

ORDINANCE NO. 03-20

AN ORDINANCE of the City of Richland amending Title 2 of the Richland Municipal Code related to the council assignments committee.

WHEREAS, the City has need, from time to time, to update the Richland Municipal Code (RMC) to bring it into alignment with current practice; and

WHEREAS, at a recent City Council workshop, Council discussed its desire to move away from utilizing a council assignments committee to determine council liaison appointments to various internal and external boards, commissions and committees; and

WHEREAS, a code amendment is necessary to remove the council assignments committee and its corresponding process from the Richland Municipal Code.

NOW, THEREFORE, BE IT ORDAINED by the City of Richland as follows:

Section 1. Richland Municipal Code Section 2.04.115, entitled Ad hoc citizens committees, as first enacted by Ordinance No. 30-91, and last amended by Ordinance No. 31-03, is here by amended as follows:

2.04.115 Ad hoc citizens committees.

An ad hoc citizens committee may be constituted upon the motion of the city council.

A. At the time of passing the motion establishing the committee, the following shall be made a part of the motion:

1. A written statement of purpose for the committee.
2. A written description of recommendations which the council expects from the committee.
3. The specific due date of material and recommendation back to the council.
4. An estimated date of completion of the committee assignment.
5. The number of members that shall be on the committee and a statement of qualifications required of committee members.
6. If special circumstances warrant the inclusion of one or more councilmembers as voting members of the committee, the motion shall provide justification for so doing.

B. Other Applicable Rules.

1. The council, through the city manager, will ~~assignments-committee-must~~ provide oral or written statements to nominated members of the ad hoc committee relating the purpose

of the committee, a description and due date of recommendations back to the council, and the anticipated date of completion of the committee assignment.

2. Ad hoc committee members shall normally be nominated by ~~the council assignments committee based on recommendations from the~~ members of the city council. Appointment of ad hoc committee members shall normally be by majority vote of the city council. ~~However, the motion may specify that the council assignments committee shall make the appointments upon recommendation of councilmembers.~~

3. The ad hoc committee shall appoint a chairperson, vice-chairperson and other officers as they see fit from the membership of the committee. Council may choose to assign a council liaison consistent with the process identified in RMC 2.04.125.

~~4. The council assignments committee may normally recommend to city council assignment of one or more councilmembers to act as nonvoting liaisons (class A) unless the motion includes councilmembers as active participants. However, the motion may specify that the assignments committee make the liaison assignment.~~

5. City staff shall provide assistance to the committee as appropriate.

6. A quorum of the ad hoc committee must be present to conduct business. A quorum shall consist of the lowest number of members of the committee that exceeds one-half the stated number of members of the committee.

7. Unless otherwise directed by city council, formal minutes need not be kept except for formal motions.

8. Written reports issued by the ad hoc committee activities shall be approved by majority vote of the committee and signed or initialed by the ad hoc committee chairperson.

Section 2. Richland Municipal Code Section 2.04.125, entitled Selection process for council appointments and all other appointments not covered by RMC 2.04.120, as first enacted by Ordinance No. 33-90, and last amended during the 2011 recodification of the RMC, is hereby amended as follows:

2.04.125 Selection process for council appointments and all other appointments not covered by RMC 2.04.120.

Biennially, generally at the first workshop after ~~in the meeting at which newly elected councilmembers take office,~~ the council shall choose from among its members ~~a standing committee of three, from which the mayor and mayor pro tem shall be excluded, known as the "council assignments committee," to assist in the selection of~~ those who will serve as council liaisons to the various boards, commissions, ~~and~~ committees and outside agencies, council appointees to ad hoc committees, and all other council and non-council appointments not covered by RMC 2.04.120, ~~by recommending appointees~~ The recommendations generated during the workshop will be presented by resolution to the full city council for approval. ~~When the council appoints a committee, they shall also~~

