



Council Policies & Procedure Handbook

2025

City Clerk's Office



Per MRSC Article, Council Rules of Procedure:

"The motivation in adopting rules is to increase meeting efficiency and effectiveness and to manage or reduce conflict. The basic idea in adopting rules is to ensure that these meetings will run more smoothly and follow a generally accepted format. A well-organized and well-managed meeting does not necessarily guarantee good results, but it certainly helps."

City councils are authorized by RCW 35A.12.120 to determine their own rules and order of business and to establish formal rules for the conduct of council meetings.

My Resources ...

The following rules are made up primarily of excerpts from:

- 1) Examples provided by MRSC of other Code/Mayor-Council city's rules;
- 2) RCW 42.30, the Open Public Meetings Act;
- 3) MRSC Publication – Mayor and Council Members Handbook
- 4) Roberts Rules of Order – Newly Revised; and
- 5) Jurassic Parliament.

The goal being to ensure these rules are indeed "best practice" for the City of Camas.

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Camas City Council

Rules of Procedure

A. Regular, Workshop and Special Meetings

All meetings (Meetings) of the Camas City Council (Council) will be held in compliance with state statutes, including the Open Public Meetings Act (OPMA), RCW 42.30.

Members of public are welcome to observe and address Council during defined Public Comment periods; comments can also be taken by phone, mail or email. See the Resident Public Meeting handout on the City of Camas (City) [website](#) for further details. Public comments sent to publiccomments@cityofcamas.us within 24 hours prior to a Meeting will be saved to the Clerk's Meeting record.

1. Quorum

A majority (four) of the entire Council (seven) will constitute a quorum for the transaction of business at Council Meetings (Meetings). In the absence of a quorum, a lesser number may adjourn any Meeting to a later time or date with appropriate public notice.

2. Appearance of Fairness/Conflict of Interest

In all its dealings, Council and its Members will be governed by RCW 42.36 (appearance of fairness doctrine), RCW 42.20 (misconduct of public officers), and RCW 42.52 (ethics in public service).

3. Regular Meetings

Regular Meetings will be held on the first and third Mondays of each month beginning at 7:00 p.m. at City Hall unless otherwise rescheduled by notice of the Camas City Clerk (or designee). Regular Meetings will conclude no later than 10:00 p.m.,

subject to extension by Council.

If any Monday of this schedule falls on a legal holiday, the Meeting will be held the immediately following Tuesday.

4. Workshop Meetings

Workshop Meetings will be held on the first and third Mondays of each month beginning at 4:30 p.m. at City Hall unless otherwise rescheduled by notice of the Clerk. Workshop Meetings will conclude no later than 6:30 p.m., subject to extension by Council.

If any Monday of this schedule falls on a legal holiday, the Meeting will be held the immediately following Tuesday.

Workshops are devoted exclusively to the exchange of information relating to municipal affairs. No votes will be taken on any matters under discussion, nor will any Council Member(s) enter into a formal commitment with another member regarding a vote to be taken subsequently.

5. Special Meetings

Special Meetings will be called by the Clerk upon the written request of the Mayor of Camas, City Administrator, or a quorum of Members with at least 24 hours' written notice to each Member and the newspaper of local circulation. Special Meeting notices will state the purpose of the Meeting. No official action will be transacted at any Special Meeting of Council unless the item has been stated in the notice of such Meeting.

6. Remote Attendance/Virtual Meetings

Per Camas Ordinance 21-009 and Ordinance 22-

010, remote attendance would be considered as an alternative, relatively infrequently used method for participation, subject to the Member providing sufficient advance notice, and further subject to their demonstrating that satisfactory equipment will be available for their participation.

In an event of a proclaimed emergency by City, county, state, or federal officials, when a physically present quorum of Members is prohibited, prevented, or not required in order to conduct a Meeting, a quorum of Members will be obtained through other City-approved remote means. It will be noticed at all required locations and through all means of communication possible under the circumstances at the time.

To the extent possible and consistent with state law, Members may participate in a Meeting remotely. The use of a virtual platform will allow the Public to observe all activity, allow the recording of the Meeting and allow the Members, Staff and the Public to adequately hear the discussion, comments and any voting by the Members.

In limited instances, under normal conditions, the City would benefit by a Member's participation by means of remote communication. Council recognizes the benefits of fullest practicable attendance and participation by its Members.

Members will contact the Clerk to confirm arrangements.

At any time during a Member's remote attendance the signal is lost, the time will be noted as that Member's leaving the Meeting. At any time, a quorum is no longer seen or heard during a virtual Meeting, the Meeting will recess until their return or adjourn if unable to secure attendance.

7. Posting Requirements for Regular, Workshop and Special Meetings

Public notices (agendas) are to state the dates, times and places of Meetings and posted on the City website and City Hall (unless otherwise

directed under a proclamation of emergency).

- a. For a rescheduled Regular or a Special Meeting, a public notice stating the date, time, and place of the Meeting will be posted in all those locations at least 24 hours in advance.
- b. The notice described above is not required for a Meeting that is an emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the Public, when a two-thirds (5) Roll Call vote of Council determines that the delay would be detrimental to the City's efforts in responding to the threat.

8. Minutes of Meetings

The Clerk will attend the Meetings and record all the actions and resolutions of Council in accordance with the OPMA. In the absence of the Clerk, Council may appoint one of its own members or another person to temporarily perform the Clerk's duties.

Within 15 days of a Meeting the official record of the Meeting will be prepared by the Clerk and indicate the vote of the Members. It will be available for public review on the City's website.

9. Cancellation of Meetings

The City will provide notice of the cancellation to the Public in the same manner that notice is given for a Special Meeting under RCW 42.30.080. The Members *may* call for a future Special Meeting, after the conditions causing the cancellation are no longer an issue.

Consideration of canceling a future Meeting will be raised in a Meeting, and with consensus or a majority vote (4) of Council, the Clerk will issue the notice as soon as possible, ensuring it is a minimum 24 hours in advance of the canceled Meeting. Reasons for cancelling include, but are not limited to, a lack of agenda items, adverse

weather conditions, or an emergency.

If the Meeting to be canceled is a Regular Meeting and the Members are intending to take action that state law requires be in a Regular Meeting, the RCW 42.30.090's adjournment procedure will be used instead of cancellation, because the resulting rescheduled meeting will qualify as a Regular Meeting.

B. Conduct of Meetings

1. Meetings To Be Public

All Meetings, subject to the OPMA, will be open to the Public and the Public will have a reasonable opportunity to see and hear the proceedings, except when the Meetings may be closed to the Public and the media for clearly defined topics as defined in RCW 42.30, for executive and closed sessions. These sessions are arranged in conjunction with the City Attorney and City Clerk's Office.

All Meetings subject to the OPMA will be open to the media, freely subject to recordings services at any time, provided that such recording activity do not interfere with the orderly conduct of the Meeting.

2. Presiding Officer

The Presiding Officer (Chair) at all meetings will be the Mayor, Mayor Pro Tempore (Pro Tem), or the Mayor Pro Tem Alternate and will be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. Council will appoint annually one of its member's Pro Tem and Pro Tem Alternate, who will Chair the meeting in the absence of the Mayor. In the absence of the Mayor, the Pro Tem, and the Pro Tem Alternate, the member present who has the longest consecutive service on Council will be the Chair.

The Mayor, the current Pro Tem, and Pro Tem Alternate will discuss qualifications required of the

possible nominees for the successors. These qualifications may include institution knowledge, familiarity of Robert's Rules of Order, meeting attendance records, and the capacity to exhibit and remain impartial and fair while presiding over discussions and staff meetings. There will be a nomination for consideration which will allow Council discussion of qualifications followed by a vote. If the motion is voted down, at that time, any Council Member may make a nomination, followed by discussion and a vote until approved.

The Chair will recognize members requesting to speak; members are encouraged to:

- Speak one at a time taking care to remain germane to the topic at hand,
- Rebut opposing arguments only once,
- Speak only twice on the same subject after all others have had the opportunity to speak once,
- Wait for presentations to conclude before offering comment or asking questions, and
- Speak to the merits of an issue and avoid references to personalities.

When a Member serves as the Chair, the Member will have only those rights and will be governed in all matters and issues by the same rules and restrictions as other Members.

3. Agenda Preparation

The Administrator coordinates the development of Meeting agendas with the Mayor, City Clerk and Department Heads. They meet weekly to review and update the Council Calendar of items scheduled to go to Council.

Agendas for Meetings will be prepared by the Clerk at the direction of the Administrator and specify the time and place of the Meeting.

The Clerk will prepare to have the final Meeting agenda and materials available to Members and the Public by publishing them on the City's

website. Items for inclusion on an agenda, are to be provided at least four days prior to the Meeting for which the item is to appear. This allows sufficient time for review, initial research, and preparation of staff reports and accompanying materials.

