

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 22-01**

A RESOLUTION OF THE CITY OF GOLD BAR, WASHINGTON AMENDING COUNCIL RULES OF PROCEDURES

WHEREAS, the City Council occasionally has vacancies outside of elections; and

WHEREAS, the process for filling open Council positions should be standardized; and

WHEREAS, the Council occasionally utilizes advisory committees (Ad Hoc); and

WHEREAS, the process for creating and utilizing Ad Hoc committees should be standardized; and

WHEREAS, the Table of Contents for the Council Rules of Procedures was originally organized by letters; and

WHEREAS, the lettering system becomes cumbersome as new titles are added;

NOW THEREFORE BE IT RESOLVED by the governing body of the City of Gold Bar that the Council Procedures Manual shall be amended to add two new sections as follows.

Section I	Table of Contents
Section II	Title 28, Open Council Positions
Section III	Title 29, Ad Hoc Committees
Section II	Severability
Section III	Effective Date

Section I, Table of Contents

The table of contents for the Council Rules of Procedures shall be amended for organization by numbering rather than lettering.

Section II, Title 28, Open Council Positions

- A. When a Council seat becomes vacant outside of regular election cycles, the vacant position shall be posted on the City's website and at the City Hall until the position is filled. City staff may choose to advertise the position in the newspaper of record.
- B. Applicants shall be residents and registered voters within City limits for a minimum of one year prior to applying.
- C. Applicants shall submit a letter of interest and complete a standardized questionnaire created by City staff and approved by the Mayor.
- D. Decisions on appointing an applicant to the vacant position shall be made in open public session. The Council may choose to adjourn to Executive Session under RCW 42.30.110(h) to discuss applicants. No action may be taken within the Executive Session.
- D. The Council has the option to make a decision immediately or to delay a decision in order for more time for applications or for more time to consider applicants.
- E. If there is more than one applicant, the Council shall vote on applicants verbally or with a show of hands as needed for clarification of votes. Votes shall be public for residents to see how their Councilmembers vote. Voting ends when a candidate receives a majority vote of the Council, even if that applicant is the first applicant presented for a vote. If there is a tie among the Council, the Mayor may choose to break that tie, or may choose to allow voting to continue for the remaining applicants. If, after a continuation of voting, there is still no consensus, the Council will delay action for more deliberations.

F. Once an applicant has received a majority vote by the Council, the City Clerk will administer the Oath of Office and the applicant may be immediately seated as a new Councilmember.

Section III, Title 29, Ad Hoc Committees

A. Ad Hoc committees with specified functions may be established for a designated term by motion of the Council.

B. The motion to establish an Ad Hoc committee shall state the specific function of the committee, the specific term or duration of the committee, any required qualifications for membership, the number of members, the makeup of membership (*see paragraph 'C'*) and the Council expectations regarding progress reporting.

C. The membership of an Ad Hoc committee shall include, at a minimum, one elected official and one resident from the community. Membership may include staff members as appropriate or directed by the Mayor. The specific number of members shall be stated in the motion creating the Ad Hoc committee. If the number of elected officials creates a quorum, the Ad Hoc committee must meet all requirements of the Open Public Meetings Act.

D. No member of an Ad Hoc committee shall investigate the facts of, nor take independent action on, any pending or contemplated adjudicative or legal matters.

E. No member of an Ad Hoc committee shall present themselves, or take action that could be construed as, representing the City, its staff, or its elected officials, whether verbally, in writing, on social media, or in any other form.

F. The Ad Hoc committee shall report progress to the Council and at the end of the term, advise the Council in a written report. The item for action may be placed on an agenda to allow time for the Council to research the Ad Hoc committee recommendations. Any decisions or actions taken by the Council shall be through the standard motion process during a Council meeting.

Section IV, Severability

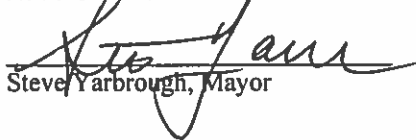
This resolution is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

Section V, Effective Date

This Resolution shall take effect from, and after, its passage and approval, as provided by law.

Resolved this 1st day of February, 2022.

APPROVED:


Steve Yarbrough, Mayor

ATTEST/AUTHENTICATED:



Lisa Stowe, Clerk/Treasurer