



# Boards, Commissions and Committees

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## Member Handbook

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## BOARDS, COMMISSIONS AND COMMITTEES MEMBER HANDBOOK



### A THANK YOU FROM THE CITY COUNCIL

Thank you for your interest in serving on a City of Vancouver board, commission or committee. As an appointed member of one of the City's boards, you have accepted the challenge of helping to shape important decisions on behalf of your community.

Boards, commissions, and committees are essential to the successful function of City government. The City has over 20 active committees that are comprised of volunteers appointed by the City Council.

The City relies on its many boards to provide guidance in City decisions and to serve as important forums for public participation. Through your service, you help to make the City a better place to live, bring a needed community perspective to the governing process and better learn how government works to serve the people.

Service on a board is both an honor and an important responsibility. Serving on a board or commission assumes a commitment of time and dedication and with this comes your responsibility to comply with governmental integrity laws and to uphold the public's trust.

This handbook is designed to assist you by providing a general introduction to topics and processes that directly affect members of boards. While no one document could adequately cover all aspects of serving on a board, this handbook has been designed as a basic reference point from which to begin building knowledge of responsibilities to the residents of Vancouver. Each board or commission has an assigned Staff Liaison able to provide more information on the specific duties and responsibilities of the particular board and its members.

Once again, we thank you for your commitment to our community.

Sincerely,

*The Vancouver City Council*



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### INTRODUCTION

As a volunteer, you serve a vital role in City government, and your participation personifies community involvement in the governing process. Individuals who serve on a City of Vancouver Board, Commission, Committee, or Task Force (B&Cs) play an important role in helping the City Council shape decisions and policies that impact our community.

This handbook is provided to members of the City's B&Cs to offer a basic understanding of how the B&Cs operate, and to give you an overview of the basic functions of B&Cs and your role. This handbook is a general resource for B&C Members, and is not meant to take the place of bylaws or procedures developed by each B&C or the Vancouver Municipal Code.

### PURPOSE

Each of the City's B&Cs is unique in its purpose, mission, and role, but all provide an invaluable service to the City. City B&Cs gather information, provide advice and recommendations, and aid the City Council in the decision-making process on a variety of subjects. City B&Cs provide an opportunity for individuals who want to participate in public service to take an active role in developing policy and making decisions on behalf of the those who live in Vancouver. City B&Cs can also serve as a training ground for persons who are interested in seeking public office.

### COMMUNITY PARTICIPATION THROUGH CITY B&Cs

People who live in Vancouver have enjoyed a long tradition of participation in City government. Through representation on boards, commissions and committees, our residents are offered an important avenue to help create effective and equitable laws and policies. Community involvement contributes to the success of government and to the overall quality of life.

Community participation works in all area of City government and covers a broad range of issues. Some committees appointed by City Council shape policy, others prepare regulations governing specific program areas, and some serve solely in an advisory capacity (*see section 4, Types of B&Cs*).

In appointing members, the City Council strives to bring a balance of diversity of perspective and experience. This helps ensure that decisions reached and services rendered reflect the wants and needs of all populations being served.

The City of Vancouver's system of boards, commissions and committees is fundamental to encouraging the use of community talent and interest in affairs of the City, keeping government innovative and responsive, and improving the overall performance of City government.

### TYPES OF CITY B&Cs

City B&Cs can be created by state laws and rules, the Vancouver City Charter, or by ordinance or resolution of the City Council. City B&Cs have different purposes, missions, authority, and roles, but can generally be described as one of the following main categories.

- a. Public Development Authority / Public Corporation: A public development authority is an independent legal entity established pursuant to state statute to administer and execute federal

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grants or programs and to receive and administer other public and private funds in order to accomplish a public purpose.

- b. Board: A semi-autonomous body established pursuant to federal or state statute or authority or city ordinance. Actions of a board are usually appealable to designated courts of law.
- c. Commission: A body established by city ordinance to study and recommend action to the City Council.
- d. Committee: A body appointed by Council with a specified task or function. Committee action ordinarily will be subjected to review and/or appeal to City Council or to a commission established by Council.
- e. Ad Hoc Task Force: A body appointed by Council to study or work on a particular subject or problem. A task force will cease to exist upon completion of its charge as given by the Council.

### **CITY B&C FUNCTIONS**

Each individual City B&C is tasked with one (or more) of the following three functions:

- a. Regulatory: Exercise regulatory authority, such as the power to make rulings and impose penalties in accordance with their enabling legislation.
- b. Policy-Making: Develop written statements intended to be guiding principles defining the city's intent and direction. Policy should be set forth in broad terms so that it may remain applicable and usable for a long period of time. Policies should be clear, timely and concise and should not be so detailed that they dictate how, when, or where things must be done. Policy may be amended, rewritten, or abolished. Policy should be reviewed periodically to ensure that it remains appropriate.
- c. Advisory: Provide an important link between the public and City departments, the City Manager and City Council. The information that members provide about community needs and opinions can have a profound effect on City policies and lead to improved service. Advisory committee members play a very special role in creating recommendations on important societal and governmental issues.

### **CITY B&C MEMBER GENERAL EXPECTATIONS**

As a member of a B&C, you are expected to:

- a. Gather, interpret and express community perspectives, attitudes and needs to staff, the City Manager, and the City Council.
- b. Study programs and services and analyze problems and needs. Offer new proposals and recommend changes in programs, policies and standards.
- c. Provide the public with information and interpretation of department and City policies, programs and budgets.
- d. B&C's provide advice and verification of policy options, support and counsel department and Council staff. They make important recommendations about policy. Most B&C's, however, do

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not create or administer policy, programs or services, unless this power is granted to them by their authorizing document.

### AUTHORITY FOR APPOINTMENT TO A CITY B&C

The City Council, or the Mayor with Council concurrence or approval, is specifically empowered by state law, City Charter, and City ordinance to fill by appointment all City B&Cs established by such state law, charter or ordinance, or such other City B&Cs as the Council deems necessary or advisable.

### APPOINTMENT PROCEDURES FOR CITY B&C MEMBERS

- a. Announcement of Vacancy: All upcoming vacancies will be advertised. Staff will accommodate a 30-day filing period and publicly announce position vacancies via news release and other reasonable outreach methods.
- b. Methods of Appointment: Individuals interested in appointment to City B&Cs will submit a completed application online using the City of Vancouver public website, or may request a printed copy of the application by contacting the City Manager's office.

Before submitting an application for a City B&C, individuals are advised to read the description of the particular B&C. Some City B&Cs require City of Vancouver residency or other specialized skills or training. City employees are not eligible to serve on city B&Cs. Appointees to City B&Cs should serve on only one committee, unless other qualified applicants cannot be identified. Members of all City B&Cs are appointed by a majority vote of the City Council during a regularly scheduled meeting.

