

**RESOLUTION 2015-E**

**A RESOLUTION OF THE EATONVILLE TOWN COUNCIL APPROVING  
PERMANENT AND AD HOC COMMITTEE POLICIES 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**, the Finance Committee feels that the Town of Eatonville is in need of Permanent and Ad Hoc Committee Policies; and

**WHEREAS**, the Committee Policies will strengthen the Town's Permanent and Ad Hoc Committees and provide guidance to the Committee Chair; and

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

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

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

**THAT:** The Permanent and Ad Hoc Committee Policy is 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 9<sup>th</sup> day of March 2015.

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

ATTEST:

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

# **Permanent and Ad Hoc Committee Policy**

## **General Guidelines**

Eatonville Municipal Code section 2.04.009(D) authorizes the Town Council to establish standing or permanent council committees. The members of all permanent committees are appointed by the Town Council. Members of all Ad Hoc committees are appointed by the Mayor and confirmed by the Council. Permanent 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. 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 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, will be permitted. Any excess absences will result in automatic forfeiture of office.

### **MEETING FREQUENCY**

Regular meetings of the committee shall be held at least quarterly at a date so determined by the committee Chair. The Chair will submit a yearly schedule of regular meeting dates, times and location to Town staff by January 31<sup>st</sup> each year. The yearly meeting schedule will be posted on the Town of Eatonville website.

### **AGENDA**

It shall be the responsibility of the individual committee to create an agenda for each 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 entered in a book constituting the official record of the committee.