

1. 01/20/2016 - Snohomish County Charter Review Commission Agenda

**Snohomish County**  
**Charter Review Commission**

8<sup>th</sup> Floor Robert J. Drewel Building  
Jackson Board Room  
Wednesday, January 20 2016  
7:00 p.m. – 9:00 p.m.  
AGENDA

7:00 p.m. Call to Order

Flag Salute

Roll Call

Agenda Order

Approval of the Minutes

Report from Chair

Public Comments

Guests:

1. Sheriff Ty Trenary

Business Items

1. 7:30 p.m. Open Public Meetings Act (OPMA) Compliance Project (2016-01)
2. 7:40 p.m. Staff Hiring Committee Report (2016-02)
3. 8:00 p.m. Rules and Procedures Committee Report (2016-03)
4. 8:20 p.m. Process for Receiving Charter Amendment Proposals

Old Business

New Business

9:00 p.m. Adjournment

[NOTE: Times shown on Agenda are approximate]

Documents: [2016\\_0120AGENDA.PDF](#)

2. 01/20/2016 - Snohomish County Charter Review Commission Draft Minutes

**Snohomish County Charter Review Commission**

Jackson Board Room  
January 20, 2016  
7:00 p.m.  
MINUTES

**3000 Rockefeller Ave  
Everett, WA  
8th Floor Robert J. Drewel Building  
Jackson Board Room**

**7:00 p.m. Call to Order**

**PRESENT:**

Chair Gregerson  
Vice-Chair Terwilliger  
Vice Chair Miller  
Commissioner Matthews  
Commissioner O'Donnell  
Commissioner Donner  
Commissioner Kelly  
Commissioner Valentine  
Commissioner Stanford  
Commissioner Barton  
Commissioner Koster  
Commissioner Roulstone  
Commissioner Fior  
Commissioner Chase  
Commissioner Liias (by phone)  
Debbie Eco, Ex-Officio Clerk  
(See names below for persons providing public comment)

Chair Gregerson call the meeting to order 7:00 p.m.

**Flag Salute**

**Roll Call**

All commissioners present, including Commissioner Liias by telephone.

**Agenda Order**

**Approval of the Minutes**

The minutes from January 6th meeting were presented. One correction was made to clarify the nomination for First Vice-Chair Terwilliger.

Commissioner Miller made a motion to approve the minutes from January 6, 2016, as amended.  
Commissioner Koster seconded the motion and it carried unanimously.

**JANUARY 6, 2016 MINUTES**

**Report from Chair**

Chair Gregerson reported that she has been working with the County's Information Services Department for commissioner e-mail accounts. She also announced that the Charter Review Website has been launched.

She spoke briefly about the frequency of meetings, meeting packets, and said her goal is to provide packets a couple of days in advance of the meetings.

She said she has been working on getting various electeds scheduled to attend the meetings. Those who have shown interest so far are County Clerk, Sonya Kraski; the Superior Court judges; and Assessor, Linda Hjelle. Sheriff Trenary was on the agenda tonight, Chair Gregerson said he is interested in participating and will get him re-scheduled.

**Public Comments**

Chair Gregerson spoke briefly about rules and procedures regarding public comment at the Commission

meetings. She said she would allow three minutes here, but in-district meetings will handle differently and may allow more time.

Laura Henderson, Executive Director Pasados Safe Haven, spoke about law enforcement in Snohomish County regarding animal control.

Don Murray, Counsel for Pasados Safe Haven, asked if the Commission has subpoena power and supported Ms. Henderson's comments.

Dr. Hanna Mueller stated she is a veterinarian that works with Pasados Safe Haven, she agreed with prior testimony and spoke about the failures of animal control in Snohomish County.

## **Guests**

### **1. Sheriff Ty Trenary**

Sheriff Trenary was not present and will be re-scheduled for an upcoming meeting.

## **Business Items:**

### **1. 7:30 p.m. Open Public Meetings Act (OPMA) Compliance Project (2016-01)**

Chair Gregerson explained that training must be done within 90 days and provided options for training. Vice-Chair Terwilliger said spoke briefly about Sara Di Vittorio, Snohomish County Deputy Prosecutor and said she has a great presentation. The majority of members showed interest in having in-person training. Chair Gregerson said she will get Ms. Di Vittorio scheduled.