- c. Reappointments: Incumbents who wish to be reappointed to a City B&C and who are eligible for reappointment will provide the Staff Liaison a Letter of Continued Interest within 60 days of their term expiration date. This request will be provided to the Council Subcommittee and serve as the incumbent's application for reappointment.

Incumbents will be interviewed by the Council Subcommittee to retain their seat for an additional term. There is not a vested right to reappointment for any position.

- d. Terms / Appointments to be Staggered by Dates: Lengths of terms are established by an ordinance or law and will vary from one B&C to another, but in all cases, overlapping terms between individual members is intended to provide continuity. On special task forces, where a specific project is the purpose, there is often a limited term of service.
- e. Length of Service for City B&C Vacancies:
  - i. Appointees serving in a three (3) year term may be reappointed twice for a maximum of three (3) terms.
  - ii. Excluding Planning Commission, appointees serving in a four (4), five (5), or six (6) year term may be reappointed once for a maximum of two (2) terms. Planning Commission terms are set at a maximum of (3) full four-year terms.
  - iii. Appointments of less than two (2) years for which a member was chosen to fill an unexpired term shall not be considered as a full term in these criteria. Appointments over two (2) years shall be considered a full term.

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- iv. If a candidate is selected to fill the remainder of an unexpired term of six (6) months or less, their appointment shall be for the length of the unexpired term plus the next full term.
- v. Specific B&C’s may have different term lengths and term limits that are exceptions to the general rule above.

f. City B&Cs With Established Terms (In Years):

Aviation Advisory Committee	3
Building – Fire Codes Board of Appeals	6
Charter Review Committee	1
City Center Redevelopment Authority	4
Civil Service Commission	6
Clark County Arts Commission	4
Clark County Public Health Advisory Council	3
Clark County Mosquito Control District Board of Trustees	2
Culture, Arts & Heritage Commission	3
Downtown Redevelopment Authority	4
Fort Vancouver Regional Library Board	7
Historic Preservation Commission	3
Lodging Tax Advisory Committee	2
Parking Advisory Committee	4
Parks and Recreation Advisory Commission	3
Planning Commission	4
Port of Portland Citizens Noise Advisory Committee	2 or 3
Public Facilities District Board	4
Salary Review Commission	4
Telecommunications Commission	3
Urban Forestry Commission	4
Vancouver Housing Authority Board	5

**REMOVAL PROCEDURES FOR CITY B&C MEMBERS**

Members may be removed from any B&C prior to the expiration of their term of appointment by a majority vote of the City Council.

**BEING AN EFFECTIVE B&C MEMBER**

- a. General Recommendations: Because B&C members are in a critical position to shape and influence City decisions and actions, it is important that each member remains informed and up-to-date on issues, legislative activity, resolutions and laws affecting their committee, as well as the following:
  - Each member serves as an ambassador for the City of Vancouver.
  - Attends all committee meetings to best of their ability.
  - Participates in trainings and orientations.
  - Is well prepared for meetings.
  - Is a critical thinker.

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- Recognizes that serving the public interest is the top priority.
  - Recognizes that the committee must operate in an open and public manner.
  - Is knowledgeable about the legislative process and issues affecting the committee
  - Is respectful of differing opinions.
  - Examines all available evidence before making a judgement.
  - Communicates well, and actively participate in group discussions.
  - Is aware that authority to act is granted to the committee as a whole, not to individual members.
  - Possesses a willingness to work with the group in making decisions.
  - Recognizes that compromise may be necessary in order to reach group consensus.
  - Does not let personal feelings toward other committee members or staff interfere with their judgment.
- b. Attendance: Members are expected to attend B&C meetings and to fully participate in and contribute to the work of the B&C. If a member is absent for three consecutive meetings or 35% of meetings within a calendar year, whether excused or unexcused, the designated staff person shall notify and discuss the situation with the Council Committee Chair. Based on a recommendation from the Council Committee, City Council may choose to revoke the board or commission member's appointment.
- c. Preparation: Adequate preparation is another requisite for effective membership on a B&C. B&C Staff Liaisons will provide reports, proposals, and other information to help members make informed decisions. Members should not hesitate to request any additional information that is needed in order to make thoughtful and appropriate decisions.

### **ASSIGNMENT OF STAFF LIAISONS FOR ESTABLISHED B&Cs**

Each established City B&C is associated with a specific City department. When boards or committees deal primarily with issues of a single department, they are typically assigned to that department. See Appendix A for department assignments.

City officials are responsible for providing leadership, facilitation, and/or administrative support to the boards and committees assigned to them.

Each City of Vancouver B&C has an assigned Staff Liaison. The designated individual provides support and serves as a primary resource to the B&C on behalf of the City Council and the City Manager.

While Staff Liaisons may have different duties, depending on individual assignments, in general they are responsible for:

- Being subject matter experts.
- Coordinating logistics for each meeting (time, location, public meeting notices, etc).
- Ensuring that meeting notifications and recordkeeping occurs consistent with applicable State laws.
- Preparing and posting minutes of each meeting in a timely manner.
- Providing annual reports to Council.
- Coordinating annual lunch opportunity for board Chair with the Mayor and City Manager.
- Ensuring members are aware of annual volunteer recognition events.



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- Serving as a communication link between committee, City administration, departments and the City Council, as appropriate.
- Providing professional guidance, issue analysis and recommendations.
- Assisting the committee with research, report preparation, and correspondence in keeping with the committee’s Council-approved work plan and depending on their work load and time availability.
- Making sure the intent of the B&C is not lost after a decision, and that it is conveyed to the City Council in a timely manner.
- Assisting the B&C in staying on track and focused.
- Presenting B&C recommendations to the City Council, if requested to do so by either the committee or the City Council.
- Maintaining a positive working relationship with the Chair and committee members.
- Managing potential discourse and misconduct that may occur among board members.

Staff Liaisons are professionals with significant work responsibilities in addition to their committee activities. The liaisons do not work for or at the direction of the B&C. They work with the B&C to develop information and recommendations for Council consideration.

### **LEGAL GUIDELINES**

B&C members should be aware of certain restrictions and requirements and be familiar with and operate within their group’s governing statutes, bylaws, and City, State and Federal laws at all times.

- a. Lobbying Efforts: Lobbying efforts by any advisory bodies on legislative or political matters should first be checked for consistency with existing City policy by contacting the City Manager’s office. In the event that a position is taken that differs from that of the City’s policy, B&Cs acting as an official body of the City of Vancouver cannot represent that position before another body (i.e., the State Legislature or Clark County Board of Commissioners). An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that he or she is not speaking as a representative of the City of Vancouver, or as a member of his or her B&C.
- b. Open Public Meetings Act: The Washington Open Meeting Act (RCW 42.30) requires three things:
  - Notice must be provided for all meetings;
  - Meetings must be open to the public; and
  - Minutes must be created for each meeting.

A “meeting” is defined to include not only formal gatherings of the advisory group but also any occasion where a “quorum” (usually majority) of B&C members come together and discuss group issues or City business. Electronic or telephonic communications may constitute a meeting which is subject to the Open Public Meetings Act if a majority of members discuss information, give input or take action via e-mail or telephone.

- c. Public Records Act: The Public Records Act (RCW 42.56) requires the minutes of all regular meetings to be recorded and made available for public disclosure or inspection. The law also requires that agencies maintain records of business conducted and produce these records upon receipt of a public records request. B&C members are subject to the Public Records Act, which means that all documents used or created by members in the course of their work as B&C members, as well as any notes taken by members in the course of their work as B&C members

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are subject to Washington State records retention laws and disclosure under the Public Records Act. B&C members should promptly turn over any B&C records to their Staff Liaison for retention, and when requested by the City pursuant to a public records request. B&C records include any and all records of B&C business, including but not limited to records of communications relating to the work of B&C or communications sent or received in the individual's official capacity of a B&C member. As provided in the applicable retention schedule (See: Washington State Disposition Authority Number GS2016-007), B&C member meeting materials should be retained by the Staff Liaison until no longer needed for agency business and then destroyed. For example, this includes all written communications, including but not limited to, email communications, text messages, and communications made using social media platforms, regardless of whether sent and received via a private or personal account, B&C members should consult with the assigned Staff Liaison regarding any questions on document retention or production.

- d. Ethics and Appearance of Fairness: Washington's ethics laws prohibit public officials from gaining financially as a result of his or her position. Also, public officials must declare any conflicts of interest at a public meeting. A conflict exists if a recommendation potentially could affect the finances of the group member or the finances of a family member. If a conflict exists, the member must declare this fact at a meeting where the issue is being discussed and refrain from discussing or voting on the recommendation.
  
- e. Open Government Training: The Open Government Trainings Act, RCW 42.56.150, requires that all members of governing bodies (including B&Cs) must be trained regarding the Open Public Meetings Act and the Public Records Act as well as records retention requirements. B&C members have 90 days after appointment and must participate in refresher training at least every four years thereafter. The City Manager's office and Staff Liaison will provide training resources.

### **CITY B&C CHARTER OR BYLAWS**

Each B&C will have a governing document to direct and clarify its actions, procedures and organization. A charter or bylaws will outline the guidelines by which a committee functions.

### **B&C MEETING GUIDELINES**

- a. Meeting Location: All City B&C meetings will be held at a specified location in a City of Vancouver facility, unless otherwise scheduled and noticed by designated staff. In the case of an alternative meeting location, staff will notify in writing the committee's members, City Council, City Manager's office and any other pertinent city staff. All meetings shall be open to the public and comply with the State Open Meetings Act.
  
- b. Meeting Dates and Times: Regular meetings shall be held on a specified monthly day or date and time, unless amended by the committee. Special meetings, workshops and community forums may be held at the committee's discretion by request of the Chair or by majority approval of the committee at a regular meeting. Public notice consistent with Vancouver City ordinance and state law shall be given for a special meeting or workshop. Regular meetings may be cancelled by request of the Chair or by majority approval of the committee at a regular or special meeting. A meeting may also be cancelled if no quorum is expected to be present or

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when there is no item on the agenda other than routine formalities, such as adoption of the minutes, provided that appropriate notice is given.

- c. Meeting Notices: Written notice of all meetings with an agenda of matters to be considered by the committee shall be sent at least five calendar days before the meeting to the committee, the City Manager's office, any other pertinent staff, news media who have requested to be notified of City of Vancouver public meetings, and other interested parties identified by the committee. Notices of meetings and agendas should be posted on the City's website in advance of meetings. Legal Notices must be posted within five calendar days of a meeting, when required by a board's enabling document.
- d. Quorum Required: Unless otherwise specified in a board's bylaws, a simple majority of B&C members is required to be present at a meeting in order for the committee to conduct business and reach a decision. Meetings with less than a simple majority may be conducted; however, no official actions may be taken. If action is taken by a vote of the committee, it shall consist of a simple majority of the quorum (members present).
- e. Election of Officers: Officers of a committee shall consist of a Chair and Vice Chair or Co-Chairs selected from members of the committee by consensus or by a majority vote if consensus cannot be reached. The officers shall be selected annually at a predetermined meeting for each individual board. The officers shall serve a one-year term unless otherwise noted in their bylaws.
- f. Duties of the Chair and Vice Chair or Co-Chairs: These will vary for each B&C depending on their charter, but in general
  - i. The Chair or Co-Chairs shall preside over the meetings. The Chair, or consensus of the B&C, may create standing or temporary committees to examine, investigate and inquire into subjects of interest to the committee. The Chair retains full rights and responsibilities to participate in deliberations and votes of the committee.
  - ii. The Vice Chair shall, in absence of the Chair, perform all duties of the Chair at the meeting. In the absence of the Chair and Vice Chair or both Co-Chairs, members present may select a temporary Chair to preside at the meeting.
- g. Minutes: B&C's shall audiotape proceedings and prepare written minutes of action taken. Audio files should be saved to the board's specified folder on the M: Drive (M:\RecordsDVR). Approved minutes of all meetings shall be posted to the B&C website and filed as an official City record within 30 days of the original meeting date. Approved minutes should be posted with materials from their corresponding meeting (i.e. approved minutes from a meeting on August 18 should appear with the agenda and meeting materials that were originally posted for August 18).
- h. Meetings and Order of Business: For B&Cs that meet on a regular basis, the designated staff will set regular meeting dates as far ahead as practical. For B&Cs that meet as needed or on an ad hoc basis, the Staff Liaison shall notify all B&C members of any meeting called to conduct business.

City B&C meetings will generally follow the meeting format specified below:

- i. Call to Order

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- ii. Attendance
  - iii. Approval of Minutes
  - iv. Acceptance of the Agenda
  - v. Public Comments
  - vi. Old Business
  - vii. New Business
  - viii. Announcements from members and City staff
  - ix. Future Agenda Items
  - x. Next Meeting
  - xi. Other Topics
- i. The Chair and Voting: The Chair may vote just as any other member unless prohibited by the enabling legislation or governing documents. A Chair has only one vote; the Chair may not vote as a member of the committee and also as a presiding officer. Voting by secret ballot is prohibited by the open meetings law. Voting will generally be a show of hands or verbal ‘yea’ and ‘nay’. Votes will be recorded by number of “yea” and “nay” votes. Any member may, prior to the vote being conducted on any issue, request the recording of a roll call vote. Such vote shall be recorded in the minutes.
- j. Recuse: B&C members should recuse themselves from participation in a decision or discussion to avoid a conflict of interest. No member should vote on a question in which they have a direct personal interest not common to other members of the body.
- k. Abstain: B&C members should abstain from a vote if they have an interest in the outcome that directly affects them personally, professionally, or monetarily in a manner not shared by the other members of the B&C.
- l. Act as a Body: The B&C shall act as a body. A member, when representing the committee, may speak or act for the committee in accordance with action previously taken by the committee. The Chair, or Chair’s designee, shall serve as official spokesperson of the committee.
- m. Public Comment: Testimony shall be conducted in a manner similar to the Vancouver City Council. Individuals wishing to testify shall complete a Community Comment Card in advance of the start of the meeting. Testimony shall be limited to a maximum of three minutes per speaker. Speakers may not cede all or part of their time to another speaker. Chair or Co-Chair may decide the order in which speakers shall testify and take necessary actions to ensure comments are received in a fair manner within a reasonable length of time. If the length of meeting time available will be insufficient for all present to provide oral testimony, the Chair should announce before adjourning the meeting the alternative forms of testimony that will be accepted by the committee from those present and any deadline for testimony submittal. In quasi-judicial proceedings, Chairs may deviate from these rules so that there may be a fair hearing in light of the specifics of the proposal.
- n. Subcommittees: Subcommittees may be appointed by the Chair. Reports, findings and recommendations of subcommittees will be returned to and approved by the full committee prior to adoption as an official report or action of the committee. The designated Staff Liaison should be present at all subcommittee meetings.
- o. Recommendations: Committees may make recommendations to the City Council, the City Manager’s office, staff and other City committees as may be appropriate. Committee recommendations should be submitted in memo form by the designated staff person and/or the

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committee's assigned attorney. The memorandum shall indicate the committee position/vote on the item.

### **EXTERNAL COMMUNICATIONS**

The news media has the important function of informing the public about City government operations. In doing so, it provides a valuable communications link with the community and helps assess transparency and accountability. It is important to maintain a cooperative and open relationship with the media without violating privacy and other individual rights.

The following are suggested guidelines for working with the media.

- a. The City of Vancouver has a Communications Department that is available to assist with media requests.
- b. Designate a spokesperson that will speak for the committee as a whole.
- c. If you are contacted by the media and participate in an interview, inform your Staff Liaison as soon as possible.
- d. Keep your focus on the business of the committee. Personal opinions, especially those regarding other people, are inappropriate. The news media is not the place to air dissatisfaction or carry on conflicts among committee members or with City employees. Provide the materials that are responsive and informative, but does not violate individual privacy or undermine the dignity and authority of the committee or City staff.
- e. If you do not know the answer to a question or are unsure about an issue, refer the matter to a knowledgeable person on your board or committee, to your Staff Liaison or to the City Manager's office.
- f. Because all B&Cs operate under the regulations of the Public Records Act, members should keep in mind that any written or electronic communication related to their work with the City must be retained and may subject to public disclosure or inspection.

B&C members should exercise caution when speaking publicly regarding B&C business to insure that they are accurately reflecting the position of their respective B&C. Individual members should clearly indicate when they are speaking as an individual and not representing the position of the City or of their respective B&C.

Members are strongly discouraged from using private social media sites/tools for communicating B&C business.

### **CITY ISSUED EMAIL ADDRESSES**

The City may provide B&C members with official city email accounts. If the City does provide B&C members with official city email accounts, members are expected to use that email account for all B&C business/correspondence. City issued email accounts may not be used for personal or political communication nor linked to a personal account. Use of the city email accounts will be archived and retained per the city's public records practices.



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### TESTIFYING AT CITY COUNCIL

Committee members often have an opportunity to testify at City Council or community meetings. When providing testimony on behalf of the board or committee, members should refrain from expressing personal opinions.

To provide effective testimony, members should keep the following guidelines in mind:

- a. All testimony should be brief, concise and accurate.
- b. Avoid reading lengthy written testimony; instead, highlight important points in the written report.
- c. If others are offering similar testimony, try to coordinate information to avoid repetition.
- d. Avoid being too technical.
- e. Be prepared to answer questions and comments by Councilmembers. If you are unable to answer a question, offer to provide a written response later and always follow through.
- f. If you absolutely must give a personal opinion, make sure that the Councilmembers understand that you are not speaking for the committee, but for yourself.

### DISCLAIMERS

- a. Equal Opportunity: The City of Vancouver is an equal opportunity organization and does not discriminate in violation of law on the basis of race, color, national origin, creed, religion, sex, age, marital status, physical or mental disability, genetic information, gender identification, status as an honorably discharged veteran or any other class protected by federal, state or local law.

The City of Vancouver also promotes a productive work environment and does not tolerate discrimination, harassment or retaliation.

Anyone who feels they have been subjected to discrimination or harassment should immediately notify your B&C Staff Liaison or the City Manager's office. Any reports of discrimination or harassment will be handled impartially and resolved promptly.

- b. Drug-Free Workplace: The City of Vancouver is a drug-free organization and expects all employees and volunteers, including but not limited to City B&C members, to report to their assignment free from drug and/or alcohol impairment. Volunteers must abide by the provisions of this policy as a condition of volunteer service.

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**APPENDIX A**

**DEPARTMENT ASSIGNMENTS**

<b>Public Development Authority / Public Corporations</b>	<b>Type</b>	<b>Department or Agency</b>	<b><u>Staff Liaison Support Staff</u></b>	<b>Attorney</b>	<b># of Members</b>	<b>Governing Action</b>
City Center Redevelopment Authority	Regulatory	COV Community Development	<u>Chad Eiken</u> Julie Nischik	TBD	7	VMC 2.71.010
Downtown Redevelopment Authority	Regulatory	COV Finance	<u>Natasha Ramras</u> vacant	TBD	7	VMC 2.73.010
Transportation Benefit District	Regulatory	City Manager's Office	<u>Eric Holmes</u> Amanda Delapena	Jonathan Young, acting	Members of Council	RCW 36.73

<b>Boards</b>	<b>Type</b>	<b>Department or Agency</b>	<b><u>Staff Liaison Support Staff</u></b>	<b>Attorney</b>	<b># of Members</b>	<b>Governing Action</b>
Building and Fire Code	Regulatory	COV Community Development & Vancouver Fire	Heidi Scarpelli / <u>Sree Thirunagari</u> Penny Hedval	Philip Gigler	7	VMC 17.08.040
Fort Vancouver Regional Library District	Regulatory	Fort Vancouver Regional Library Dist.	<u>Amelia Shelley</u> Sami Bretherton		Council nominates (2)	<u>RCW 27.12.190</u> Charter Section 8.06
Mosquito Control Board	Regulatory	Clark County	Rebecca Baxter		Council nominates (1)	RCW 17.28.110
Public Facilities District Board	Regulatory	COV Finance	<u>Natasha Ramras</u>	TBD	5	RCW 35.57
Vancouver Housing Authority Board	Regulatory	Vancouver Housing Authority	Roy Johnson		6 Mayor appoints	RCW <u>35.82.040</u> Charter Section 8.04 VHA Resolution #2477

<b>Commissions</b>	<b>Type</b>	<b>Department or Agency</b>	<b><u>Staff Liaison Support Staff</u></b>	<b>Attorney</b>	<b># of Members</b>	<b>Governing Action</b>
Civil Service Commission	Regulatory	COV Human Resources	Dean Perez Megan Mairs	Dan Lloyd	5	VMC 2.57.010
Clark County Arts Commission	Advisory	Clark County	Michelle Pfenning		Council nominates (1)	Clark County Resolution 2010-03-07
Culture, Art & Heritage	Advisory	City Manager's Office	Stacey Donovan	TBD	9	VMC 2.88.010
Historic Preservation Commission	Regulatory	COV City Manager's Office	<u>Stacey Donovan</u> Jacqui Kamp-County	Chris Cook (County)	Council appoints (2)	VMC <u>20.220.050</u> Clark County Ordinance 40.250.030
Parks and Recreation Commission	Advisory	COV Parks & Recreation	<u>Julie Hannon</u> Carrie Niskanen	Philip Gigler	10	VMC <u>2.16.010</u> Charter Section 8.05

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Planning Commission	Regulatory	COV Community Development	<u>Rebecca Kennedy</u> Julie Nischik	Sara Baynard- Cook	7	VMC <u>20.220.010</u> Charter Section 8.02
Salary Review Commission	Regulatory	COV Human Resources	<u>Dean Perez</u> Jenn Berlanga	TBD	7	Charter Section 2.18
Telecommunications Commission	Advisory	City Manager's Office	<u>Jim Demmon</u> Aaron Lande / Tracie Ramirez	David Galazin Chris Cook (County)	9	VMC 5.19.300
Transportation Mobility Commission	Advisory	Community Development	Jennifer Campos Jan Bowers	David Galazin	11	VMC 11.75
Urban Forestry Commission	Advisory	COV Parks & Recreation	Charles Ray	Philip Gigler	7	VMC 12.02.010

<b>Committees</b>	<b>Type</b>	<b>Department or Agency</b>	<b>Staff Liaison Support Staff</b>	<b>Attorney</b>	<b># of Members</b>	<b>Governing Action</b>
Aviation Advisory Committee	Advisory	City Manager's Office	Airport Manager and <u>Dan Swensen</u> Kerry Peck	Philip Gigler	9	VMC <u>10.05.020</u> Resolution M-545
Charter Review Committee	Advisory	City Manager's Office	Aaron Lande	TBD	Mayor appoints (a minimum of 15 members, subject to Council approval)	Charter Section 11.17
Lodging Tax Advisory Committee	Policy Making	City Manager's Office	Teresa Brum	TBD	9 (minimum 5)	RCW 67.28.1817
Parking Advisory Committee	Advisory	COV Community Development	<u>Steve Kaspan</u> Tina Picchioni	Philip Gigler	7	VMC Section 2.63.010
Port of Portland Citizen Noise Advisory Committee	Advisory	Port of Portland	Phil Stenstrom		Council nominates(2)	
Public Health Advisory Council	Advisory	Clark County	Doreen Gunderson		Council appoints (1)	Clark County Resolution 2003-09-02

<b>City Council Board Assignments</b>	<b>Department or Agency</b>	<b>Staff</b>	<b>Annually Assigned</b>	<b>Designated Alternate</b>
Bi-State Coordination Committee	Regional Transportation Commission	Diane Workman	1	1
Child Justice Center Executive Board	Clark County	Amy Russell	1	1
City Audit Committee	City of Vancouver	Finance	2	NA
Clark County Community Action Advisory Board	Clark County	Rebecca Royce	1	NA
Clark County Elder Justice Center Board	Clark County	Jessica Smith	1	1
Clark County Solid Waste Advisory Commission	Clark County	Travis Dutton	1	NA

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<b>City Council Board Assignments</b>	<b>Department or Agency</b>	<b>Staff</b>	<b>Annually Assigned</b>	<b>Designated Alternate</b>
Columbia River Economic Development Council	CREDC	Jennifer Baker	1	1
Council Committee 1	City of Vancouver	Amanda Delapena	3	NA
Council Committee 2	City of Vancouver	Amanda Delapena	3	NA
Council for the Homeless	Council for the Homeless	Kate Budd	1	1
CTRAN	CTRAN	Debbie Jermann	3	1
Firemen's Pension Board	City of Vancouver	Emily Dybdahl	1	1
Joint Policy Advisory Committee on Transportation	Oregon Metro	Nellie Papsdorf	1	1
Lodging Tax Advisory Committee	City of Vancouver	Teresa Brum	1	1
Mayor Pro Tempore	City of Vancouver	Amanda Delapena	1	NA
Metro Policy Advisory Committee	Oregon Metro	Nellie Papsdorf	1	1
Police Pension Board	City of Vancouver	Emily Dybdahl	2	NA
Regional Disaster Preparedness Organization	City of Portland	Denise Barrett	1	NA
Safe Communities Task Force	Clark County	Josh Beaman	1	1
Strategic Plan Oversight Committee	City of Vancouver	Aaron Lande	3	NA
SW Clean Air Agency	SW Clean Air	Uri Papish	1	1
SW Regional Transportation Council	Regional Transportation Commission	Diane Workman	2	1

<b>Ad Hoc Task Forces - ACTIVE</b>	<b>Type</b>	<b>Department or Agency</b>	<b>Staff Liaison Support Staff</b>	<b>Established</b>	<b># of Members</b>
Bicycle Pedestrian Stakeholders		Community and Economic Development	Jennifer Campos	2017	Varies
Downtown Dumpsters Taskforce	Advisory	Public Works	Tanya Gray	2017	17
Downtown Stakeholders	Advisory	Community and Economic Development	Teresa Brum	2015	Varies
Fourth Plain Forward	Advisory	Community and Economic Development	Andrea Pastor	2015	Varies
Homeless Ideas Group	Advisory	Community and Economic Development	Jan Bowers	2017	Varies
Neighborhood Traffic Safety Alliance		Community and Economic Development	Jennifer Campos	2011	Varies
Stronger Vancouver	Advisory	City Manager's Office	Jan Bader	2017	9
Strategic Plan Oversight Committee	Advisory	City Manager's Office	Aaron Lande Tanya Gray	2016	Varies

<b>Ad Hoc Task Forces - INACTIVE</b>	<b>Type</b>	<b>Department or Agency</b>	<b>Staff Liaison Support Staff</b>	<b># of Members</b>	<b>Established</b>	<b>Concluded</b>
Affordable Housing Task Force	Advisory	Community Development	Peggy Sheehan	21	2015	2016
Community Task Force (Fire)	Advisory	Vancouver Fire Department	Joe Molina Jan Bader	Varies	2012 2017	2013 2018
Community Task Force (VPD)	Advisory	Vancouver Police Department	James McElvain Jan Bader	19	2016	2017



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**APPENDIX B**





**POLICY AND PROCEDURE**

<b>CITY OF VANCOUVER WASHINGTON</b>	<b>INDEX</b>			
	<b>Administrative/Council/City Manager</b>			
<b>Subject</b>	<b>Number</b> 100-06	<b>Rev.</b> D	<b>Effective Date</b> 9/24/18	<b>Page 1 of 13</b>
Council Appointment of Citizens to Boards, Commissions, Advisory Committees and Task Forces	<b>Supersedes</b> 1/4/11	<b>Prepared by:</b> 		<b>Approved by:</b> 

**1.0 Purpose**

The purpose of this policy is to establish policies and procedures for selection of citizens to serve on city boards, commissions, advisory committees and task forces.

**2.0 Organizations Affected**

All boards, commissions, and committees.

**3.0 References**

- Resolution No. M-1751, March 25, 1974
- Resolution No. M-2386, February 2, 1984
- Memorandum to Mayor and City Council, April 15, 1998
- Resolution No. M-3179, June 15, 1999
- Resolution No. M-3254, November 22, 1999
- Resolution No. M-3298, July 3, 2000
- Resolution No. M-3347, June 25, 2001
- Resolution No. M-3460, July 12, 2004
- Resolution No. M-3607, April 16, 2007
- Resolution No. M-3730, January 3, 2011
- Resolution No. M-3980, September 24, 2018

**4.0 Declaration of Policy**

The City of Vancouver's boards, commissions, committees and task forces provide an invaluable service to the City. Their advice on a variety of subjects aids the Mayor and Councilmembers in the decision-making process. Effective citizen participation is an invaluable tool for local government.

City regulatory and advisory bodies provide an opportunity for citizens who want to participate in public service to be involved in governmental boards, commissions, committees and task forces. These bodies can also serve as a training ground or stepping-stone for qualified persons who are interested in seeking public office.

#### **4.1 Authority**

The City Council of the City of Vancouver is specifically empowered by state law, City Charter, and ordinance to fill by appointment all boards and commissions established by such state law, charter or ordinance, or such other advisory boards or commissions as the Council deems necessary or advisable. In the exercise of this power, it is the desire of the City Council to establish a consistent policy in its decision-making role to fairly select citizens of the community who desire to serve on boards or commissions. To this end, this policy has been created, and it shall remain in effect until such time as the City Council desires to amend or modify it in part or revoke it in whole.

The City Manager is responsible for the oversight and administration of the process by which the advisory boards and commissions program is managed. The City Manager shall assign primary coordination of the Boards and Commissions program to a staff member within the City Manager's Office.

#### **4.2 Length of Service for Boards and Commission Members**

Appointees serving in a three- (3) year term may be reappointed twice for a maximum of three (3) terms.

Appointees serving in a four- (4), five- (5), or six- (6) year term may be reappointed once for a maximum of two (2) terms.

Appointments to an unexpired term of less than half the length of the full term, up to two (2) years, shall not be considered as a term in these criteria. Appointments for any length over this shall be considered a full term.

If a candidate is selected to fill the remainder of an unexpired term of six (6) months or less, their appointment shall be for the unexpired term plus the next full term.

Specific boards and commissions may have different term lengths and term limits that are exceptions to the general rule above.

#### **4.3 Initial Appointment Criteria**

It shall be the policy of the City Council to evaluate each applicant for appointment on an objective basis, utilizing the following criteria:

Residency - Appointments to certain boards and commissions must, by state law or local ordinance, be limited to residents of the City of Vancouver. It is preferable that all appointments be filled by city residents. However, persons living outside the City of Vancouver may be considered and appointed to positions not legally restricted to city residents when determined appropriate by the Council. City employees will not be appointed to City boards, committees, commissions, and task forces, but they may apply and be considered appointment to non-City bodies. The City Council may choose to nominate a City staff member to serve as the City representative on the Clark County Solid Waste Advisory Commission.

Contributive Potential – City Council shall evaluate the potential contribution that each applicant may make if appointed to a board or commission. Factors to guide Council in its evaluation of this could include:

- a) Desire to perform public service.
- b) Ability to express ideas, concepts or philosophies.
- c) Experience in the community on other boards and committees.
- d) Special knowledge important to a particular board or commission.

Time Available to Serve – City Council will need to be assured that the candidate will be available to serve at the scheduled meetings.

Sectional Composition - Maintaining geographic balance of community representation is recognized as a desirable goal in the appointment of boards and commissions when applicable.

#### **4.4 Reappointment**

Incumbents who wish to be reappointed and who are eligible for reappointment in accordance with the provisions of section 4.2 shall provide a Letter of Continued Interest to the Mayor's Office within 60 days prior to the expiration of their term. There is not a vested right to reappointment for any position.

The board or commission Staff Liaison and Chair will provide an overview of the prior service for any incumbent seeking reappointment. This memo will accompany the incumbent's Letter of Continued interest and include the following information:

- a) Regularity of attendance.
- b) Understanding of committee or commission function.
- c) Effectiveness.
- d) Demonstrated contribution during past term of office on issues, programs, policies, etc., of the advisory board, committee or commission.
- e) Number of terms served.

Once a Letter of Continued Interest has been received and City staff has determined the incumbent seeking reappointment is eligible to continue service, the position will be advertised as a position whose incumbent member is seeking reappointment and in accordance with Section 4.5. Incumbents seeking reappointment will be interviewed by the Council interview committee, along with any other eligible candidates who submit applications during the open recruiting process in accordance with section 4.5.

## **4.5 Recruitment and Appointment Timeline**

### **4.5.1 Determination of Vacancy**

At such time as a vacancy occurs in a city board, commission or committee, or 90 days prior to the expiration of a term of office, it shall be the policy of the City Council to determine whether an incumbent member is interested in and eligible for reappointment in accordance with the provisions of Section 4.5. If so, City staff will request a Letter of Continued Interest from the applicant.

### **4.5.2 Announcement of Position Recruitment**

60 days prior to the expiration of a term, staff in the City Manager's Office will:

- a) Schedule a tentative consent item on a future Council meeting agenda for appointment or reappointment for the subject recruitment;
- b) Accept a Letter of Continued Interest from incumbent, if applicable;
- c) Contact the Council subcommittee assigned to reviewing the subject recruitment to provide information pertinent to the recruitment and schedule a tentative date for the subcommittee to conduct candidate interviews;
- d) Establish a 30-day minimum filing period and publicly announce recruitment for the position by news release and other City communication methods;
- e) Notify applicants who have expressed an interest in being considered for the subject board or committee and who have valid applications (less than one year old) of the upcoming recruitment.

Subject to section 4.3, any interested resident of the community who is not at that time a member of that board or commission may submit an application and resume for consideration of appointment during the announced application filing period. Applications will remain active for one year from the date received by the City Manager's Office.