If a Member wants to place an item on an agenda, they are to provide it to the City Administrator, who will reach out to the remaining Members to see if there is a total of at least three Members who are in agreement. The City Administrator will work with the Member, the Clerk and assigned staff person to prepare the item for discussion.

Weekly, the Clerk's Office distributes the Council Calendar of items scheduled for future Workshop, Regular, and Special meetings; Members may also request to review at any time.

Changes to an "established" Council Calendar, can be made by the Administrator and City Clerk in conjunction with the Mayor.

When adding or deleting any proposed agenda items, consideration should be given to ensuring the Meeting can be run efficiently and that the items that have been sufficiently prepared in order that an informed discussion can take place and it is in the best interests of the City.

To adhere to the OPMA, no more than three Members total should discuss a potential new agenda item outside of an open public meeting. Members will contact the City Administrator or Clerk to work with remaining Members for a consensus of a total of three Members to take up emergent items (or to schedule a Special Meeting).

In a Meeting, the Mayor, Administrator, or Members will have the right to add and remove items on agendas with a majority (4) vote of Council in accordance with state statute for placement on a future Council Meeting agenda.

Subject to Council's right to amend the agenda, no legislative item will be voted upon which is not

on the current Meeting agenda, except in emergency situations where the Public's health, safety or welfare are jeopardized (emergency ordinances require a vote of a majority plus one [5] of the whole Council and are effective upon adoption; it may not levy taxes, grant review, extend a franchise or authorize the borrowing of money).

During a Meeting, the Chair may rearrange, change the sequence, or add/remove items.

Legally required and advertised public hearings will have higher priority over other time-scheduled agenda items that have been scheduled for convenience rather than for statutory reasons.

Council is under no obligation to consider or act upon items that are presented without supporting information.

4. Regular Agenda

Regular Meetings are prepared with the following order of business:

- a. Call to order
- b. Pledge of Allegiance
- c. Roll Call of Council
- d. Public comment
- e. Consent agenda
- f. Mayor Announcements
- g. Meeting Items
- h. Executive Session (if applicable)
- i. Closing of the Meeting

5. Workshop Agenda

Workshop Meetings are prepared with the following order of business:

- a. Call to order
- b. Roll Call of Council
- c. Public Comment
- d. Workshop Topics
- e. Staff Miscellaneous and Reports
- f. Council Comments and Reports
- g. Closing of the Meeting

6. Consent Agenda

A consent agenda may be used to allow Council to act on numerous administrative or noncontroversial items at one time. Included on this agenda can be noncontroversial matters such as approval of minutes, payment of bills, financial write-offs, etc.

Upon request by any Member, an item may be removed from the Consent Agenda and placed on the Meeting Agenda for discussion and a stand-alone vote.

7. Agenda Distribution

The Clerk will provide Meeting agendas four days prior to the Meeting. The Clerk uses the City website newsletter-subscription feature to notify subscribers of its publication. The Public can sign-up to the distribution list by going to <https://www.cityofcamas.us/newsletter/subscriptions>, select "City Council Meeting and Workshop Agenda," and provide their email address. Meeting agendas are also posted at City Hall.

8. Attendance and Excused Absences

Election to Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represent the residents of the City. Attendance at Meetings is critical to fulfilling this responsibility.

RCW 35A.12.060 provides that if a Member has more than three **unexcused** consecutive absences, said member forfeits their office.

Members may be so excused by complying with this section. The member will contact the Mayor, Administrator or Clerk prior to the meeting and state the reason for his/her inability to attend the meeting. The Clerk's Office will inform the council of the Member's absence. The Member is announced "excused" in the meeting and if there is no objection, the Member is excused; and it will be noted in the meeting minutes. If there is an objection and subsequent majority vote that the absence is unexcused, it will be noted in the

meeting minutes.

There is an expectation that Members will make every effort to also attend Special Meetings, Workshops and any committees' meetings of which they are assigned.

When a Member is late to a meeting, it is noted in the meeting minutes as to their time of arrival.

9. Meeting Clerk's Duties

- a. Maintain the electronic recording during the Meeting.
- b. Take Roll Call.
- c. Records all votes taken. In instances of a Roll Call vote, the Clerk will call the name of each Member present in random order and will record the member's aye, nay, or abstention.
- d. Advisor to the Meeting body, and may raise administrative points - if an item is missed by mistake, seeking clarification of the motion, an amendment, or the result of the vote; or to make a Point of Order when a serious procedural error is in process or likely to occur.
- e. Prepare minutes at the conclusion of the Meeting. Prepare brief minutes for approval by the Members at the next regularly scheduled Meeting.
- f. The Clerk will not insert any directed or verbatim language unless requested by any Members, administration, or Staff.

10. Disorderly Conduct

The Chair may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person will be seated until the Chair determines whether the person is in order.

If the person so engaged in speaking is called out of order, they will not be permitted to continue to

speak at the same Meeting except by a majority (4) vote of Council.

If a disruption to the meeting occurs and order cannot be restored, the Mayor will call a 15-minute recess, with consensus of the Council.

Selected staff will work with any person(s) to ensure order can be restored and maintained, or they may proceed to use one of the options provided for in RCW 42.30.050¹ to ensure orderly continuation of the meeting. No person will be removed from a public Meeting *except* for an actual breach of the peace committed at the Meeting.

C. Public Comment Portion

In Washington State, Council Meetings are bound by parliamentary principles, which provide the rules and guidelines for the conduct of public meetings.

Each Regular and Workshop Meeting agenda will provide for reserved time for public participation.

If requested by a Member, the Chair will have discretion to allow the Public to speak at times other than the Public Comment period.

MEETING STRUCTURE

Mayor (Mayor Pro Tem or Pro Tem Alternate) is the Chair of the meeting

Agenda is to be followed, may be changed via Council consensus

Comments or behavior not allowed:

- Name-calling or personal attacks; obscene or indecent remarks; derogatory comments to

personalities

- Advertising or promoting the sale of products, services, or private enterprise
- Promotion of candidates running for public office, upcoming ballot measures, contest, or lotteries
- Comment periods are provided at the beginning of Council meetings as a forum to hear from residents – no sign-up or sign-in process required

PUBLIC COMMENT GUIDELINES

- Clearly state name and city of residence
- Address comments to Council as a whole; not individual members, staff, or audience members
- Keep comments to 3 minutes stating what you: support, oppose, suggest, or are calling attention to
- Handouts may be distributed to supplement your comment (presentations or digital aids are not allowed)
- Comment time may not be added to/donated to other speakers
- If a response is requested, state that during your comment and provide the preferred form of contact
- Per Resolution 20-005, no responses to comments or questions are provided during public comment
- Mayor will terminate comments beyond allotted time, or if there is a violation of the

¹ RCW [42.30.050](#) Interruptions—Procedure. In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the governing body conducting the meeting may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media,

except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the governing body from establishing a procedure for readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. Nothing in this section prohibits the governing body from stopping people from speaking to the governing body when not recognized by the governing body to speak.

comment/behavior guidelines

- To address Council outside of the public comment period of a meeting, email publiccomments@cityofcamas.us or mail/deliver comments to City Hall, 616 NE 4th Avenue

D. Executive Sessions

1. Purpose

Executive Sessions may be held during a Regular or Special Meeting to consider matters authorized in RCW 42.30.110. Primarily:

- a. Real property acquisition and sale
- b. Public bid contract performance
- c. Complaints against public officers and employees
- d. Personnel issues
- e. Litigation
- f. Other matters authorized by the chapter

Before convening into an Executive Session, the Chair will announce the purpose of the session, the anticipated amount of time needed, and that no decisions are allowed in Executive Sessions. If appropriate, the Meeting will reconvene to take action, or simply adjourn. The minutes will reflect the names of all attendees of the Executive Session.

2. Calling Executive Session

At a Meeting, the Members, by a two-thirds (5) Roll Call vote of Council may call an executive session under the conditions out lined in the OPMA. The Roll Call vote and purpose(s) for calling the executive session will be entered into the minutes of the public part of the Meeting at which the vote is taken.

Attendees of executive session will keep confidential all materials seen and verbal information provided in the session, and will comply with RCW 42.23.070(4), relating to the disclosure of confidential information: No municipal officer may disclose confidential

information gained by reason of the officer's position, nor may the officer otherwise use such information for his or her personal gain or benefit.

E. Closed Meetings

The key difference between Executive Sessions and Closed Sessions are that the notice and other requirements of the OPMA do not apply to Closed Session conducted per RCW 42.30.140.

Closed Sessions may be held as needed and called by the Human Resources Director or the Clerk's Office.

For local governments that have union employees, the only purposes allowed for calling a Closed Session are to plan or adopt strategies or positions related to: (per RCW 42.30.110)

- a. Collective bargaining
- b. Professional contract negotiations
- c. Grievance or mediation proceedings
- d. Reviewing the proposals made in negotiations while in progress

The presider in Executive or Closed sessions is the Mayor or designee. The City Attorney's role is a legal advisor to his "client", the City – mayor, city administrator, city council, city staff, and boards and commissions.

Other staff may be invited as is necessary for the effective communication of the matter at hand.

F. Breach of Confidentiality Consequences

Any officer violating confidentiality is liable to the City for a penalty in the amount of \$500, in addition to such other civil or criminal liability or penalty as may otherwise be imposed upon the Member by law.

In addition to all other penalties, civil or criminal, the violation by any Member of confidentiality may be grounds for forfeiture of his or her office.

G. Discussion and Voting

1. Conduct of Discussion

During Council discussion and debate, no member will speak until recognized by the Chair. After such recognition, the member will confine discussion to the topic at hand and to its merits and will not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the Chair, maintain a courteous tone and avoid interjecting a personal note into debate.

No member will speak more than once on the same topic unless every member desiring to speak to that topic will have had the opportunity to do so.

2. Ordinances and Resolutions

No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances, will relate to more than one subject, and that subject will be clearly stated in its title.

A vote on all ordinances and resolutions will be entered in the minutes. If the vote is unanimous, it will be necessary only to state so in the minutes, unless a Roll Call vote is required by law or by Council rules.

3. Roll Call

In all Roll Call votes, the names of Members will be called in random order.

4. Duty to Vote

Election to a deliberative body carries with it the obligation to vote. Members present at a Meeting will vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A Member who is present and abstains or does not respond to a Roll Call vote will be counted as voting with the prevailing side and will be so recorded, unless otherwise excused or

prohibited by law from voting.

Conflict of interest, as defined by law, will be the sole reason for a member to abstain from voting. The opinion of the City Attorney will be binding on Council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the Attorney.

The right to vote is limited to the Members present at the time the vote is taken. Voting by proxy is not permitted. Members may table an item if another Member is pending arrival or exercising a Point of Privilege, until they can participate in the vote in the same meeting.

All votes must be held and determined in public; no secret ballots are permitted.

5. Results of Voting

In all cases where a vote is taken, the Chair will declare the result.

It will be in order for any Member voting in the majority (4) to move for a reconsideration of the vote on any topic at that Meeting or at the next succeeding Meeting. When a motion to reconsider fails, it cannot be renewed.

6. Electronic Devices in Meetings

Members will not send or receive electronic communications concerning any matter pending before Council during a Meeting.

To ensure focus on the discussions during meetings, Members should only use the internet during meetings to access agenda packet information, Council resource documents, including but not limited to City policies, Robert's Rules of Order, or other research relevant to the discussion.

In deference to the Meeting at hand, Members should make every effort to refrain from sending or receiving electronic communication of a personal nature during Meetings, though it may sometimes be necessary to send or receive very

urgent/emergency family or business communications.

H. Miscellaneous

1. Adoption and Amendment of Rules of Procedure

These rules of procedure of Council will be placed on the agenda of the first Meeting following the seating of the newly elected Members for review and adoption. A copy of the rules adopted will be distributed to each Member.

Council may alter or amend its rules at any time by a majority (4) vote of Council after notice has been given of the proposed alteration or amendment.

2. Suspension of Rules

The Rules of Council may be suspended for a specified portion of a Meeting by an affirmative two-thirds (5) Roll Call vote of Council except that Council actions will conform to state statutes and to the State of Washington and the United States Constitutions.

3. Committees

Standing Committees of Council

The City will have the following standing committees:

- **CIVIL SERVICE COMMISSION 6-Yr Appt**
Adopts rules and regulations related to civil service testing procedures and other processes for Fire and Police Department employees.
Staff: Fire Department Administrative Assistant
- **DESIGN REVIEW COMMITTEE Ongoing Terms**
Citizens serve on this board, ongoing terms. Reviews and makes recommendations regarding development proposals as they relate to architecture, landscaping, and site design for compliance with City design guidelines and principles. Strong background in architecture, landscape design, and/or site design is highly desirable.

Staff: Community Development Director

- **LAW ENFORCEMENT OFFICERS AND FIRE FIGHTERS (LEOFF) DISABILITY BOARD 2-Yr Appt**
Adopts rules and regulations related to mandated benefits provided to law enforcement officers and firefighters hired under LEOFF I provisions.
Staff: Administrative Services Director
- **LIBRARY BOARD OF TRUSTEES 5-Yr Appt**
Adopts policies, approves expenditures, and advocates on behalf of the Library.
Staff: Library Director
- **LODGING TAX ADVISORY COMMITTEE Ongoing Terms**
Oversees city hotel revenues and reviews requests for tax dollars to be used for tourism projects.
Staff: City Administrator
- **PARKING ADVISORY COMMITTEE 4-Yr Appt**
Advises on City parking policy and program implementation within downtown commercial zone.
Staff: Community Development Director and Public Works Director
- **PARKS AND RECREATION COMMISSION 3-Yr Appt**
Advises the City Council on matters related to City parks, recreation, and open spaces.
Staff: Parks and Recreation Director
- **PLANNING COMMISSION 3-Yr Appt**
Conducts public hearings and makes recommendations to the City Council as to best methods of conservation utilization, planning, and development.
Staff: Community Development Director
- **SALARY COMMISSION 4-Yr Appt**
Reviews the relationship of salaries to the duties of the Mayor and City Council Members.
Staff: City Administrator

Staff support to committees includes:

- Preparation of a summary agenda
- Preparation of minutes
- Occasionally assist in research and reports

a. Citizen Appointments to Committees

Resident members of committees will be appointed by the Mayor, in conjunction with Staff supporting the committee, and finally subject to approval by a majority (4) vote of

Council. Unless stated otherwise, appointees must be residents of the City. Vacancies will be filled by majority vote of Council in the same way appointments are made.

4. Council Appointments to Boards and Commissions

Council Appointments are made annually to City, County, or Regional Boards and Commissions. These "Liaison" appointments are made at the direction of the Mayor. Consideration of a Member's interest in a particular subject or assignment will be made. The Appointee will serve for a term of one year, unless otherwise designated, and may be reappointed to the same Board or Committee from year to year. The Appointee will report objectively about any updates, of the group's activities, or discussions and considerations. These reports are provided during Council Updates in Council Workshop meetings. Members will avoid making duplicate reports and make every effort to be concise.

Liaison Appointment name definitions:

Alternate – Should the appointed Member to that Committee be unable to attend a particular meeting, the Alternate will instead.

Board Member – Seats on a board that are specifically established to be filled by an elected official of the City.

Committee Member – the Board or Committee is solely made up by Members of Council exclusively.

Observer – keep current with the group; communicate with leaders of the group; and report back to the Council to keep them informed of its current and/or future activities. Extreme care must be taken to avoid an Appearance of Fairness Doctrine violation or conflict of interest possibilities with groups or agencies.

Participant – Particular Boards or Committees are made up of non-Members, but the Committee invites the input or feedback from a Member of

Council.

When appropriate, Appointees will schedule with Council an annual presentation by the board or commission about programs, goals, and accomplishments.

Ad Hoc committees may be established for a specific period of time by the Mayor or by a resolution of Council which specifies the task of the ad hoc committee and the date of its dissolution.

Members of Ad Hoc Committees will be on a volunteer basis. All those who wish to serve will signify so in a meeting so the Clerk may take note. Outside the meeting, the volunteers are considered by the Mayor who will determine who the members will be. The Mayor will also designate the Member who is to be the Chair of the Committee. The Chair will report on the status of the Committee's progress on assigned tasks to Council from time to time. Final Committee findings will be reported to Council for final discussion and approval.

5. Relationship with City Attorney

The Attorney's Office serves as the legal adviser to the Mayor, City Council, City Clerk and all City departments with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City; represents and defends the City in legal matters; handles all suits initiated on behalf of the City and any of its departments; prosecutes violations of City ordinances; and provides counsel to elected officials on code interpretation and reform.

Although the Mayor or Administrator typically has more contact with the Attorney than the Members, the Attorney's job is to advise all city officials.

Ultimately the Attorney is legal guidance to all City Officials, and it is up to the Council to establish the procedures that direct that guidance.

A Member should consult with the Attorney to determine whether they should recuse themselves from a quasi-judicial discussion and decision. If a member is recused on the advice of the Attorney, they are to announce their intent under the Appearance of Fairness Disclosures and will leave the Chamber. They will be considered absent when voting occurs.

If a Member believes they may have a conflict of interest, they are encouraged to discuss the law and any potential conflicts with the Attorney prior to the meeting(s) at which the item will be discussed and/or voted on.

Outside of a meeting before requesting research or other action by the Attorney, Members are advised to consult with the Clerk or Administrator so that efforts are not duplicated.

The Attorney, along with the Administrator will call an Executive Session regarding any topics related to City Liability or current litigation so that there is a clear understanding of what may or may not be said when engaging those matters with members of the public.

