

Council Guidebook 2024 Update Summary

Topics to address:

1. Update two-year assignments for:

- Interjurisdictional assignments

The staff report for item [4.C Approval of 2024 Council Meeting Calendar and Committee Assignments](#) has been updated to acknowledge, reflect, and approve, as noted in the January 2023 Council retreat notes, to *“When possible, Council would like to plan for a **two-year, non-election-year cycle of committee and interjurisdictional assignments with room for off-year adjustments when requested.** When put to an advisory vote, Council passed the proposed change with a vote of six to one, to be ratified as part of the updates to the Council Guidebook.”*

2. Independent Salary Commission

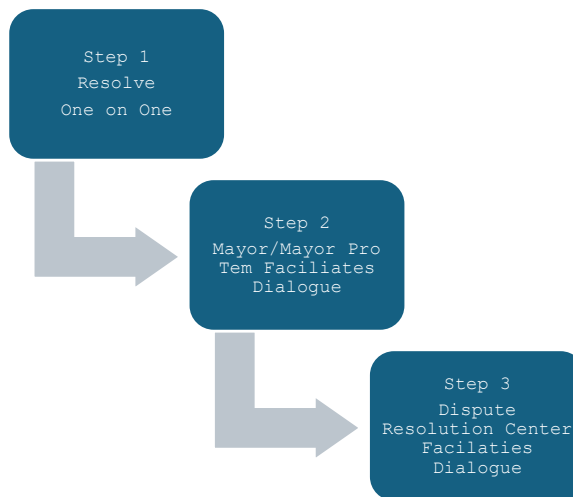
- a. Remove elector
- b. Remove resident
- c. Remove “must meet in June/July”
- d. Add eligible for stipend

3. Process for updating the guidebook

- Review proposed updates at the annual retreat
- Committee of the chairs review and approval to forward to the full Council

4. How to Manage Conflict

- Include a flow short showing steps on how to address



5. Civilian Police Auditor

- Update role based on COLE recommendation

6. Process for Council Vacancy

State law (RCW 42.12.070) empowers the remaining members of a governing body to appoint a qualified person to fill any mid-term vacancy on the body. Traditionally, the Olympia City Council has filled such vacancies through a public application, interview and appointment process. If Council does not make an appointment within 90 days of the vacancy, State law transfers the power to appoint to the County Commission.

State law allows the appointee to serve until the certification of the next General Election at which a Councilmember would normally be elected. The appointee or any qualified person may run for the vacant position in that election, and the winner would complete the full term of the position.

Appointment Process

Under the current process for filling a council vacancy, a three-person subcommittee of Councilmembers is formed upon confirmation of a vacancy on the body. The subcommittee will:

- Establish an appointment timeline
- review and confirm application materials
- review application evaluation documents
- draft and review potential interview questions
- review interview evaluation documents

If empowered by Council, the subcommittee will review the applications and recommend a slate of potential interviewees to the full Council. The full Council will deliberate and decide on the slate of applicants to interview in an open public meeting. The Council may meet in Executive Session to discuss the qualifications of a candidate, but no decision can be made during that session. Once Council confirms a slate of candidates, staff will ensure they are scheduled for interviews.

Candidate interviews are conducted by the full Council in an open public meeting. Council may meet in Executive Session to discuss the qualifications of a candidate, but no decisions can be made in the Executive Session. Currently, the Olympia City Council uses Rank Choice Voting to select the successful appointee.

Once selected, the appointee can join the full Council as a Councilmember after completing an official swearing-in process.

7. Include copy of the referral form

8. Limit special recognitions to two per meeting.