



POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX			
	Administrative/Council/City Manager			
Subject	Number	Rev.	Effective Date	Page 1 of ?
	100-33	C	1/4/11	
City Council Appointment to Boards and Commissions	Supersedes	Prepared by	Approved by	
	4/16/07			

1.0 Purpose

The purpose of this policy is to establish formal procedures for making appointments to boards and commissions.

2.0 Organizations Affected

City Council/City Manager

3.0 References

- City Council Resolution M-3255, November 22, 1999
- City Council Resolution M-3299, July 3, 2000
- City Council Resolution M-3607, April 16, 2007
- City Council Resolution, M-3730, January 3, 2011

4.0 Process for Making Appointments

At the beginning of the biennium following an election, the Mayor shall schedule a workshop in order to solicit information from Councilmembers as to those boards and commissions on which they wish to serve. At such workshop, the Mayor shall lead a discussion of potential appointments to each position. Conflicts shall be resolved by giving the appointment to the most senior member desiring the appointment. A majority vote of the Council is required to approve all appointments.

5.0 Appointment Limits

The Council values continuity on boards and commission, providing experience to the boards and commissions, and providing learning opportunities for the growth of new

Councilmembers. There shall be no limit to the number of terms any Councilmember may serve on any board or commission.

**6.0 Councilmembers Representing an Official City Position**

Individual Councilmembers serving on appointed boards and commissions represent the Council as a whole. Once the City Council has taken a position on an issue, either through a majority vote or consensus, all official City correspondence regarding that issue will reflect the Council's adopted position.

The Mayor is authorized to send letters stating the City's official position to appropriate officials. Councilmembers shall receive copies of all such letters. If a member of the City Council appears before another governmental agency or organization either as an appointed member of that agency or as a guest to give a statement regarding an issue affecting the City on which the City Council has taken a position, the Councilmember shall indicate the majority position of the Council. Personal opinions, minority positions and comments contrary to the majority position may be expressed only if the Councilmember clarifies that such statements do not reflect the official position of the City Council.

Councilmembers have a responsibility to bring significant policy decisions back to the whole Council for discussion and decision whenever possible.

**7.0. Boards and Commissions: Council Participation Required**

Council participation in the following boards and commissions is required by law:

- Bi-State Transportation Committee (Interlocal Agreement)
- C-TRAN (RCW 36.57A.050; Bylaws Section 3.1)
- Child Abuse Intervention Executive Board (Bylaws, Section 2(b))
- Lodging Tax Advisory Committee (RCW 67.28.1817)
- Metro Policy Advisory Committee ((MPAC) Bylaws, Article III, Section 1(b)(e))
- Southwest Clean Air Agency (RCW 70.94.100)
- Southwest Washington Regional Transportation Council (RCW 47.80.020; 1992 Interlocal Agreement)

**8.0 Boards and Commissions: Council Participates by Choice**

Council has decided Councilmembers will participate on the following, although not required by law:

- Joint Policy Advisory Committee on Transportation ((JPACT) Bylaws, IV(f))
- Clark County Community Action Advisory Board (Bylaws require 3 local elected officials)
- Clark County Solid Waste Advisory Commission (RCW 24.16.040)
- Columbia River Economic Development Council (Bylaws)

- Council for the Homeless (Intergovernmental Cooperation Agreement between City, County and the Housing Authority, approved December 18, 1989).

**9.0. Boards and Commissions: Mayor/Mayor pro Tempore Participation Required**

The following boards and commissions require participation by the Mayor or the Mayor and Mayor Pro Tempore:

- Police Pension Board -(RCW 41.20.010) Mayor Pro Tempore participation required. The Mayor may appoint a designate representative who is an elected official.
- Fireman's Pension Board (RCW 41.16.020)
- City Audit Committee

C:\C\Procedure 100-33 Appointment to Boards & Committees (1/4/11)

1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of names and addresses of the members of the committee.

3. The third part of the document is a list of names and addresses of the members of the committee.

4. The fourth part of the document is a list of names and addresses of the members of the committee.

5. The fifth part of the document is a list of names and addresses of the members of the committee.

6. The sixth part of the document is a list of names and addresses of the members of the committee.