The provision of the "Open Public Meetings Act" will not be applicable to any conference, discussion or deliberation between the legislative body and its city attorney concerning settlements, avoidance of, or contemplated litigation, settlement offers and like matters, all of which will be subject to the statutory and common law attorney-client privilege.

I. Respecting Roles and Responsibilities

The following will guide interactions between Members, administration, and Staff).

- a. Members, Administration, and Staff will continue to demonstrate mutual courtesy and respect towards one another and of their respective roles and responsibilities.
- b. Administration and Staff acknowledge Council as policy makers. Members acknowledge City Administration and Staff as subject matter

experts who provide consultation to Council and administer policies set by Council.

- c. Members honor Staff and their designated levels of authority and department operating rules. Any personnel concerns will be addressed with the Administrator.
- d. Member's requests for information or any need to discuss policy issues will be directed through the Administrator, who will work with appropriate Staff until resolved.
- e. Individual Members will not direct Staff.
- f. Members will not engage in coercing or influencing Staff to engage in any act that is in conflict with the performance of official duties.

J. No Surprise Rule

Members should use best efforts to:

- a. Contact the Administrator to advise of emerging issues as soon as aware of them.
- b. Provide the Administrator, and associated Staff whose item is in question, advance notice of any questions or concerns about the item prior to the Meeting. Staff responses to such requests will be provided to all Members.
- c. Provide the Administrator and Staff advance notice if planning to propose substantial amendments and/or revisions to any agenda item.

K. Code of Conduct

1. Purpose

The behavior of elected officials and public employees is often scrutinized by the Public and is the subject of many laws. Electeds and employees have the duty to serve all residents with care not to violate public trust, either in *appearance or in fact*.

Electeds and staff will hold themselves accountable to certain principles and code of conduct when engaging in City business, when

interacting with one another and when interacting with the Public.

2. Conduct with One Another

Council and staff are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each Member has chosen to serve in public office in service to the City. This common goal should be acknowledged even as Members may "agree to disagree" on contentious issues.

3. Civility and Decorum in Discussions and Debate

- a. Difficult discussion, challenges to a point of view, and criticism of ideas are legitimate elements of a free democracy in action. This does not allow, however, Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.
- b. Members will preserve order and decorum during Meetings, and will not, by conversation or other actions, interrupt the proceedings or refuse to oblige the directives of the Presider. Members will, when addressing Staff or the Public, confine themselves to topics under discussion, will not engage in personal attacks, will not impugn the motives of any speaker, and will at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

4. Honor the Role of the Presiding Officer in Maintaining Order

It is the responsibility of the Presider to keep the comments of the Members germane during all Meetings. Members will honor the efforts of the Presider to focus discussions on current items. If there is a disagreement about the agenda or the

Presider's actions, those objections should be voiced politely and with reason, following a procedure consistent with parliamentary process.

5. Demonstrate Effective Problem-Solving Approaches

Members have a public stage to show how Members with disparate points of view can find common ground and seek a compromise that benefits all residents.

6. Code of Ethics

Members will conduct themselves as an example of good ethical conduct for all residents. Members will bear this in mind and refrain from actions benefiting any individual or special interest group at the expense of the City as a whole.

7. Public and Private Presence

Technology allows words written or said without much forethought to be distributed wide and far. Members should keep in mind that written notes, voicemail messages, and emails should be treated as public communication and that such communications can potentially be subject to disclosure under the Public Records Act, RCW 42.56.

Elected officials are always on display— their actions, mannerisms, and language are monitored by people around them that they may or may not know.

Be mindful in conversations to clarify when Members are stating their own opinions, versus when it is the opinion of Council as a whole.

8. Member Conduct with City Staff

Governance of the City relies on the cooperative efforts of Members, who set policy, and Staff who implement and administer those policies. Every effort should be made to be cooperative and respectful of the contributions made by each

individual for the good of the City.

Members are to treat Staff as professionals using clear, honest communication that exhibits professionalism and respect for each individual's abilities and experience. Poor behavior towards Staff is not accepted.

Questions or requests for additional information to Staff, which would be of interest to all Members should include a cc to the Administrator. Materials or information supplied to any Member in response to a request will be made available to all Members so that all have access to the same information.

Members are not to get involved in administrative functions. Members will not attempt to unethically influence or coerce any Staff concerning either their desired actions or recommendations to Council about Meetings, personnel, purchasing, awarding contracts, selection of consultants, processing of development applications, or the granting of City licenses and permits.

