

**RESOLUTION 2019-K**

**A RESOLUTION OF THE EATONVILLE TOWN COUNCIL AMENDING THE PERMANENT COMMITTEE POLICY FOR THE TOWN OF EATONVILLE**

**WHEREAS**, Eatonville Municipal Code section 2.04.009 provides for ad hoc temporary advisory committees and standing or permanent council committees; and

**WHEREAS**, on March 9, 2015 the Eatonville Town Council approved Resolution 2015-E adopting a Permanent Committee Policy; and

**WHEREAS**, the Town has now determined that an amendment to the Permanent Committee Policy is necessary in order to promote increased public participation, update meeting frequency and provide committee members with information on how to be excused from a meeting; and

**WHEREAS**, the amendments to the Permanent Committee Policy have been reviewed by the Finance/Legislative Committee and also reviewed by the Town Council during a Study Session held on March 25, 2019; and

**WHEREAS**, adopting Committee Policies will ensure regular meeting frequency, attendance, and permanent record keeping; and

**WHEREAS**, a Committee Policy will provide rules to help ensure high standards of good practice among current and future committees; now, therefore,

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**THAT:** The amendments to the Permanent Committee Policy are approved in the form attached hereto as Exhibit A.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 8<sup>th</sup> day of April 2019.

\_\_\_\_\_  
Mike Schaub, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Linnemeyer, Town Clerk

# Permanent Committee Policy

## General Guidelines

The members of all advisory committees are appointed by the Town Council. Advisory committees will consist of two Council members, a Chairman and a Co-Chair.

The primary roll of all committees is to review and make recommendations to the Town Council on matters within their scope of responsibility, and to promote increased public participation in determining Town policies and program implementation.

The specific role of the committees is as a principal reviewing body of the Town on specific matters referred to it by the Town Council or staff. All decisions, however, are advisory with final disposition made by the Town Council.

Committees should represent the general interests of the Town as a whole and not specific program areas or special interest groups.

Committee members should make every effort to uphold their reputation for honesty, fairness and openness with the citizens of the community. Each group will undoubtedly consist of diverse personalities; it is important we work together to accomplish common goals. When members interact positively, the internal organization runs smoothly and the group is functional. The ideal committee works toward consensus solutions after a good deal of technical study. It should clarify the various positions in order that its recommendations allow a rational decision on the part of Council.

All official meetings of the committee shall comply with the Open Public Meetings Act.

## The Chairman

1. Serves a twelve month term
2. Presides over all committee meetings
3. Serves as the official spokesman for the committee
- ~~4. Develops committee meeting agenda and submits a copy to Town staff~~
5. Prepares meeting minutes and submits a copy to Town staff

## The Co- Chairman

1. Presides at all committee meetings in the absence of the chairman
2. Will notify the Chairman or staff as early as possible of a meeting absence
3. Performs other duties as assigned by the chairman

## ATTENDANCE

No more than two ~~consecutive~~-unexcused member absences from meetings that are held monthly, and one unexcused member absence from meetings that are held quarterly or semiannually, will be permitted. Any excess absences will result in automatic forfeiture of ~~office~~ committee appointment.

To be excused from a committee meeting, contact with staff or another committee member must be made prior to the meeting. For extenuating circumstances where contact cannot be made prior to the meeting, staff must be contacted within 5 business days for consideration of excusal at the next committee meeting.

## MEETING FREQUENCY

Regular meetings of the committee shall be held at least ~~quarterly~~ semiannually at a date so determined by the committee Chair. The Chair will submit a yearly schedule of meeting dates, times and location to Town staff by January 31<sup>st</sup> each year. Meetings may be added to this schedule or cancelled due to lack of agenda items. The yearly ~~A~~ monthly meeting schedule will be posted on the Town of Eatonville website.

## AGENDA

It shall be the responsibility of ~~the individual committee~~ Town staff to create an agenda for each meeting ~~and submit a copy to the Town Clerk before the meeting. If there are no Council or Staff items for the agenda, topics from the Chair or Co-Chair will be added to the agenda for the next meeting. The agenda will be available on the website at least 2 business days prior to the meeting.~~ Agendas shall be entered in a book constituting the official record of the committee.

## MINUTES

It shall be the responsibility of the individual committee to record and maintain minutes for all meetings. These minutes shall be “summary” and not “verbatim” and will briefly describe the meeting. Certain issues may require more detailed minutes as considered necessary by the members. Minutes shall be turned in to the Town Clerk within two weeks after each Committee meeting and entered in a book constituting the official record of the committee. Minutes must be turned in to the Town Clerk before any Committee member may receive compensation for attending as a Town delegate.