### **4.5.3 Assessment of Applicant Pool**

30 days prior to the expiration of a term, and upon closure of the application filing period, staff in the City Manager's Office will:

- a) Confirm the date of the Council meeting agenda on which the subject appointment or reappointment will appear;
- b) Request from the subject board or commission Staff Liaison a Status Summary Memo to be provided as reference for the Council subcommittee assigned to evaluate candidates. Such memo should not include specific recommendations from the staff member but should rather include general information pertaining to the board or commission's work over the past year, the current environment, future goals, and other general information as appropriate;
- c) Assess the applicant pool and advance the process as follows:
  - a. If no qualified applications have been received, the recruitment will be reposted for an additional 30 days;
  - b. If 10 or fewer qualified applications have been received, all applications and Letters of Continued Interest will be provided to the assigned Council subcommittee, and all applicants and incumbents (if applicable) will be scheduled for interviews;
  - c. If 10 or more qualified applications have been received, all applications and Letters of Continued Interest will be provided to the assigned Council subcommittee, and the Council subcommittee will collectively review applicants and identify candidates to be interviewed. All incumbents and the candidates identified by the Council subcommittee will be scheduled for interviews.

#### **4.5.4 Confirmation of Interview Process**

Three weeks prior to expiration of term, staff in the City Manager's Office will:

- a) Confirm with the Council subcommittee members if they would like to meet with the subject board or commission Staff Liaison prior to candidate interviews, and if so, schedule such meeting immediately prior to the first candidate interview;
- b) Finalize the interview date and block of time with the Council subcommittee;
- c) Schedule interviews with candidates selected in accordance with the provisions of Section 4.5.3.
  - a. In-person interviews are preferred, but interviews via available audio or video conferencing technology are acceptable and may be scheduled when a candidate is unable to come in person.
  - b. Applicants unable to accommodate an interview on the scheduled date and time will not be considered for the current position, but such applicants will be notified of future board and commission openings for up to one year from the application submission date.

#### **4.5.5 Distribution of Recruitment Packet**



Two weeks prior to expiration of term, staff in the City Manager's Office will distribute the recruitment packet to the Council subcommittee evaluating candidates via email. Such packet will include the following:

- Interview schedule
- News release
- Status summary from board or commission staff member
- Current board or commission roster
- Individual applications of those candidates scheduled for interview and any Letter(s) of Continued Interest, if applicable

#### **4.6 Interview and Selection**

In accordance with Section 4.5.3, all candidates will be interviewed by the Council subcommittee assigned to the subject recruitment unless an exceptionally large number of applications is received and the committee decides, after screening the applications, to interview a smaller number of applicants. If insufficient applications are received, the committee may decide to re-open the application period.

The Council subcommittee will conduct interviews at City Hall during the timeframe previously scheduled by staff in the City Manager's Office. Council subcommittee members will conduct individual interviews and utilize a standard list of interview questions and a Rater Panel Notes template to capture relevant information.

Upon conclusion of all interviews, the Council subcommittee will deliberate and complete an Interview Outcome Form, which will be provided to the City Manager's staff along with all interview notes for recordkeeping purposes.

Upon conclusion of all interviews, the Council subcommittee members will notify the City Manager's staff as to which candidate(s) they wish to recommend to the full Council for appointment and/or reappointment

#### **4.7 Council Appointment**

Council subcommittee recommendations are brought forward for consideration by the full City Council at a Council meeting. The appointment or reappointment will appear on the Council's Consent Agenda for the scheduled meeting date.

Upon recommendation of the Council subcommittee evaluating the subject recruitment, the City Manager's staff will prepare an appointment memo to be included in the advance packet provided to the full City Council for the scheduled Council meeting date.

Members of all boards and commissions will be appointed by a majority vote of the Council.

#### **4.8 Notification of Council Decision**

Each applicant shall be notified by email of the decision of the Council within three (3) business days of the Council action on the proposed appointment(s) at a Council meeting.

The appointed applicant shall be provided information regarding next steps. A confirmation letter from the Mayor will be sent to the appointment applicant.

Applicants who were interviewed but not appointed will be notified via email and provided information regarding any upcoming potential opportunities to serve. A letter from the Mayor will also be sent.

The City Manager's Office will also notify the Staff Liaison assigned to support the subject advisory board, committee or commission of the Council decision.

#### **4.9 Records**

The City Manager's Office shall maintain records of persons who have applied for a vacancy on a given board, commission or committee for one (1) year after each filing period. If another appointment shall become available within that year, all such applicants shall be notified thereof by mail so that such persons can file for such new appointment.

The City Manager's Office shall collect and maintain Council subcommittee interview notes, including all Interview Outcome Forms completed upon conclusion of subcommittee deliberations.

#### **4.10 Recognition**

The Mayor will send a certificate of appreciation and letter of thanks to each member of a board or commission upon the completion of a term.

### **5.0 Definitions**

#### **5.1 Public Development Authority/ Public Corporation**

A public development authority is an independent legal entity established pursuant to state statute (RCW 35.21.730 - .755) to administer and execute federal grants or programs and to receive and administer other public and private funds in order to accomplish a public purpose. Authorities include the Downtown Redevelopment Authority and the City Center Redevelopment Authority.

## **5.2 Board**

A semi-autonomous body established pursuant to federal or state statute or authority or city ordinance. Actions of a board are usually appealable to designated courts of law. Boards related to city affairs include, Building - Fire Codes Board of Appeals, Vancouver Public Facilities District Board, Vancouver Housing Authority Board, and Fort Vancouver Regional Library District Board and Clark County Mosquito Control District Board of Trustees.

## **5.3 Commission**

A body established by city ordinance to study and recommend action to the City Council. Authority of commissions is delegated from Council or, in the case of telecommunications and solid waste, in conjunction with the County Commissioners. With the exception of the Civil Service Commission, some actions of commissioners are appealed directly to City Council. Commissions established by city ordinances include: City/County Telecommunications Commission, Cultural Commission, Civil Service Commission, Parks and Recreation Commission, Planning Commission, Private For-Hire Transportation Commission, Salary Review Commission, and Urban Forestry Commission.

## **5.4 Committee**

A body appointed by Council with a specified task or function. Committee action ordinarily will be subjected to review and/or appeal to City Council or to a commission established by Council. City of Vancouver committees include the Aviation Advisory Committee, Charter Review Committee, Lodging Tax Advisory Committee, Parking Advisory Committee, Port of Portland Citizen Noise Advisory Committee, and the Design Review Committee.

## **5.5 Ad Hoc Task Force**

A body appointed by Council to study or work on a particular subject or problem. A task force will cease to exist upon completion of its charge as given by the Council. Examples of previously appointed task force bodies are the Water/Sewer Rate Task Force and the Cruising Task Force.

## **6.0 Formation and Dissolution of Committees**

### **6.1 Establishment**

These advisory bodies originate from different sources. Some are established by ordinance while others are established by motion of the City Council. It is at the discretion of the Council as to whether or not any advisory body should be

established by ordinance. See Section 16.0 for the current list of City Advisory Committees.

