

ORDINANCE NO.

AN ORDINANCE of the City Council of the City of Olympia, Washington, amending Title 2 of the Olympia Municipal Code to add a New Chapter 2.100 entitled Citizen Member Boards, Commissions, and Advisory Committees Appointed by the Olympia City Council.

WHEREAS, over time the Olympia City Council has formed citizen-member boards, commissions, and advisory committees (hereinafter called “committees”); and

WHEREAS, the current enabling ordinances for such committees contain differing provisions for member appointment, terms of office, and other functions; and

WHEREAS, the Olympia City Council desires to standardize certain provisions for the committees appointed by the City Council, while retaining provisions unique to each committee in other areas of the Olympia Municipal Code where appropriate;

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

Section 1. Amendment of OMC Title 2. Title 2 of the Olympia Municipal Code is hereby amended to add a New Chapter 2.100 entitled Citizen-Member Boards, Commissions and Advisory Committees Appointed by the Olympia City Council to read as follows:

Chapter 2.100

**CITIZEN-MEMBER BOARDS, COMMISSIONS AND ADVISORY COMMITTEES
APPOINTED BY THE OLYMPIA CITY COUNCIL**

Sections:

02.100.010 Purpose.

02.100.020 Committees Established.

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

02.100.040 Members.

02.100.050 Term of Office.

02.100.060 Vacancies.

02.100.070 Rules of Procedure and Bylaws.

02.100.080 Annual Work Plan.

02.100.090 Staff Liaison Support.

02.100.010 - 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.

02.100.020 – 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.

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

The committees appointed by the City Council are:

- A. Arts Commission
- B. Bicycle and Pedestrian Advisory Committee
- C. Design Review Board
- D. Heritage Commission
- E. Lodging Tax Advisory Committee
- F. Parks and Recreation Advisory Committee
- G. Planning Commission
- H. Utility Advisory Committee

02.100.040 - Members

- A. Number of Members. Except as may be otherwise be provided by ordinance, each committee shall consist of eleven (11) members.
- 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.

02.100.050 – 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.

02.100.060 - 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.

02.100.070 – Rules of Procedure and Bylaws

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

02.100.080 – 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.

02.100.090 – 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 2. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 3. Severability. The provisions of this ordinance are declared separate and severable. If any provision of this ordinance or its application to any person or circumstances is held invalid, the remainder of this ordinance or application of the provision to other persons or circumstances, shall be unaffected.

Section 4. Effective Date. The effective date of this ordinance shall be January 15, 2008 after its passage by the Olympia City Council and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



ASSISTANT CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED: