

## Chapter 3

### COUNCILMEMBER ROLES AND DUTIES

#### 3.1 Introduction

The City Council is the policy and law making body of the City. State law and local ordinances grant the powers and responsibilities of the Council. The Council may only act as a body and pursuant to consensus or majority vote of the applicable quorum requirements (colloquially "majority"). No Councilmember has any extraordinary powers beyond those of other Councilmembers. While the Mayor has some additional responsibilities such as developing the Council agenda and chairing meetings, when it comes to establishing policies, voting, and other matters all members are equal. It is also important to note that policy is established by at least a majority vote of the Council.

Although individual Councilmembers may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. Councilmembers should respect adopted Council policy. In turn, it is Staff's responsibility to ensure the policy of the Council is carried out.

The City Council is responsible for appointing one position within the City organization—the City Manager. The City Manager serves at the pleasure of the Council. The City Manager is responsible for all personnel within the City organization, including the city attorney, city engineer, and hearing examiner.

Except for the purpose of inquiry, the Council and its members must deal with the administrative personnel solely through the City Manager or the manager's designee in accordance with law. Neither the Council nor any Councilmember may give orders to any subordinate of the City Manager.

#### 3.2 Duties of City Council

The following is a non-exclusive outline of City Council duties and responsibilities:

1. Establish Policy
  - a. Adopt goals and objectives
  - b. Establish priorities for public services
  - c. Approve/amend the operating and capital budgets
  - d. Approve contracts over \$50,000
  - e. Adopt resolutions
2. Enact Local Laws
  - a. Adopt ordinances
3. Supervise Appointed Officials
  - a. Appoint City Manager
  - b. Evaluate performance of City Manager
  - c. Establish advisory boards and commissions
  - d. Make appointments to advisory bodies
  - e. Provide direction to advisory bodies
4. Provide Public Leadership
  - a. Relate wishes of constituents to promote representative governance

- b. Mediate conflicting interests while building a consensus
- c. Call special elections as necessary
- d. Communicate the City's vision and goals to constituents
- e. Represent the City's interest at regional, county, state, and federal levels as authorized by Council

5. **Decision-Making**
  - a. Study problems
  - b. Review alternatives
  - c. Determine best course of public policy

### **3.3 Selection and Role of Mayor**

#### **3.3.1 Selection of Mayor**

Biennially at the first meeting of the new Council, the Councilmembers shall select a Mayor using the following procedure. The City Clerk shall preside over the election.

1. Any Councilmember may nominate him or herself or a fellow member. No second is required. Councilmembers may decline their nominations if desired. When all nominations have been received, the nomination period shall be closed.
2. Nominees and nominators may make a brief statement in support of their nominations before the City Clerk closes the nomination period.
3. If more than one nomination is received, the Clerk shall ask the Councilmembers one by one to express their votes. A nominee must receive a majority vote to be selected as Mayor.
4. If a roll call vote fails to garner a majority of votes for a single nominee, motions may be made, and seconded, to: (1) continue the vote to the next meeting, with the incumbent Mayor remaining until then; or (2) remove the nominee with the lowest number of votes and call for a re-vote; or (3) re-open the floor for additional nominations; or (4) continue voting until a single nominee receives a majority vote. In lieu of motions, the Council may reach a consensus on how to proceed.

#### **3.3.2 Role of Mayor**

The Mayor serves as the presiding officer and acts as chair at all meetings of the City Council. The Mayor may participate in all deliberations of the Council in the same manner as any other member and is expected to vote in all proceedings unless a conflict of interest exists. The Mayor has no veto power. The Mayor may not move an action, but may second a motion. Responsibility to act as the City Council's ceremonial representative at public events and functions has been assigned to the Mayor. The Mayor is vested with the authority to initiate and execute proclamations. The Mayor shall serve as a member of all Council standing committees.

### **3.4 Selection and Role of Deputy Mayor**

#### **3.4.1 Selection of Deputy Mayor**

Biennially at the first meeting of the new Council, the Council shall decide by majority vote whether to select a Deputy Mayor, or whether to appoint a Councilmember to serve as mayor pro-tempore as the need arises. *See RCW 35A.13.035* ("Biennially at the first

meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor."). If the Council decides to appoint a deputy mayor, he or she shall be selected through the same process for electing the mayor.

### **3.4.2     Role of Deputy Mayor**

The Deputy Mayor shall fulfill the Mayor's duties in the absence of the Mayor. In the absence of both the Mayor and Deputy Mayor, the Council shall appoint another Councilmember to fulfill the duties.

## **3.5       Advisory Boards and Commissions**

### **3.5.1     Role of Advisory Boards and Commissions**

The City Council is empowered to create advisory boards and commissions pursuant to the provisions of Title 35A RCW, or such advisory boards or commissions not specifically enumerated, as the Council deems necessary or advisable. In the exercise of this power, it is the desire of the Council to establish a consistent policy in its decision-making role to fairly and equitably evaluate those citizens of the community who demonstrate a desire to serve on such boards or commissions.

Boards, commissions, and citizen committees provide a great deal of assistance to the Council when formulating public policy and transforming policy decisions into action. The City currently has a standing Park Board and a Planning Commission. In addition, special purpose committees and task forces may be appointed by the Council to address issues of interest or to conduct background work on technical or politically sensitive issues. Special purpose committees and task forces will be dissolved upon completion of the intended task.

The Council may annually develop a work plan for the Council, a statement of the City Manager's objectives, and work plans for its standing boards and commissions. The Council may assist in coordinating implementation of such work plans.

Standing boards and commissions shall conduct regular meetings that are open to the public in accordance with the Open Public Meetings Act, RCW 42.30 ("OPMA"). Upon formation of any special purpose committee or task force, the Council shall determine, based upon the committee's structure and function and with advice from the City Attorney, whether such committee shall be subject to the OPMA.

### **3.5.2     Appointments, Qualifications, and Terms of Service**

Persons wishing to be considered for appointment or reappointment to the Park Board or Planning Commission shall submit to the City Clerk's office an application on a form provided by that office. It is the policy of the City Council that each applicant be evaluated on an objective basis utilizing the following criteria:

1. Residency: Members shall be residents of the City of Medina.
2. Sectional Composition: Consideration should be given toward maintaining an equitable balance of community representation on all boards and commissions. Multiple members from the same family or

household will not be appointed to a single board or commission in order to avoid the reality or appearance of improper conflict, influence or favor.

3. **Occupation:** A broad mix of occupational backgrounds on all boards and commissions will be attempted as appointments are considered.
4. **Knowledge of Municipal and Planning Process:** When ranking equally qualified applicants, consideration shall be given to background experience and knowledge of the municipal process as appropriate to the position in reaching a decision.
5. **Contributive Potential:** Consideration will be given to the potential contribution that each applicant may make if appointed to a board or commission. Criteria to guide this evaluation may include:
  - a. Ability to communicate effectively
  - b. Desire to perform public service
  - c. Ability to express ideas, concepts, or philosophies
  - d. Desire to participate in decision-making process
6. **Leadership Potential:** Since each appointee may be called upon to serve as a chair, consideration will be given to each applicant's leadership abilities, including:
  - a. Past or present leadership experience (current employment, special interests, etc.)
  - b. Past or present participation in community services
  - c. Expressed interest in a leadership role

No person shall be appointed to serve as a member of more than one board or commission at the same time. Persons serving on a board or commission who have requested appointment to another board or commission position may be appointed to such position if they, concurrent with the appointment, resign from the board or commission position they are then holding.

### **3.5.3 Appointment Process**

The following process shall govern the appointment of persons to advisory boards and commissions.

1. The Mayor, together with two other Councilmembers designated by the Mayor, shall constitute a personnel committee to perform the interviews and recommendations for appointments to the Planning Commission and Park Board. The personnel committee shall interview the applicants, although the committee may make recommendations after reviewing applications and without conducting interviews. Upon completing its review, the personnel committee shall make a recommendation of appointment (or no appointment) to the Council.
2. After the personnel committee has forwarded its recommendation to the Council, the Council will be given copies of all applications and will have at least ten days to review and evaluate the applicants and committee's recommendation prior to the meeting at which the Council will be asked to make an appointment or confirm a recommendation.