

## POULSBO DISTRIBUTION SCHEDULE

### RESOLUTION NO. 2012-08

### SUBJECT: Citizen Advisory Boards

#### CONFORM AS TO DATES & SIGNATURES

- (X) Filed with the City Clerk: 07/25/2012
- (X) Passed by the City Council: 08/01/2012
- (X) Signature of Mayor
- (X) Signature of City Clerk
- ( ) Publication: N/A
- (X) Effective: 08/01/2012

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- ( ) Municipal Court
- ( ) MRSC from website:
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- ( ) Planning/Building:
- ( ) Police
- ( ) Public Works
- (X) Posted to Library Drive and Website

Jill A. Boltz  
City Clerk

August 3, 2012  
Date

## **RESOLUTION NO. 2012-08**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO,  
WASHINGTON, PROVIDING FOR CITIZEN ADVISORY BOARDS

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**WHEREAS**, the City Council adopted Ordinance No. 2012-12, on August 1, 2012, repealing certain sections of Titles 2, Administration and Personnel, of the Poulsbo Municipal Code, eliminating Chapters: 2.30 – Community Police Advisory Board; 2.36 – Parks and Recreation Commission; 2.38 – Tree Board; and 2.72 Public Library; and

**WHEREAS**, the City Council desires to form citizen “advisory boards” by resolution to allow more flexibility and specific tasking on projects; and

**WHEREAS**, the City Council desires to generalize provisions applicable to all citizen advisory boards; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Poulsbo as follows:

### **SECTION 1. Committees, Boards and Commissions**

#### A. Definitions.

An “Advisory Board” means any Committee or Commission created by the City Council to give advice on subjects and perform such other functions as prescribed by the City Council. Advisory Board also includes task forces, information committees, or working groups formed by City Council resolution for short periods of time or for specific tasks.

#### B. Purpose and Application

The purpose of this section is to establish provisions applicable to all Advisory Boards. The provisions of this resolution govern Advisory Boards unless otherwise specifically provided by ordinance, motion or resolution of the City Council, or as may be required by state law. In establishing and Advisory Board, the Council shall consider the following:

1. Scope of work and clear task description.
2. Term of board – sunset provision.
3. Membership, nomination and confirmation process, and residency or other special member requirements.

4. Terms of office.
5. Place of board within City Council structure – who does the Board report to?
6. Councilmember liaison (if any).
7. Timeframes for board action on tasks.
8. Timeframes for Council or Committee action, for example, periodic review of interim reports.
9. Staffing (if any) for the board, and which City Department bears any staffing expense for the board.
10. Any other matters appropriate to the Board's work.

C. Scope of Work

1. Each Advisory Board, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the City Council to determine its effectiveness. This statement of purpose, as well as other information regarding duties and responsibilities, will be made available to all members when appointed.

2. The City Council may determine any specific guidelines or tasks to be referred to the Advisory Board by motion or resolution.

3. Each Advisory Board shall develop a scope of work, within the jurisdiction and area of responsibility consistent with the City Council resolution forming the Board.

D. Membership, Nomination and Confirmation Process, and Residency Requirements

The number of members and any specific qualification of each Advisory Board shall be set forth by resolution of the City Council.

Unless otherwise specifically provided by applicable resolution or motion, or as many be required by state law, the following procedures and requirements shall apply to all members of each Advisory Board:

1. Each person at the time of nomination and continuing uninterrupted thereafter while serving on an Advisory Board shall be a resident of and/or work in the City of Poulsbo.

2. Each person to be appointed shall be nominated by the Mayor for a specific position of each Advisory Board.

3. Each person shall be deemed appointed and shall commence service after confirmation by the City Council or on the effective date of the previous member's resignation, or on the expiration of the existing term for the position, as applicable.

4. Each confirmation motion by the Council shall include ending date and term for the position to which the person is appointed and such information shall be entered into the Council minutes.

#### E. Officers – Identification and Election

Each Advisory Board shall elect from its membership a presiding officer who shall be referred to as chairman, chairwoman, or chairperson, as determined appropriate by the Advisory Board, and such officer shall service for one year, or until the Board discontinues its operation, whichever is shorter. The Advisory Board may elect other officers as it deems necessary and such officers shall be set forth in the rules of procedure adopted by the Advisory Board.

#### F. Quorums, Transacting Business

A majority of the appointed members of the Advisory Committee shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry any proposition.

#### G. Terms of Office and Vacancies

Appointments to boards shall be provided for in the resolution establishing or providing for a board. Vacancies shall be filled by the City Council, upon nomination from the mayor, for the unexpired term in the same manner as the original appointment. Membership vacancies other than through expiration of term shall be filled for the unexpired term. Any member may be removed by Council action based on Council decision that removal is in the best interest of the City. Removal should not occur for disagreement with an official recommendation of the board or its members.

#### H. Conflicts of Interest

If any member of an Advisory Board concludes that they have a conflict of interest or an appearance of fairness problem with respect to a matter pending before the Advisory Board so they cannot discharge their duties on such an Advisory Board, they shall disqualify themselves from participating in the deliberations and decision-making process with respect to the matter.

#### I. Liaisons and Representatives

A City Council representative may be available to each Advisory Board for the purpose of providing a constructive relationship between the City Council and the Advisory Board without implying direction, review, or oversight of the activities of the Advisory Board.

#### J. Procedures, Records, and Minutes

Rule of order not specified by statute, ordinance or Council resolution shall be governed by Roberts Rules of Order. The Advisory Board may adopt supplemental rules of procedure. The Advisory Board shall provide for the taking of minutes and maintaining the records of all regular and special meetings. Any Advisory Board may establish standing or ad hoc committees comprised of Board members to assist in accomplishing duties and responsibilities. Committee minutes shall be filed with the City Clerk's Office within 10 days of approval.

#### K. Meetings.

Each Advisory Board shall hold regular meetings at such times and places as is deemed advisable or as provided for in the resolution establishing the board. All meetings of the entire body and of any subcommittee or task force of the Advisory Board shall be subject to all requirements of the Washington Open Public Meetings Act, and shall be open to the public, and shall be held at a public place at a regularly scheduled time, or at a special meeting time following notice as set by the [designated staff or City Clerk]. Notice of all meetings shall be provided to the [designated staff or Clerk's Office] for posting on the City's website and [community bulletin boards]. No meeting shall be scheduled without at least 24 hours notice to designated staff and Advisory Board members.

#### L. Communications to City Council

Expressions of an Advisory Board's position, recommendation or request for any action shall be in the form of resolution, motion or other written communication, setting for the reasons, facts, policies, and/or findings of the body supporting the communication, and shall be directed to the City Council and Mayor.

Communications from such boards, commissions and bodies to the City Council [shall be scheduled on the agenda for presentation at a regular City Council meeting.] Communication shall be acknowledged by the Council and so noted in the City Council minutes. Should any member of the Council determine that such communication be officially answered by the Council, the Presiding Officer shall determine whether to entertain discussion at the current meeting or any subsequent meeting.

M. Compensation and Reimbursement of Expenses

Members of Advisory Boards shall serve without compensation. Members shall be reimbursed for authorized travel expenses incidental to that service, which are authorized by the Mayor or by City Council resolution or motion. Members should seek pre-authorization for any proposed expense.

N. Lobby Efforts

Lobbying efforts by any Advisory Board on legislative or political matters should first be checked for consistency with existing City policy by contacting the Mayor's office. In the event a position is taken that differs from that of the City's policy, an Advisory Board cannot represent that position publicly or before another body, for example, the State Legislature or the Board of County Commissioners. An Advisory body is free to communicate positions to the Council or a Council Committee on matters pertaining to the Board's purpose and function. A member of the Advisory Board is not authorized to speak for the Board, unless the board has expressly authorized the member's communication. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the City, or as a member of an Advisory Board.

**RESOLVED** this 1st day of August, 2012.

APPROVED:



MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:



CITY CLERK, JILL A. BOLTZ CMC

FILED WITH THE CITY CLERK: 07/25/2012  
PASSED BY THE CITY COUNCIL: 08/01/2012  
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