



**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> C	<b>Effective Date</b> 4/9/07	<b>Page of 1</b> 1 of 9
<b>City Council Advisory Committees</b>	<b>Supersedes</b> 6/25/01 7/12/04	<b>Prepared by:</b>		<b>Approved by:</b>

**1.0 Purpose**

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

The City of Vancouver advisory bodies bring together citizen viewpoints, which might not otherwise be heard. Persons of wide-ranging interests who want to participate in public service but not compete for public office can be involved in governmental commissions, committees and task forces. These bodies also serve as a training ground or stepping-stone for qualified persons who are interested in seeking public office.

As the City of Vancouver advisory bodies have been formed since incorporation, the adoption of uniform rules of procedure is necessary to assure maximum productivity. The following policies govern the City's advisory groups; some of these advisory groups may have more specific guidelines set forth by ordinance or resolution, or at times by state law.

Vacancies are advertised so that any interested citizen may submit an application. Applicants are urged to be citizens of the City of Vancouver, but applications from residents living outside of the corporate boundaries also receive consideration under certain circumstances. Councilmembers are encouraged to solicit applications from qualified citizens. Applications are available from the City Manager's Office.

**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. \_\_\_\_\_, April 9, 2007

### **4.0 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.

#### **4.1 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.

Appointees of less than two (2) years chosen to fill an unexpired term shall not be considered as a term in this criteria. Appointments over two (2) years 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, then 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.

<b>4.2</b>	<b><u>Established Terms</u></b>	<b><u>Term</u></b>
	Aviation Advisory Committee	3
	Building - Fire Codes Board of Appeals	6
	Charter Review Committee	Meets every 5 years
	City/County Telecommunications Commission	3
	City/County Lodging Tax Advisory Committee	2
	Civil Service Commission	6
	Clark County Public Health Advisory Council	3
	Clark County Mosquito Control District Board of Trustees	2
	Cultural Commission	3
	Design Review Committee	4
	Downtown Redevelopment Authority	None
	Fort Vancouver Regional Library Board	7
	Parking Advisory Committee	4
	Parks and Recreation Commission	3
	Planning Commission	6
	Port of Portland Citizens Noise Advisory Committee	2 or 3
	<u>Private for Hire Transportation Commission</u>	<u>4</u>
	Public Facilities District Board	4
	Salary Review Commission	4
	Urban Forestry Commission	4
	Vancouver Housing Authority Board <u>(no limit on number of terms)</u>	<u>5</u>

**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 and commissions.

**Contributive Potential** – City Council shall evaluate the potential contribution that each applicant may make 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 4.1 shall notify the Mayor's Office within 90 days prior to the expiration of their term. There is not a vested right to reappointment for any position. An incumbent seeking reappointment will be evaluated by the appropriate chair and City staff. The evaluation and their recommendation shall be given to the Council interview committee. This committee will also evaluate the candidate using the following performance criteria:

- a) Regularity of attendance. If the incumbent has less than 75% attendance, the position may be advertised.
- 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.

The Council interview committee shall either conduct an interview of the incumbent and recommend reappointment by forwarding their recommendation to the full council for consideration, or decide to conduct an open recruiting process in accordance with section 4.5.

#### **4.5 Announcement of Vacancy**

At such time as a vacancy occurs that requires an open recruitment process 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:

Establish a 30-day filing period and publicly announce the position vacancy by advertising and other reasonable methods.

Subject to section 4.4, 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.

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

Council Interview Period - All candidates will be interviewed by council committee unless an exceptionally large number of applications are 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-advertise.

After each applicant or member has been interviewed, the committee shall forward a recommendation to the full council for consideration.

Decision and Announcement - Each applicant shall be notified by mail of the decision of the Council. The chairperson of the advisory board, committee or commission concerned of the Council decision shall also be advised.

#### **4.7 Records**

The Mayor'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.

#### **4.8 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 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, Clark County Mosquito Control District Board of Trustees, and Downtown Redevelopment Authority Board of Directors, and the City Center Redevelopment Authority Board of Directors.

