

1. **Roles and Responsibilities** –The Commission is charged with establishing the compensation for the Mayor and Council Members. They are responsible to file a schedule for elected officials annually. All meetings, actions and business of the Salary Commission are subject to the Open Public Meetings Act and the Public Records Act. Prior to filing the salary schedule the Commission must hold at least one Public Hearing.
2. **Background Information** – the council meets on the first and third Monday's of the month. They have work sessions beginning at 4:30 p.m. and the regular Council Meeting begins at 7:00 p.m. The council will spend approximately eight hours a month attending the work sessions and regular meetings, plus their review and preparation time. They also have council appointments. The commission should also consider the compensation for cities in Clark County and similar sized Mayor-Council forms of government for other jurisdictions in the State of Washington.
3. **Open Public Meetings Act (OPMA)** - in the State of Washington public meetings are to be run according to parliamentary principles, which are:
 - The purpose of the meeting is to address the issue at hand and make decisions.
 - Per the agenda, members are to keep their remarks relevant to the issue immediately at hand.
 - Each member may speak once to the agenda item
 - Process the information at hand, and do not belabor the point – provide your comment, ask a question, or request clarification
 - Once each member has spoken, the chair can circle around again for one more comment from each member
 - Be respectful on one another's time – begin and end your meetings on time
 - Call for the Vote – Bring closure once there is consensus and announce the commission's decision on the issue at hand.

City committees, which are subject to the OPMA, differ from homeowners' associations and other community boards or committees. The City strives to maintain a sense of order, professionalism and consideration for fellow members across all its meeting bodies.