

## Chapter 2.06

### UNIFORM POLICIES FOR BOARDS AND COMMISSIONS

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**2.06.010 Purpose.** The purpose of this chapter is to establish uniform policies for city boards and commissions and to establish a process for review to insure that the organization is efficient and non-bureaucratic. It is further to assure public access to all meetings of such boards and commissions.

It shall also be a statement of the Council that all committees are creatures of the legislative body and shall not be deemed independent or autonomous to the legislative body.

- A. All committees of the City of Snohomish shall be created by Ordinance of the City Council and shall contain a statement of purpose and need.
- B. There shall be only four types of committees in the City of Snohomish and they shall have following purposes:
  - 1. Standing Committees. Such Committees are established to conduct business delegated by the legislative body (City Council) and may be authorized by separate state statute or City ordinance. Examples of standing committees are the planning commission and civil service commission.

- 2. Special Committees: Such Committees are to investigate a special subject and report back to the City Council. An example is the Commission on Arts and Culture.
- 3. Citizen Advisory Committees: Such Committees are to promote citizen participation on a particular subject or function. An example is the Citizens Police Advisory Board.
- 4. Council Committees: A Councilmember shall chair Council Committees and serve the purposes established by Title 35A, RCW.

**2.06.015 Application.** This chapter shall apply to all boards and Commissions created and/or regulated by the City. (Ord. 1836, 1997; Ord. 1809, 1996)

- A. Every odd numbered year, unless prohibited by state statute, the City Council shall discuss and reauthorize committees of the city, as it deems appropriate. A reauthorization resolution shall state the current purpose and need for the committee and may include termination of or changes in the purpose and need as contained in the original authorizing ordinance.
- B. The City Council may determine that a committee no longer is needed to provide advice to the Council, or to provide for an operational need of the organization and in such case, the City Council may choose to not reauthorize the committee. An ordinance repealing the original authorizing ordinance shall be placed on the Council agenda for formal action.
- C. The City Council may exempt specific standing committees from provisions of this Chapter.

D. For the purpose of implementing this chapter, the review schedule should be every two years beginning with 1999 and then on each successive odd numbered year:

|                              |           |
|------------------------------|-----------|
| Arts Commission              | January 1 |
| Board of Appeals             | January 1 |
| Civil Service Commission     | March 1   |
| Planning Commission          | March 1   |
| Design Review Board          | March 1   |
| Park and Recreation Board    | July 1    |
| Citizens Police Advisory Bd. | July 1    |
| Library Board of Trustees    | July 1    |

**2.06.020 Attendance Policies-- Termination and Replacement.**

The Clerk’s Office will publish an annual list of regular meetings for each Board and Commission member and a list of available meeting locations by first of January each year. All board and commission members shall attend at least 75 percent of all regularly scheduled meetings in any calendar year. The only exception to this attendance policy is for the Board of Appeals, which meets only when there is an appeal filed with the City. No differentiation shall be made between excused and unexcused absences of board or commission members. Members who do not attend at least 75 percent of all regularly scheduled meetings in any calendar year will be notified by the Mayor in writing. Such failure to attend meetings may be deemed neglect of duty, malfeasance, or interruption or interference with the performance of official duty, and may subject the offending board or commission member to replacement or termination, at the discretion of the City Council. City Staff representatives to each board and commission will be responsible for preparing the annual attendance reports which will be submitted to the City Clerk by September 1 each year. Board and commission members who do not attend at least 75 percent of all regularly scheduled meetings in any calendar year will be

notified by the Mayor in writing by September 15 of each year. (Ord. 1809, 1996; Ord. 1825, 1997))

**2.06.030 Residency Requirements.** The majority of all board and commission members must live within the city limits. Members of the Civil Service Commission are required to be City residents as set forth in RCW 41.12.030. These residency requirements shall commence immediately. Current Board and Commission members who do not fulfill the residency requirements shall be allowed to finish their current terms but will not be eligible for reappointment. If a board or commission member moves out of the area, that member is no longer eligible to serve. Exceptions to the above regulations are listed in section 2.06.035. (Ord. 1825, 1997)

**2.06.035 Exceptions to the Residency Requirements:**

- A. Members of the Planning Commission and the Parks and Recreation Board must live within the City’s urban growth boundary as defined by the most current adopted Community Development Plan Map; and
- B. The majority of the Library Board of Trustee members must live with the City’s Library Capital Facilities Area;
- C. The members of the Citizens= Police Advisory Board who represent the liquor serving and selling businesses may reside outside of the City; and (Ord. 1825, 1997; Ord. 1809, 1996)
- D. The members of the Board of Appeals will have no residency requirements, but are eligible for membership based on their knowledge, experience and ability to provide informed and impartial decisions. (Ord. 1837, 1997)

E. Membership on the Design Review Board, because of the expertise required to perform the duties of the Board, shall be limited to those with an interest in the City as a result of either living, working, owning property or business, and/or belonging to one of the City's civic organizations. (Ord. 1837, 1997)

**2.06.040 Meeting Location.** The City Council will designate meeting locations for its boards and commissions at the beginning of each year. (Ord. 1809, 1996)