##### **5.2 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, Civil Service Commission, Cultural Commission, Parks

and Recreation Commission, Planning Commission, Private For-Hire Transportation Commission, salary Review Commission, and Urban Forestry Commission.

### **5.3 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, City/County Lodging Tax Advisory Committee, Parking Advisory Committee, Port of Portland Citizen Noise Advisory Committee, and the Design Review Committee.

### **5.4 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 4.2 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. Another determination to be made prior to formation is the cost impact for City staffing a proposed advisory body.

### **6.4 Dissolution**

City Council may dissolve any advisory body that, in their opinion, has completed its working function or for any other reason.

**7.0 Mayor Appoints Committee Members for Vancouver Housing Authority Board of Directors and Recommends Appointments to the Charter Review Committee, and the Private for-Hire Transportation Commission**

The Mayor shall review, interview and appoint members to the Vancouver Housing Authority Board of Directors (RCW 35.82.040); and, appoints members to the Charter Review Committee (City Charter 11.17) and the Private For-Hire Transportation Commission (VMC 5.76.210), subject to City Council confirmation

**8.0 Council Committee Recommends Members for all Boards and Commissions, Except VHA Board of Directors and Charter Review Committee.**

The Mayor, with the concurrence of Council, shall appoint two committees consisting of three Councilmembers to review, interview and recommend appointments to all boards and commissions, except the VHA Board of Directors and Charter Review Committee. See Section 4.2, listing the current boards and commissions. 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.

**9.0 Council Concerns about Recommendations**

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

**10.0 Appointment of Members**

Appointees to advisory committees should serve on only one committee, unless qualified applicants cannot be 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**

Members may be removed from any advisory committee prior to the expiration of their term of office by a majority vote of the City Council.

**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 Meeting with City Council**

~~At least once each year, City Council should host a social activity with the Advisory Committees.~~ 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 City Advisory Committee Assignments**

- Aviation Advisory Committee (VMC 10.05.020; Resolution M-545)
- Building-Fire Code Board of Appeals (VMC 17.08.040(C))
- City/County Telecommunications Commission (VMC 5.19.300(a))
- City/County Lodging Tax Advisory Committee (RCW 67.28.1817)
- Civil Service Commission (VMC 2.57.010)
- Clark County Mosquito Control District Board of Trustees (RCW 17.28.110)
- Clark County Public Health Advisory Council (Clark County Resolution 2003)
- Cultural Commission (VMC 2.88.010(A) and 020(A))
- Design Review Committee (VMC 20.61.200)
- Downtown Area Development Authority (VMC 2.72.080)
- Downtown Redevelopment Authority (VMC 2.73.080)
- Fort Vancouver Regional Library Board of Trustees (RCW 27.12.190, Charter Section 8.05)
- PDX Citizen Noise Advisory Committee (Port of Portland Port Executive Director)
- Parking Advisory Committee (VMC Section 2.62.020(a))
- Planning Commission (Vancouver City Charter 8.01 (authorization); VMC 18.04.010.)
- Private For-Hire Transportation Commission (VMC 5.76.205)
- Salary Review Commission (Vancouver City Charter Section 2.178)
- Urban Forestry Commission (VMC 12.02.030)
- Vancouver-Clark Parks and Recreation Advisory Commission (VMC 2.16.020-070, Vancouver City Charter Section 8.04)
- Vancouver Public Facilities District Board

Mayor's Assignments:

- Vancouver Housing Authority Board (RCW 35.82.040; Charter Section 8.03, VHA Resolution #2477)
- Charter Review Committee (Charter Section 11.17)

Unassigned:

(Committees served by City Council Members)

- Columbia River Economic Development Council (CREDC Bylaws, V(2))
- Solid Waste Advisory Commission (RCW 70.95.040; Clark County Code 24.16.040)

**17.0 Appendix**

**17.1 Applications -- Appointment/Reappointment**

G:\Council Policies