
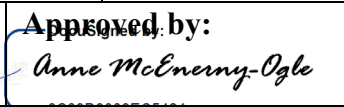




POLICY AND PROCEDURE

CITY OF VANCOUVER WASHINGTON	INDEX			
	Administrative/Council/City Manager			
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Councilmember Appointment to Boards and Commissions	Supersedes 9/24/18	Prepared by: 	Approved by: 	

1.0 Purpose

The purpose of this policy is to establish formal procedures for making appointments of City Councilmembers as primary representatives, alternates, and substitutes to boards and commissions.

2.0 Organizations Affected

City Council/City Manager

3.0 References

- City Council Resolution M-3255, November 22, 1999 City Council Resolution M-3299, July 3, 2000
- City Council Resolution M-3607, April 16, 2007 City Council Resolution, M-3730, January 3, 2011
- City Council Resolution, M-3844, December 15, 2014 City Council Resolution, M-3980, September 24, 2018
- City Council Resolution, M-4328, February 24, 2025

4.0 Process for Making Appointments

At the beginning of the biennium following an election, the Mayor shall confer with each

Councilmember in order to solicit information from Councilmembers as to those boards and commissions on which they wish to serve as the primary representative or as an alternate, where either Councilmember participation is required (Section 7.0) or where participation is by choice or invitation (Section 8.0). Following these meetings, Council shall meet in a setting open to the public to discuss and approve final appointment assignments. At such public meeting, the Mayor shall lead a discussion of potential appointments to each position. For appointments where there is only one Councilmember expressing interest as the primary representative or alternate, the Council will vote on the appointments as a slate. For positions where there are two or more Councilmembers expressing interest, the Council shall vote on appointments individually. A majority vote of the Council is required to approve all appointments. If the primary representative and the alternate are both unavailable to attend a meeting, they will notify the Mayor as soon as possible. In that event, the Mayor, or the Mayor Pro Tem in the Mayor's absence, is authorized to name a substitute Councilmember to attend that meeting.

5.0. Appointment Limits

The Council values continuity on boards and commission, providing experience to the boards and commissions, and providing learning opportunities for the growth of new Councilmembers. There shall be no limit to the number of terms any Councilmember may serve as the primary representative or alternate on any board or commission.

6.0 Councilmembers Representing an Official City Position

Individual Councilmembers serving as the primary representative, alternate, or substitute on appointed boards and commissions represent the Council as a whole. Once the City Council has taken a position on an issue, either through a majority vote or consensus, all official City correspondence regarding that issue will reflect the Council's adopted position.

The Mayor is authorized to send letters stating the City's official position to appropriate officials. Councilmembers shall receive copies of all such letters. If a member of the City Council appears before another governmental agency or organization either as an appointed member of that agency or as a guest to give a statement regarding an issue affecting the City on which the City Council has taken a position, the Councilmember shall indicate the majority position of the Council. Personal opinions, minority positions and comments contrary to the majority position may be expressed only if the Councilmember clarifies that such statements do not reflect the official position of the City Council.

Councilmembers have a responsibility to bring significant policy decisions back to the whole Council for discussion and decision whenever possible.

7.0 Boards and Commissions: Council Participation Required

Council participation in the following boards and commissions is required:

- Bi-State Coordination Committee (Interlocal Agreement)
- C-TRAN (RCW 36.57A.050; Bylaws Section 3.1)

- Child Abuse Intervention Executive Board (Children’s Justice Center) (Bylaws, Section 2(b))
- Lodging Tax Advisory Committee (RCW 67.28.1817)
- Metro Policy Advisory Committee ((MPAC) Bylaws, Article III, Section 1(b)(e))
- Southwest Clean Air Agency (RCW 70.94.100)
- Southwest Washington Regional Transportation Council (RCW 47.80.020; 1992 Interlocal Agreement)
- Clark County Elder Justice Center Executive Board (2012 Interlocal Agreement, Section IV(A)(2))
- Councilmember Appointment to Boards & Commissions²Clark Regional Wastewater District Oversight Committee (2010 Coordination of Services Agreement, Article 12)

8.0 Boards and Commissions: Council Participates by Choice or invitation

Council has decided Councilmembers will participate on the following, although not required:

- Joint Policy Advisory Committee on Transportation ((JPACT) Bylaws, IV(f))
- Clark County Community Action Advisory Board (Bylaws require 3 local elected officials)
- Columbia River Economic Development Council (Bylaws)
- Council for the Homeless (Intergovernmental Cooperation Agreement between City, County and the Housing Authority, approved December 18, 1989)
- Regional Disaster Preparedness Organization (RDPO) Policy Committee (interlocal agreement)
- Safe Communities Task Force (voluntary membership).

9.0 Boards and Commissions: Mayor/Mayor pro Tempore Participation Required

The following boards and commissions require participation by the Mayor or the Mayor and Mayor Pro Tempore:

- Police Pension Board - (RCW 41.20.010) Mayor Pro Tempore participation required. The Mayor may appoint a designate representative who is an elected official.
- Fireman's Pension Board (RCW 41.16.020) The Mayor may appoint a designated representative who is an elected official.
- City Audit Committee
- Strategic Plan Oversight Committee – Mayor Pro Tempore participates as committee chairperson