## **6.2 Statement of Purpose and Function**

Every advisory body, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by City Council to determine its effectiveness. This statement of purpose is made available to all citizen members when they are appointed.

## **6.3 Size**

The size of each advisory group is determined by City Council and the size is related to its duties and responsibilities.

## **6.4 Periodic Review**

Every four years, established boards, commissions and committees will be evaluated on a regular cycle by the City Manager in consultation with the Mayor and Mayor Pro Tem. The schedule of review of each body will be staggered in a rational manner to prevent all bodies from being under review simultaneously. Review will examine the bodies' purpose and compliance with their respective bylaws, Vancouver Municipal Code, Council policy, and other pertinent governing documents and legislation. The system of evaluation will be determined by the City Manager in consultation with the Mayor and Mayor Pro Tem. The City Manager shall prepare a report to the Council summarizing the review, including any recommended actions.

Upon Council direction, such evaluation of an individual board, commission, or committee may take place outside of the regular four-year cycle if the Council deems it necessary to do so.

## **6.5 Dissolution**

City Council may dissolve any advisory body that, in their opinion, is no longer necessary to the work of the city, is not functioning as intended or for any other reason.

## **7.0 Mayoral Authority in Evaluating Candidates and Making Appointments**

### **7.1 Vancouver Housing Authority Board of Directors**

The Mayor shall evaluate, interview and appoint members to the Vancouver Housing Authority (VHA) Board of Commissioners, in accordance with and as directed by RCW 35.82.040).

## **7.2 Charter Review Committee and Salary Review Commission**

The Mayor shall appoint members to the Charter Review Committee (City Charter Section 11.17) and the Salary Review Commission (City Charter Section 2.18), subject to City Council confirmation. The Mayor has discretion as to the process by which candidates for these bodies are evaluated prior to Council confirmation.

## **8.0 City Council Authority in Evaluating Candidates for Appointment**

The Mayor, with the concurrence of Council, shall appoint two subcommittees consisting of three Councilmembers each to review, interview and recommend appointments to all boards and commissions, except as provided for under Section 7.0.

The Council Committee assignments will be reviewed following the change of Councilmembers based on elections or appointments or at the beginning of the calendar year and in accordance with Council Policy 100-33. The Council Committee will be chaired by the most senior Councilmember, unless the most senior Councilmember chooses not to chair the subcommittee. In this event, the subcommittee will select an alternative Councilmember to serve as chair.

## **9.0 Council Concerns about Recommendations**

Councilmembers should raise any concerns about any recommendation with the Mayor prior to the City Council meeting that is scheduled for the approval of the appointment.

## **10.0 Appointment of Members**

Appointees to citizen boards, commissions, committees and task forces should serve on only one committee, unless qualified applicants cannot be identified or other special circumstances are identified.

Members of all advisory bodies are appointed by a majority vote of the Council during a regularly scheduled meeting.

## **11.0 Removal of Members**

Council may terminate any Council-confirmed appointment prior to the expiration of that member's term of office by a majority vote of the City Council if the Council finds cause for removal, unless otherwise provided for in governing bylaws, and city, state or federal law applicable to the City board, commission, advisory committee, or task force at issue.

## 12.0 Overlapping Terms Intended

Lengths of terms vary from one advisory body to another, but in all cases, overlapping terms are intended. On special work task forces, where a specific project is the purpose, there need not be terms of office.

## 13.0 Committee Operation

City Council expects new members will be oriented to the roles and responsibilities of their appointment.

## 14.0 Yearly Report to City Council

Each Committee should make a report to City Council each year. This report need not be presented in person.

## 15.0 Lobbying Efforts Consistent with City Policy

Lobbying efforts by any advisory bodies on legislative or political matters should first be checked for consistency with existing City policy by contacting the City Manager's office. In the event a position is taken that differs from that of the City's policy, an advisory body acting as an official body of the City of Vancouver cannot represent that position before another body, i.e., the State Legislature or the Clark County Board of Commissioners. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that he or she is not speaking as a representative of the City of Vancouver, or as a member of his or her commission, committee or task force.

## 16.0 Current Boards, Committees, Commissions and Task Forces

### 16.1 Appointments Made by Council

Council appointments are subject to the provisions of Section 8.0.

	<b>Term</b>	<b>Governing Legislation</b>
Aviation Advisory Committee	3 years	VMC 10.05.020; Resolution M-545
Building-Fire Code Commission	6 years	VMC 17.08.040
City/County Telecommunications Commission	3 years	VMC 5.19.300(a)
Lodging Tax Advisory Committee	2 years	RCW 67.28.1817
Civil Service Commission	6 years	VMC 2.57.010
City Center Redevelopment	4 years	VMC 2.71.010

Authority Board		
Cultural Commission (inactive)	3 years	VMC 2.88.010
Downtown Redevelopment Authority Board	4 years	VMC 2.73.080
Parking Advisory Committee	4 years	VMC Section 2.63
Parks and Recreation Advisory Commission	3 years	VMC 2.16.020 Vancouver City Charter Section 8.054
Planning Commission	4 years	Vancouver City Charter 8.01 (authorization); VMC 20.220.010
Urban Forestry Commission	4 years	VMC 12.02.010
Vancouver Public Facilities District Board	4 years	RCW 35.57

### 16.2 Appointments Made by Mayor Subject to Council Confirmation

Mayoral appointments are subject to the provisions of Section 7.0.

	<b>Term</b>	<b>Governing Legislation</b>
Charter Review Committee	<i>Length of service; Meets every 5 years</i>	Charter Section 11.17
Salary Review Commission	4 years	Vancouver City Charter Section 2.18

### 16.3 Appointments Made by Mayor

Appointments made by the Mayor and are subject to the provisions of Section 7.0.

	<b>Term</b>	<b>Governing Legislation</b>
Vancouver Housing Authority Board of Commissioners	5 years	RCW 35.82.040; Charter Section 8.03; VHA Resolution #2477

### 16.4 Non-City Boards, Commissions, Committees, and Task Forces

The City has the opportunity to nominate representatives to sit on boards, commissions, committees and task forces outside of City jurisdiction. City Council shall evaluate candidates and take action on nominations for appointment to these positions in accordance with the provisions of this policy, unless otherwise directed by the subject body's governing agency.

	<b>Term</b>	<b>Governing Legislation</b>
Clark County Arts Commission	4 years	Clark County Resolution # 2010-03-07
Clark County Historic Preservation Commission	3 years	County Code 40.250.030; Ord. M-3673; VMC 20.220.050
Clark County Mosquito Control District Board of Trustees	2 years	RCW 17.28.110
Clark County Public Health Advisory Council	3 years	Clark County Resolution 2003
Clark County Public Facilities District	3 years	Clark County Code 2.19.010
Fort Vancouver Regional Library Board of Trustees	7 years	RCW 27.12.190, City Charter Section 8.05
PDX Citizen Noise Advisory Committee	3 years	Port of Portland Port Executive Director