~~identify a temporary chairperson whose sole purpose is to set a meeting date and convene the initial meeting. The first order of business is to appoint a permanent chairperson and any other officers unless the council's action names them.~~ Each assignment to a board, commission, committee, or outside agency shall be assigned a category which shall be defined as follows:

A. Liaison Assignment to City of Richland Boards, Commissions and Committees. A councilmember shall not be a voting member of the board, commission or committee and shall participate only to a limited degree. The councilmember's purpose is primarily to communicate council policy to the board, commission or committee and to take back to the council recommendations and questions. The councilmember shall also gather information about the boards, commissions or committees and communicate it to the council when appropriate. In particular, councilmembers shall not direct any activities as a leader of boards, commissions or committees to which they are assigned.

B. Liaison Assignment to Noncity Organization – Non-participant. Councilmembers shall not be voting members of non-city organizations in these kinds of assignments. The councilmember's purpose is primarily to communicate council policy to the organization and to take back to the council recommendations and questions. The councilmember shall also gather information about the organization and communicate it to the council when appropriate. In particular, councilmembers shall not direct any activities as a leader of organizations to which they are assigned.

C. Assignment to Non-city Organization – Board Member. Councilmembers may be voting members of non-city organizations in these kinds of assignments. However, councilmembers shall not participate as officers of the assignee organizations in these kinds of assignments. The councilmember's purpose is not only to communicate council policy to the organization and ~~to take~~ bring recommendations and questions back to council; the councilmember shall also encourage ~~the carrying out~~ implementation of city objectives. The councilmember shall also gather information about the organization and communicate that information to the council when appropriate.

D. Assignment to Non-city Organization – Board Member/Officer. Councilmembers may be voting members and participate as officers of non-city organizations in these kinds of assignments. The councilmember's purpose is not only to communicate council policy to the organization and ~~to take~~ bring recommendations and questions back to the council; the councilmember shall also encourage implementation ~~the carrying out~~ of city objectives. The councilmember shall also gather information about the organization and communicate to the council when appropriate.

E. Assignment to Local, Regional, State, National or International Boards/Commissions and Committees Relating to City or Council Business – Member/Officer. Councilmembers who seek membership, election or reelection for office in local, regional, state, national or international boards/commissions and committees relating to city or council business must, prior to the workshop, shall first submit a request for consideration during the council assignments discussion.~~to the council assignments committee who shall review~~

~~the request and make a recommendation to the full city council for majority approval.~~
Where circumstances require travel outside the local area at city expense, the councilmember shall adhere to ~~the travel policy~~, RMC 1.01.040.

~~F. It shall be the responsibility of the council assignments committee to specify t~~The category of each assignment at the time the assignments are created. This will signals the level of participation required of the councilmember as to each organization or board to which the councilmember is assigned. A roster reflecting the category of each assignment will be kept on file in the City Clerk's Office.

Section 3. Section 2.12.010 of the Richland Municipal Code, entitled Library board of trustees created – Membership, as first enacted by Ordinance No. 67, and last amended by Ordinance No. 68-18, is hereby amended as follows:

2.12.010 Library board of trustees created – Membership.

There is created a library board (hereinafter referred to as the “board”) composed of five trustees as recommended ~~by the council assignments committee~~ to the mayor, appointed by the mayor and confirmed by a majority of city council. Trustees shall serve staggered five-year terms and until their successors are appointed and confirmed. No person shall be appointed to serve more than two consecutive terms as library trustee. The waiver available under RMC 2.04.110(F) shall not apply.

Section 4. This ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

Section 5. Should any section or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Section 6. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance, including but not limited to the correction of scrivener’s errors/clerical errors, section numbering, references, or similar mistakes of form.

PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the 3rd day of March, 2020.



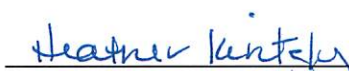
Ryan Lukson, Mayor

Attested by:



Jennifer Rogers, City Clerk

Approved as to form:



Heather Kintzley, City Attorney

Date Published: March 8, 2020