

Ordinance No. _____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATING TO COUNCIL COMMITTEES AND CITIZEN-MEMBER BOARDS, COMMISSIONS AND ADVISORY COMMITTEES APPOINTED BY THE OLYMPIA CITY COUNCIL AND AMENDING CHAPTERS 2.06 AND 2.100 OF THE OLYMPIA MUNICIPAL CODE.

WHEREAS, the Olympia City Council adopted Ordinance No. 4401 § 5 in 1992, establishing a method for recommendation of advisory board and commission members, which was subsequently revised by the Council's adoption of Ordinance No. 6499 § 1 in 2007, without repeal of the prior code provision; and

WHEREAS, the Olympia City Council adopted Ordinance No. 6499 § 1 in 2007 establishing the term of office for citizen-member boards, commissions and advisory committees; and

WHEREAS, Olympia Municipal Code Section 2.100.050 sets no limit to the number of terms an appointed member could serve on a board, commission or advisory committee; and

WHEREAS, the City wishes to encourage broader participation, varied perspectives and diversity of voices and experiences on citizen-member boards, commissions and advisory committees; and

WHEREAS, at its May 22, 2018, business meeting, the Olympia City Council voted to establish term limits of no more than three (3) full terms, or nine (9) years, on any specific board or committee, with the exception of the Design Review Board; and

WHEREAS, the Olympia City Council acknowledges that certain circumstances might arise that make it imperative to have a mechanism to waive term limits for citizens serving upon a board or committee with exceptional historical knowledge, or when insufficient applications are submitted, or other exigent circumstances exist, but such waiver may only be considered upon a motion properly made and seconded at an open public meeting, with City Council approval of a majority plus one;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Amendment of OMC 2.06. Olympia Municipal Code Chapter 2.06 is hereby amended to read as follows:

**Chapter 2.06
COUNCIL COMMITTEES**

2.06.000 Chapter Contents

Sections:

- 2.06.010 Created.
- 2.06.020 Performance of tasks.
- 2.06.030 Assignment of members ~~Chairman~~ Chairperson.
- 2.06.050 Recommendation of advisory board and commission members.
- 2.06.060 Recommendation of interlocal board and commission members.
- 2.06.070 Terms--Vacancy filling.

2.06.010 Created

There are created the following committees of the eCity eCouncil along with a general description of topics for their consideration:

- A. General gGovernment eCommittee: Public safety, operational policy, economic development, housing, general government issues, boards and commissions;
- B. Land uUse and eEnvironment eCommittee: Planning, transportation, environment, utilities, parks, community development, neighborhoods;
- C. Finance eCommittee: finance/budget.

2.06.020 Performance of tasks

The committees created in this chapter shall perform such tasks in line with the subjects described in Section 2.06.010, or as may be referred to them by the City eCouncil.

2.06.030 Assignment of members – Chairman Chairperson

Councilmembers shall be assigned to a committee as determined by the eCity eCouncil after each eCouncil election. A chairman chairperson for each committee shall be selected by the eCouncil to preside over committee meetings. If necessary, each committee shall meet at least once a month or more, depending on the committee's agenda, at date(s) and time(s) available to committee members.

2.06.050 ~~Recommendation of advisory board and commission members~~

~~The general government committee shall also recommend to the council the name(s) of person(s) to be appointed to the various advisory boards and commissions of the city as positions thereon become vacant. Before making the recommendation, the general government committee shall seek advice from other councilmembers, advertise for opening(s) in the press and media, notify interested citizen groups and interview interested applicants.~~

~~The council may confirm or refuse to confirm any such recommendation. Repealed. Reference OMC 2.100.040.~~

2.06.060 Recommendation of Council appointment to interlocal or interjurisdictional boards and commissions members

The general government committee City Council shall also recommend to the council the name(s) of determine the eCouncilmember(s) or other person(s) to be appointed to the various boards and committees created by interlocal agreement or for interjurisdictional committees, commissions or boards. ~~Councilmembers shall be~~

~~recommended for appointment to the intergovernmental committees based upon their membership in corresponding council committees.~~

~~The council may either confirm the recommendations or refuse to confirm same.~~

2.06.070 Terms – Vacancy filling

The terms shall be for two-year periods, commencing on January 1st, of each even-numbered year. The terms for members of the Committee of the Chairs shall be co-extensive with the terms for members of the committees set forth in OMC Section 2.06.010. Vacancies occurring prior to the expiration of these terms shall be filled in the same manner as set forth in this chapter for regular appointments.

