

**AN ORDINANCE REGARDING THE BUSINESS RULES FOR VOLUNTEER
ADVISORY COMMITTEES APPOINTED BY THE SAN JUAN COUNTY COUNCIL**

BACKGROUND

The San Juan County Council desires to adopt uniform rules to be used boards, committees and advisory bodies appointed by the County Council.

A draft of the proposed rules of policy and procedure have been circulated to the existing advisory bodies and the Charter Implementation Committee of the County Council has received and considered the comments of these advisory bodies.

The County Council conducted a duly advertised public hearing and has received public testimony on March 18, 2008.

NOW, THEREFORE, BE IT ORDAINED by the County Council of San Juan County, State of Washington, as follows:

Section 1. NEW SECTION. Purpose. San Juan County has formed numerous boards, commissions and committees to advise the County Council on various matters pertinent to County government ("advisory bodies"). In an effort to assist volunteer citizens who sit on advisory bodies in carrying out their duties in a fair and impartial manner; and in order to provide the citizenry with a level of certainty and fairness that can be expected at meetings of the various advisory bodies serving San Juan County, the County Council hereby adopts the following uniform policies and procedures:

Section 2. NEW SECTION. Selecting a chair. Unless provided otherwise by state statute or by County ordinance, each advisory body shall select a chair and vice-chair from its members. The selection of a chair and vice-chair shall occur at the first meeting of the advisory body, and thereafter in each calendar year. The chair and vice-chair shall serve for a term of one year, and may not serve more than two consecutive terms. In the event the chair is no longer able to serve as the chair at any time during the calendar year, the vice-chair shall automatically become the chair and shall assume the chair's responsibilities.

Section 3. NEW SECTION Powers of the chair. The chair is responsible for presiding over meetings and acting as the liaison between the advisory body and County Council and County staff. The chair has the same rights and duties as the other members of an advisory body, including the right to make motions, debate motions, and vote on all matters that come before the advisory body.

Section 4. NEW SECTION Attendance at meetings; absences. To be effective, all advisory bodies must have regular attendance by the members. When a member of an advisory body has been absent from three consecutive regular meetings, without reasonable cause, such

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absences and the reasons therefore shall be communicated to the County Administrator and the County Council by the chair of the advisory body. The County Council may elect to treat such absences as the member's resignation. Such resignations shall be effective upon acceptance by the County Council, and the position shall then be deemed vacant. Thereafter, the County Council shall notify the advisory body that a resignation based on absenteeism has been accepted.

Section 5. NEW SECTION. Establishing a quorum. A majority of the members of an advisory body shall constitute a quorum for the transaction of business.

Section 6. NEW SECTION. Voting. A majority vote shall be a vote by a simple majority of members present. No member of any advisory body shall vote by proxy or by mail.

Section 7. NEW SECTION. Meetings open to the public. All meetings and actions of advisory bodies shall be open to the public, even where such meetings are not within the purview of the Open Public Meetings Act, Chapter 42.30 RCW, except where the meeting is properly closed for executive session, as provided in RCW 42.30.110 and SJCC 2.10.020. There is, however, no obligation to permit public input at any meeting, except where otherwise required by state statute or by County ordinance. When not expressly required by state statute or by County ordinance, public input is at the sole discretion of the advisory body, upon a majority vote of those present. Any amount of time set aside for public input should be commensurate with the issue under consideration and the need for the advisory body to complete its work on time. If otherwise provided by rules of an advisory body participation by telephone may be allowed at no more than one half of all meetings conducted in a single year.

Section 8. NEW SECTION Notice of meetings. Where the requirements for providing notice of meetings are dictated by state statute, such statutory notice requirements shall be followed. Otherwise, the notice of meetings of advisory bodies shall be given to their assigned staff member or the staff of the County Council to be posted on the San Juan County website, and sent to the newspaper(s) of record serving San Juan County, and any other person who has on file with the County Council a written request for notice of special meetings.

Section 9. NEW SECTION Meeting agenda. Every meeting of an advisory body shall have a written agenda prepared and available for distribution to any interested party at least twenty-four hours in advance of the meeting. The chair of the advisory body shall prepare and distribute the agenda.

Section 10. NEW SECTION. Recording meetings. Members of the public and media representatives may record meetings by audio or video means, provided such recording does not disrupt the meeting.

Section 11. NEW SECTION Recommendations and Minority Report. Unless otherwise provided by law, all recommendations or comments from the majority of the advisory body shall be transmitted to the County Council in writing. Members of a minority position may

submit a Minority Report to the County Council. Policy statements of an advisory body shall be approved by the County Council before delivery to others.

Section 12. NEW SECTION Conflicts of interest. Conflict of interest is defined as the possibility or appearance of possibility, and not just the actuality of a private benefit, direct or indirect, or the creation of a material personal gain or advantage to the member, family, friends, or associates who hold some share of a member's loyalty. An interest shall be considered: an employee/employer interest, business interest, financial interest, a family interest. No member of an advisory body may engage in any activity which would appear to a reasonable person to be in conflict with the proper discharge of their duty on behalf of the County, or impair the member's independence of judgment in the performance of official duties, without fully disclosing on the public record of the advisory body the circumstances giving rise to such an appearance. Such disclosure shall be made prior to engaging in the performance of official duties. Failure to disclose the circumstances giving rise to an appearance of a conflict of interest may be grounds for removal from the advisory body by the County Council. The chair of the advisory committee may request advice from the Prosecuting Attorney with respect to the existence or procedure that should be followed in the event of a conflict.

Section 13. NEW SECTION Rules of order. In conducting meetings, all advisory bodies shall follow the simplified Rules of Order adopted by the County Council. Any advisory body conducting quasi-judicial hearings shall follow the County Council's procedures for such hearings.

Section 14. NEW SECTION Annual Work Plan. In the first quarter of each year, the advisory body shall present to the County Council an annual work plan. The purpose of the work plan is to assure that the goals of the advisory body are aligned with the goals of the County Council.

Section 15. NEW SECTION. Members and Duties.

A. All members serve at the pleasure of the County Council. Except as otherwise limited by law, the County Council shall determine for each advisory body:

1. its powers, duties, and mission;
2. the number of members;
3. the qualifications for membership;
4. how members are appointed;
5. how vacancies are filled; and
6. such other matters as the County Council deems necessary.

B. Committee members are expected to:

1. Regularly attend committee meetings in person;
2. Serve and be active on subcommittees, if any;
3. When appropriate, engage in public outreach activities on behalf of the committee;
4. Recommend information to the County website on the committee;
5. Help identify new member prospects to apply for appointment; and

6. Conduct themselves with civility, courtesy and respect.

Section 16. NEW SECTION. Review of Responsibilities. Except as otherwise limited by law, the County Council may dissolve, consolidate, or combine any advisory body when it has:

- A. reached its appointed time for termination;
- B. served its function and is no longer necessary to meet county policy objectives;
- C. been deemed obsolete; or
- D. because the County Council so desires for any reason.

Section 17. Applicability. These policies and procedures shall apply to all advisory bodies of the County, and may be supplemented by additional rules adopted by the County Council.

Section 18. Effective Date.

This Ordinance is effective on the 10th working day after adoption.

Section 19. Codification.

Sections 1 through 17 shall be codified.

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**COUNTY COUNCIL
SAN JUAN COUNTY, WASHINGTON**

ATTEST: Clerk of the Council

By: Signed
Valarie Graham – Deputy Clerk
Date:

REVIEWED BY COUNTY
ADMINISTRATOR

 Signed
Pete Rose Date:

APPROVED AS TO FORM ONLY
RANDALL K. GAYLORD

By: Signed
Date

 Signed
Howard Rosenfeld, Chair
District 3, Friday Harbor

 Signed
Bob Myhr, Member
District 6, Lopez/Shaw

 Signed
Kevin M. M. Ranker, Member
District 1, San Juan South

 Signed
Rich Peterson, Member
District 2, San Juan North

 Signed
Alan Lichter, Member
District 4, Orcas West/Waldron

 Signed
Gene Knapp, Vice-Chair
District 5, Orcas East