While Members' connections with their constituents is important that it be honest, transparent and timely, it is important that Staff and Members present a united and consistent message; thereby building relationship and trust on all fronts – with Staff, with Council, and with the Public.

Members should not attend Staff meetings unless directed by the Administrator. Regardless of whether a Member says anything, a Member's presence implies support, or may show partiality, intimidate Staff, or hamper Staff's ability to do their jobs objectively.

In public meeting settings, if Staff direction is requested, make the inquiry with the City

Administrator along with seeking Staff feedback to determine the appropriate staff and next steps.

Members should refrain from publicly criticizing a Staff individual and concerns about the performance of the individual should not be voiced in public or to the individual directly. Comments about Staff performance are to be directed to the Administrator and kept private.

Members can work with the Clerk's Office directly if follow-up is needed on unanswered messages.

9. Members Conduct with the Public

Making the Public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of a Member toward any individual at all times. Every effort should be made to be fair and impartial in listening to members of the public.

In Meetings, Members should be welcoming to speakers and should address them with respect. Because personal concerns are often the issue of those coming to speak to Council, Members should remember that how they treat the speaker will either help or push emotions to a higher level of intensity.

Members are encouraged to practice active listening. It can be disconcerting to speakers to see members not look at them when they are speaking. While it is a standard practice in meetings to look down at documents or to make notes; doing so for a long period of time gives the appearance of disinterest. Be aware of any facial expressions that could be interpreted as "smirking," disbelief, anger, or boredom.

Members should not debate or engage in argument with Public Commenters. Only the

Presider (and not Members) may interrupt a speaker during Public Comment. If needed, a Member may ask the Presider for a "point of order" if the speaker is off topic or exhibiting behavior or language the Member finds disturbing.

Questions by Members to the Public and Staff should seek to clarify or expand information, never to appear to challenge or belittle; and never engage in personal attacks of any kind, under any circumstances. Be mindful of body language and tone of voice, and choice of words, so as not to appear intimidating or aggressive.

10. Correspondence

The following process will be used for incoming correspondence:

1. E-mail: Messages to citycouncil@cityofcamas.us or the administration inbox to the attention of Council, are automatically sent to each Council Member and City Administration including the Mayor's Office and the Communications Director.
2. Physical mail: All physical correspondence, unless marked "personal" on the outside envelope, will be opened, date stamped, scanned and e-mailed to the City Council distribution list, or, if addressed to a specific Council Member only, that Council Member(s). The original is filed with the City Clerk's Office. Any correspondence dealing with City business that is mailed or e-mailed to a Council Member at a personal address will be provided to the City Clerk's Office for normal processing, distribution and filing as noted above. by the Mayor's Office.

For correspondence sent to a specific Council Member, a response will be sent by that Council Member.

In providing a response, Council Members will:

1. Clearly state whether their statements reflect the official stance of the City Council or their

individual position;

2. State the official City Council position on an issue if responding on behalf of the City Council;
3. Consult with the City Attorney or City Administration on any topics that relate to City liability or current litigation so that they have a clear understanding of what may be communicated prior to responding.

Lastly, in the spirit of, "if one knows, all know", any correspondence that appears to purposefully exclude particular Members, Staff or Administration, will be forwarded to all those who were excluded.

11. Conduct in Unofficial Meetings

Members should make no promises on behalf of Council or Staff. It is inappropriate to "promise" Council or Staff action to do something specific (i.e., fix a pothole, replace flowers, fix a leak, etc.); refer them to the Administrator.

Situations may be brought to your attention that appear to require urgent or immediate attention. To ensure that double-work efforts are being conducted by multiple levels of Staff, bring it to the attention of the Administrator who may already be addressing or has already directed Staff to do so. It's an all too common instance, having heard just one side of a situation, to act before getting all needed information, or to begin to take matters up that may already be on their way to resolution.

Staff advise that all issues and concerns be addressed with the Staff directly responsible and if unresolved, be brought to the attention of supervisors. If further unresolved, then to the attention of administration and lastly Council.

Members should not make personal comments about other Members. It is acceptable to publicly

disagree about an issue, but it is unacceptable to make derogatory comments about other Members, their opinions, and their actions.

Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Members. It is a serious and continuous responsibility.

12. More than Guidelines

The code of conduct set forth in this section are more than mere guidelines. Members are expected to be aware of and adhere to the standards set forth in this section. In the event of violation, any penalties, remedies, or punishments available under equity or at law may be imposed as Council may deem appropriate.