Section 2. Amendment of OMC 2.100. Olympia Municipal Code Chapter 2.100, Article I, is hereby amended to read as follows:

Article I. CITIZEN-MEMBER BOARDS, COMMISSIONS AND ADVISORY COMMITTEES APPOINTED BY THE OLYMPIA CITY COUNCIL

- 2.100.010 Purpose.
- 2.100.020 Committees Established.
- 2.100.030 List - Citizen –Member Committees Appointed by the Olympia City Council.
- 2.100.040 Members.
- 2.100.050 Term of Office.
- 2.100.060 Vacancies.
- 2.100.070 Rules of Procedure and Bylaws.
- 2.100.080 Annual Work Plan.
- 2.100.090 Staff Liaison Support.

2.100.010 Purpose

The purpose of this chapter is to create specific citizen-member committees appointed by the City Council, and provide uniform policies for the committees enabled herein, to the extent possible.

2.100.020 Committees Established

All citizen-member committees appointed by the City Council shall be established by Ordinance of the City Council and which shall contain a statement of purpose and of duties. Except as may be otherwise provided by ordinance, the committees appointed by Council are advisory in nature.

2.100.030 List - Citizen –Member Committees Appointed by the Olympia City Council

The committees appointed by the City Council are:

- A. Arts Commission (See OMC 2.100.100 - 2.100.240)
- B. Bicycle and Pedestrian Advisory Committee (See OMC 2.100.250 - 2.100.270)
- C. Design Review Board (See OMC 18.76)
- D. Heritage Commission (See OMC 18.12)
- E. Lodging Tax Advisory Committee (See OMC 2.100.280 - 2.100.310)
- F. Parks and Recreation Advisory Committee (See OMC 2.100.320 - 2.100.340)
- G. Planning Commission (See OMC 2.100.350 - 2.100.410)
- H. Utility Advisory Committee (See OMC 2.100.420 - 2.100.440)

2.100.040 Members

- A. Number of Members. Except as may be otherwise be provided by ordinance, each committee shall consist of nine (9) members appointed by the City Council.
- B. Residency. Except as may be otherwise provided in the Olympia Municipal Code regarding a specific committee, the majority of members on each committee shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.
 - 1. This provision shall not apply to a committee member when there is a member vacancy during a term of office resulting in less than a majority of the remaining members residing within the corporate limits of the City of Olympia or the Urban Growth Area. In this case, the residency requirement may be suspended for the remainder of the term that was vacated.
- C. Compensation. All committee members shall serve without compensation.
- D. Appointment.
 - 1. Members are appointed by majority vote of the Olympia City Council in an open public meeting.
 - 2. Members serve at the discretion of the City Council, and may be removed from office for any reason by majority vote of the City Council in a public meeting.
 - 3. City employees are not eligible for appointment to a committee during the term of their employment with the City.

E. Recruitment. The City Council's General Government Committee shall develop and implement a public process to recruit potential committee members.

F. Diversity. Given the applicant pool and qualifications at the time of member recruitment, the City Council shall strive, to the best of its ability, to achieve diversity in geographic residence within the City, gender, age, profession, and ethnicity on each committee. Except as may otherwise be provided by ordinance, no geographic, gender, age, profession, nor ethnicity restrictions shall be placed on applicant eligibility.

G. Non-Partisan. All positions are non-partisan.

2.100.050 Term of Office

A. The term of office for committee positions shall be three (3) years, and such terms shall commence on April 1.

B. The terms shall be staggered so that as near as possible one-third of each committee's membership shall expire each year.

C. ~~There is no limit on the number of terms to which an individual may be appointed.~~ Terms shall be limited to three (3) full terms, nine (9) years, on any one committee (except the Design Review Board). Citizens who have reached the term limit on any one committee remain eligible to apply and serve on a different committee. Upon a motion properly made and seconded, the City Council may waive a term limit restriction upon a vote of a majority plus one of the City Council.

2.100.060 Vacancies

A. Vacancies on committees occurring during the term of office shall be filled based upon on a timeline determined by the City Council's General Government Committee.

B. Any person appointed to fill a vacancy shall be appointed for the remainder of the unexpired term.

2.100.070 Rules of Procedure and Bylaws

The General Government Committee of the City Council shall establish Rules of Procedure and Bylaws for committees.

2.100.080 Annual Work Plan

Each committee, except the Design Review Board, shall present an annual work plan to the City Council for approval in a format and within parameters determined by the City Council's General Government Committee. Substantive changes to the work plan after approval by the City Council shall be submitted to the General Government Committee for consideration and recommendation to the full Council.

2.100.090 Staff Liaison Support

The City Manager, or designee, shall appoint a primary staff liaison for each committee to ensure that meeting notifications and recordkeeping occurs consistent with applicable State laws; to provide professional guidance, issue analysis and recommendations; to assist the committee with research, report preparation, and correspondence in keeping with the committee's Council-approved work plan; and to perform other committee liaison duties as may be assigned by the City Manager or designee.

Section 3. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 5. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 6. Effective Date. This Ordinance shall take effect thirty (30) days after publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED: