



# Council Policies & Procedure Handbook

2025

City Clerk's Office

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## **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.

### *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](mailto: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 are intended to 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. Town Hall Meetings

Town Hall meetings are informal gatherings that provide an opportunity for community members to engage directly with their elected officials, ask questions, and discuss local issues. These meetings are organized at the discretion of individual council members, meaning they may choose whether or not to hold them. Additionally, when a council member decides to host a Town Hall meeting, they are responsible for creating their own agenda, which may focus on specific topics or concerns relevant to their constituents.

## 7. 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 to the Clerk, Mayor and City Administrator, 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.

## 8. 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.

## 9. 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.

## 10. 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. 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, and
- Speak to the merits of an issue and avoid references to personalities.

When a Member serves as the Chair, the Member will maintain 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 or remove 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 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. Public Comment
- i. Council Comments
- j. Executive Session (if applicable)
- k. 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. Public Comment
- g. Council Comments and Reports
- h. 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 publish 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/subscription>, select "City Council Meeting and Workshop Agenda," and provide their email address. Meeting agendas are also posted at City Hall.

If any changes are made to the agenda after they are published, the Clerk will email and text Council Members notifying them of the change.

## 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 a council position shall become vacant if the councilmember fails to attend three consecutive regular meetings of the council without being excused by the council.

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 42.30.050<sup>1</sup> 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 and end 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 three minutes stating what you: support, oppose, suggest, or are calling attention to
- Comments during Public Hearings will be limited to five minutes, and you are only allowed to comment once per Public Hearing

<sup>1</sup> 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.

- 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 comment/behavior guidelines
- To address Council outside of the public comment period of a meeting, email [publiccomments@cityofcamas.us](mailto: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. To evaluate qualifications of an applicant or to review the performance of a public employee
- 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.

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 (RCW 42.23.050), 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. 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.

#### **4. 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 have subject matter expertise 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. 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. 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.

- e. Members may request information on agenda items or policy issues, unless directed to go through the Administrator.
- f. Individual Members will not direct Staff.
- g. Members will not engage in coercing or influencing Staff to engage in any act that is in conflict with the performance of official duties.
- h. Members shall not attend staff meetings unless directed by the Administrator.

## **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. 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.

## Appendix

### Council Committees

All council members are welcome to attend any or all committee meetings as observers only and should not participate in the discussions. Voting positions are noted below, all other are liaison/representative.

#### C-TRAN

*Meets the second Tuesday of each month*

The C-TRAN Board of Directors is the nine-member elected body that meets monthly to set policy and legislative direction for C-TRAN's CEO, ensuring the agency delivers safe, reliable, and cost-effective public transit across Clark County.

<https://mail.c-tran.com/about-c-tran/c-tran-board-information/board-of-directors>

*\*\*The Council Member appointed to this board will have a voting position\*\**

#### City/School Committee

*Meets the fourth Monday of each month*

The City/School Committee is meant to provide communication and networking between the district and city leadership teams, creating a mutually beneficial partnership, sharing information about events and initiatives, and identifying ways the two entities can assist each other.

<https://www.camas.wednet.edu/page/about-board-meetings>

#### Columbia River Economic Development Council (CREDC)

*Meets the second Tuesday of the month – bi-monthly*

The Columbia River Economic Development Council (CREDC) is the official economic development organization for Clark County, uniting more than 150 public and private partners to support business recruitment, retention, and innovation—providing free, confidential services to help companies start, grow, or relocate in Southwest Washington while advancing regional economic vitality.

<https://credc.org/board-of-directors/>

#### Camas-Washougal Chamber of Commerce

*Meets monthly at the Chamber Luncheon – usually on a Wednesday*

The Camas-Washougal Chamber of Commerce luncheon is a monthly networking and educational event—open to members and the public—where community leaders, businesses, and local officials gather over a mid-day meal to hear updates (like the “State of the Cities”), share insights, and foster regional connections.

<https://business.cwchamber.com/events/search>

## Design Review Committee

*Meets as needed*

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.

<https://www.cityofcamas.us/bc-drc/page/design-review-committee>

## Downtown Camas Association

*Meets the last Wednesday of each month*

The Downtown Camas Association board provides volunteer leadership to guide efforts in strengthening and promoting historic Downtown Camas—overseeing partnerships, events, beautification, public art, economic development, and historic preservation year-round.

<https://downtowncamas.com/dca/board-members-and-advisors/>

## East County Ambulance Advisory Board (ECAAB)

*Meets quarterly*

The East County Ambulance Advisory Board advises elected officials and emergency service administrators on the region's ambulance service delivery—meeting regularly to review performance, monitor response protocols and equipment, consider community feedback, and recommend improvements to ensure safe and effective pre-hospital care.

<https://www.ecfr.us/>

## Finance Committee

*Meets the third Thursday of each month*

The Camas Finance Committee—a standing subcommittee of the City Council—reviews and recommends financial matters such as claim checks, automated clearinghouse transactions, and budget amendments to ensure fiscal oversight and transparency in Camas's governance.

<https://www.cityofcamas.us/finance>

## GP Mill Clean-Up Advisory Committee

*Meets every three months*

The GP Mill Cleanup Advisory Board in Camas (officially the Community Advisory Group) reviews technical cleanup materials, provides community outreach and feedback to the Department of Ecology and Georgia-Pacific, and helps ensure public input guides the investigation and remediation of contamination at the historic mill site.

<https://downtowncamas.com/camaswamillinfo/>

## LEOFF Board

*Meets quarterly or as needed*

Law Enforcement Officers and Firefighters (LEOFF) Disability Board adopts rules and regulations related to mandated benefits provided to law enforcement officers and firefighters hired under LEOFF I provisions.

<https://www.cityofcamas.us/bc-leoff>

*\*\*The Council Member(s) appointed to this board will have a voting position\*\**

## Library Board of Trustees

*Meets the third Thursday of each month*

The Camas Public Library is managed by the City of Camas, by and with the consent of the Library Board of Trustees (Camas Municipal Code 2.44.010). The five trustees adopt bylaws and all policies, rules and regulations for the Library. The board of trustees of the Library has exclusive control of expenditures from monies appropriated for the Library (Camas Municipal Code 2.44.040).

<https://www.cityofcamas.us/bc-library-board>

## Lodging Tax Advisory Committee

*Meets annually in the Spring*

Review proposed changes to the lodging tax rate, tax exemptions, and use of the tax. Tax proceeds may be used for tourism promotion, acquiring and operating tourism-related facilities, and other services authorized by state law.

<https://www.cityofcamas.us/bc-ltac>

*\*\*The Council Member appointed to this board will have a voting position\*\**

## Parks & Recreation Commission

*Meets the fourth Wednesday of each month per CMC 2.28.010*

Advises the City Council on matters related to parks, recreation and open space within the City of Camas.

<https://www.cityofcamas.us/bc-parks-rec-commission>

## Planning Commission

*Meets the third Tuesday of each month per CMC 2.32.060*

An independent review body of local citizens that provides recommendations to the City Council as to best methods of conservation utilization, planning and development within the city. The Commission conducts public hearings as part of their decision-making process and considers input from the public. The Commission also provides informal and advisory review via public workshops on a variety of studies, analyses, reports and plans related to land use matters.

<https://www.cityofcamas.us/bc-pc>

## Port of Camas-Washougal

*Meets the first and third Wednesday of each month*

The Port of Camas-Washougal Board of Commissioners is a three-member elected policy body that meets twice monthly to set strategic direction, adopt budgets, oversee port-owned assets—such as the marina, airport, industrial park, and waterfront.

<https://portcw.com/commission/#calendar-1>

## Regional Transportation Council (RTC)

*Meets the first Tuesday of each month*

The Southwest Washington Regional Transportation Council (RTC) is the federally and state-designated metropolitan/regional transportation planning organization for Clark, Skamania, and Klickitat counties, coordinating long-range planning, project prioritization, and funding allocation to improve mobility, safety, and air quality across the bi-state metropolitan area.

<https://rtc.wa.gov/agency/board/>

*\*\*The Council Member appointed to this board will have a voting position\*\**