

## ORDINANCE 2024-1090

### AN ORDINANCE OF THE CITY OF WAITSBURG, WASHINGTON, AMENDING SECTIONS OF CHAPTER 2 OF TITLE 1 OF THE WAITSBURG MUNICIPAL CODE RELATING TO THE CITY COUNCIL ORGANIZATION AND BUSINESS PROCEDURES

**Whereas**, updates are need to the City’s municipal code to reflect changes in the way the City conducts City Council Business

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Waitsburg as follows:

**Section I. Amendment.** The following provisions of Chapter 2 of Title 1 of the Waitsburg Municipal Code shall be amended as follows (with **bolded language** being added and ~~stricken language~~ being deleted):

#### Chapter 2 – Council Organization and Business

. . . .

“1.02.110. Council Member Attendance at Meetings.

(1) Council Members will inform the Mayor, a Council Member or the City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting. The minutes will show the Council Member as having an excused absence.

(2) Council Attendance Policy.

At the start of each City Council meeting, the Mayor or City Clerk, or designee, will call the roll. Any absent Council Member who has called the Mayor or City Clerk prior to 4:00 p.m. on the day of the meeting to advise of such absence will be deemed excused. A council position shall become vacant if the Council Member has three consecutive unexcused meeting absences. Whereupon the position will be filled by the remaining members of the Council as provided by the Charter and the WMC.

(3) Attendance via ~~Speakerphone (AVS)~~ **virtual meeting option.**

From time to time, a Council Member who is not be able to be physically present at a Council meeting, but who wants to be involved in the discussion and/or decision on a particular agenda item may attend and participate in the meeting ~~telephonically~~ **virtually**. Implementation of this provision is dependent upon available and appropriately functioning technology. **To be considered present the Council Member appearing virtually must be able hear the other Council Members and those at the meeting in person must be able to hear the Council Member appearing virtually.** The procedure and guidelines for permitting a Council Member to attend a Council meeting ~~via speakerphone~~ **virtually** are as follows:

~~A. The Rare Occasion~~

~~Attendance via speakerphone should be the rare exception, not the rule, and AVS is limited to two times per year per Council Member. Examples procedure for use of AVS is as follows:~~

#### ~~AVS Example Procedure~~

~~When the particular agenda item is ready to be discussed, the Mayor (or presiding officer, if the Mayor is not physically present) should state for the record that council member \_\_\_\_\_ is appearing via speakerphone:~~

~~Council Member \_\_\_\_\_, can you hear me? [There must then be a clearly audible response in the affirmative.]~~

~~Once the Council Member attending via speakerphone has indicated he can hear the Council, the meeting will continue as if the Council Member was present and will be considered present until the meeting is adjourned or they indicated their desire to terminate the call.~~

#### EA. Notification

The Council Member should notify the Mayor or City Clerk of his or her wish to attend a Council meeting ~~via speakerphone~~ **virtually** for an agenda item not later than the business day prior to the Council meeting for which he or she wishes to attend ~~via speakerphone~~ **virtually**.

#### 1.02.170. Mayor Pro-Tem Selection Process.

(1) The Mayor Pro-Tem shall be nominated and elected from the ranks of the sitting Council Members.

(2) The Pro-Tem shall be elected at the first Regular City Council meeting in ~~May~~ **January** of each year, by a majority vote of the City Council.

(3) The Mayor shall then conduct the election for the Mayor Pro-Tem.”

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#### “1.02.190. Council Committees.

(1) Council committees are policy review and discussion arms of the Council. Committees may study issues and develop recommendations for consideration by the Council. Committees may not take binding action on behalf of the City unless by majority vote the City Council has directed that such action occur at the Council Committee.

(2) Each committee will have staff support assigned by the Mayor. Staff will work with the committee chairs to provide support materials and prepare reports **when requested**.

(3) The City Clerk or Mayor may send issues directly to committees for their review in lieu of being referred to committee by the entire Council.

(4) Committee appointments (chairs and members) shall be made by the Mayor **in January of each year**. The Mayor will take into account the interests and requests of individual Council Members in making committee assignments.

(5) Membership of each committee will consist of two (2) Council Members.

(6) The Mayor shall be an “ex-officio” member of each committee. The Mayor Pro-Tem may serve as “ex-officio” or be appointed to a committee.

(79) The Mayor will make committee assignments each ~~May~~ **January**, with members serving one-year (1-year) terms in conjunction with their City Council Appointments.

**(8) When Council Members have items to report to the City Council, Council members assigned to the various committees will limit their comments to factual information reasonably related to their committee work. Council members should avoid expressing opinions or relaying unconfirmed rumors as part of their committee reports.**

**Section II.** This Ordinance shall take effect immediately upon passage by the Council and publication as required by law.

Passed by the Waitsburg City Council this 15<sup>th</sup> day of May 2024.

Approved:

Attest:

\_\_\_\_\_  
Martin Dunn, Mayor

\_\_\_\_\_  
Randy Hinchliffe, City Clerk

Approved as to form:

\_\_\_\_\_  
Jared Hawkins, City Attorney