follows:

2.04.110 Boards, commissions and committees.

A. Boards, Commissions and Committees Created. There shall be boards, commissions and committees as defined in this title and such other boards, commissions and committees as have been or are hereafter established by ordinance or by general laws. Each board, commission or committee shall be so organized and shall have such powers as are conferred and such duties as are required by general laws, the Charter and ordinances.

B. Applicability. This section shall apply to all boards, commissions and committees except the Firemen's Pension Board and the Police Relief and Pension Board.

C. Officers, Liaisons, Staff Assistance.

1. Officers. The board, commission or committee shall elect its own chairperson and vice chairperson and create and fill such other offices as it may determine it requires.

~~2. Member Liaisons. Commissions and committees may appoint, from their membership, nonvoting liaisons to other commissions and committees.~~

23. Council Liaisons. Except as otherwise provided in this title, all boards, commissions and committees shall have a liaison appointed from the council who shall serve consistent with RMC 2.04.125(A).

4. Staff Liaisons. The administrative officer of the department or offices most closely connected with the activity of a board, commission or committee shall serve as a staff liaison to that board, commission or committee. To the extent such communication is warranted, the staff liaison is responsible for facilitating communication between the assigned board, commission or committee and city employees, consultants, contractors, customers, applicants, city manager, city council, and members of the public.

5. Liaisons shall not be members of the board, commission or committee to which they are appointed and shall fulfill the role of facilitation and transfer of information between the respective board, committee and commission.

D. Membership.

1. Appointment. All board, commission and committee members shall be appointed by the council. The appointment procedure referenced in RMC 2.04.120 shall be used to recruit and evaluate candidates for appointment.

2. Compensation and Political Affiliation. All board, commission and committee members shall serve without compensation and without regard to political affiliation.

3. Membership Limitations. Excepting the Personnel Committee, A board, commission or committee member is limited to membership on two (2) boards, commissions or committees, including ad hoc or temporary committees in existence for a period exceeding six (6) months. See RMC 2.28.125 for limitations on members of the Personnel Committee.

E. Residency Qualification. Except as provided herein, all board, commission and committee members shall reside within Richland city limits, both at the time of appointment and for the duration of the member's term. Youth members of the Arts Commission and the Parks and Recreation Commission must reside within the boundaries of the Richland School District. Members of the Lodging Tax Advisory Committee and Economic Development Committee must be corporate citizens of Richland. Three members of the Americans with Disabilities Citizens Review Committee may reside outside Richland city limits.

F. Term Limits. Except for the Library Board and Personnel Committee, all board, commission and committee members shall serve no more than twelve (12) consecutive years on the same commission or committee. See RCW 27.12.190 for Library Board terms and RMC 2.28.125 for Personnel Committee terms. The council may waive this

limitation for any member of any board, commission or committee for one term. All board, commission and committee members shall continue to serve until their successors are appointed by the council.

G. Removal.

1. A board, commission or committee may, by majority vote, recommend to the council that an appointed member be removed upon such grounds as may be deemed appropriate by the board, commission or committee. The council shall take action to approve or deny the recommendation.

2. The council may, on its own motion and by majority vote, remove any appointed member of a board, commission or committee upon such grounds as it may deem appropriate and declare the position vacant.

3. A commission or committee member shall be removed upon absences from three (3) consecutive regular meetings or four (4) regular meetings within a 12-month period. For purposes of this subsection, workshops are excluded from the definition of "regular meeting."

H. Vacancies.

1. Vacancies occurring other than by expiration of a term shall be filled for any unexpired term in the manner used for regular appointments. For purposes of determining the number of terms served by a member, service in excess of one (1) year shall qualify as a full term.

2. If a member's residence status changes during his or her term such that the member no longer complies with the residency qualification, the member must immediately vacate his or her position on the board, commission or committee.

3. Vacancies shall be filled using the appointment procedure referenced in RMC 2.04.120.

I. Training. Each new board, commission and committee member shall take the state-required open government training within 90 days of appointment. Board, commission and committee members are required to repeat this training every four (4) years. This training shall be coordinated and monitored for compliance by the City Clerk's Office.

J. Expenditures. Any approved expenses incurred by a board, commission or committee shall be paid from the affiliated department's annual budget.

K. Open Meetings – Executive Session. All meetings shall comply with Chapter 42.30 RCW, the Open Public Meetings Act.

L. Parliamentary Procedure. Boards, commissions and committees shall follow Robert's Rules of Order when conducting meetings and making decisions.

M. Quorum – Voting – Tie.

1. Quorum. Except for the Lodging Tax Advisory Committee, A majority of any members of a board, commission or committee present at a meeting shall constitute a quorum allowing for the transaction of business. Quorum for the Lodging Tax Advisory Committee shall be as provided in RMC 2.15.030(B).

2. In the event of a vacancy or vacancies, the majority of any of the remaining members shall constitute a quorum for the transaction of business; provided, however, that at least three (3) members must be present to constitute a quorum of the Planning Commission, Library Board and the Americans with Disabilities Citizens Review Committee.

3. A majority vote of the quorum shall be sufficient to accomplish an action; provided, however, that Board of Adjustment, Library Board and Code Enforcement Board action requires at least three (3) affirmative votes of those present.

4. Members not present for a hearing held by the board, commission or committee shall not participate in the decision unless the member first reads and reviews the full record made at the hearing.

5. All members present participate in a vote, including youth members and the chair, unless a member has recused himself or herself due to a real or apparent conflict of interest or has been disqualified based on an appearance of fairness concern. In the case of a tie vote, the action fails. Members must be physically present at the meeting to participate in a vote.

N. Records. All boards, commissions, committees and ad hoc committees shall prepare, for each meeting, special meeting or workshop, an agenda and agenda packet for publication on the city's website. Meeting minutes shall be prepared for each meeting and, once approved, shall be published on the city's website. All agendas, agenda packets and meeting minutes shall be prepared pursuant to the procedures adopted by the city. Such records shall be maintained according to the state-mandated retention schedule and the city's established retention policies. All records shall be open to public inspection.

Section 2. This ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the 19th day of March, 2019.



ROBERT J. THOMPSON
Mayor

ATTEST:



DEBBY BARHAM, Deputy City Clerk

APPROVED AS TO FORM:



HEATHER KINTZLEY, City Attorney

Date Published: March 24, 2019