### **2. 7:40 p.m. Staff Hiring Committee Report (2016-02)**

Chair Gregerson reported that the Commission's subcommittee met and had good sessions. Topics discussed were: Staff contract, sunset date, job description, and RFP.

Continued discussion took place regarding staff job duties, whether or not it is a full-time job, retaining a qualified person, job description, office space, and target for start date.

Commissioner Liaas made a motion to authorize the committee to finalize a job description with a contract of \$5,000 per month, advertise appropriately, and establish a hiring committee to interview candidates, with a deadline of one month to hire someone. Commissioner Valentine seconded the motion. Commissioner Roulstone expressed concern with waiting one month to hire someone. Chair Gregerson clarified that it would be at most one month, but the Commission can work more quickly than that. Commissioner Liaas suggested having it open for at least 10 days. Discussion ensued.

The question was called for and the motion carried unanimously.

Commissioner Kelly inquired about hiring an attorney. Chair Gregerson responded and said yes, the Commission needs legal support. Discussion ensued regarding legal support and comments were provided from Commissioners, Kelly, Koster, and Valentine.

### **3. 8:00 p.m. Rules and Procedures Committee Report (2016-03)**

Lengthy, detailed, discussion ensued regarding the Rules and Procedures, several amendments were made and the Commission approved the Rules and Procedures, as amended.

### **4. 8:20 p.m. Process for Receiving Charter Amendment Proposals**

Commissioners discussed what the best ways are to receive information; standard written form or online submission. They also discussed deadlines.

Commission spoke about scheduling electeds and scheduling in-district meetings.

Commissioner Roulstone made a motion that once a staff person is hired, one of their duties will be to record what the 2026 Charter Review Commission will need as a starting point. Commission Matthews seconded the motion and it carried unanimously.

Commissioner O'Donnell asked about the procedure to move forward with ideas, specifically with the issues brought forward tonight by Pasado's Safe Haven. Chair Gregerson and Commissioners Koster and

Terwilliger responded.

Commissioner Roulstone made a motion that the Chair appoint a committee to write up a procedure for bringing forward issues for consideration for charter amendments and have at the next meeting. Commissioner Matthews seconded the motion and it carried unanimously.

Commissioners Matthews, Roulstone, and O'Donnell all volunteered to sit on this committee.

Commissioner Stanford requested to invite the Performance Auditor to a meeting.

Commissioner Kelly requested more information relating to how Skype can be used for commissioners to participate in meetings. Chair Gregerson said she would look into it further.

**Old Business**

**New Business**

**9:00 p.m. Adjournment**

The Commission adjourned at 8:47 p.m.

Documents: [012016 DRAFT MINUTES.PDF](#)

3. 01/20/2016 - Snohomish County Charter Review Commission Rules And Procedures

SNOHOMISH COUNTY CHARTER REVIEW COMMISSION AGENDA ITEM 2016-03	
<b>SUBJECT TITLE:</b> Rules and Procedures Report	<b>Meeting Date:</b> January 20, 2016
<b>Estimated Presentation Time:</b> 20 minutes	<b>Exhibits:</b>  1. 2006 Charter Review Commission Rules and Procedures

**RECOMMENDATION:** Discuss 2006 rules and procedures and potential edits.

**SUMMARY:**

A staff hiring committee of Chair Gregerson, Vice-Chairs Terwilliger and Miller, and Commissioner Stanford researched and discussed ideas for rules and procedures.

Discussion topics included:

- establishing a regular schedule for meeting agendas
- establishing a quorum of 8 members
- requiring 8 yes votes to pass a motion (to ensure a meeting with lower attendance doesn't result in motions passing with less than a full quorum of support)
- allowing for public comments, timed at 3 minutes
- allowing for more open opportunities for public testimony at in-district meetings
- allowing for a minority report option if Commissioners choose to voice concerns with amendments that are approved
  
- whether to include "comments from commissioners" at the end of the meeting

Documents: [2016-03RULESANDPROCEDURES.PDF](#)

4. 01/20/2016 - Snohomish County Charter Review Commission Rules Of Procedure  
2006 Snohomish County Charter Review Commission

Rules of Procedure

#### Section 1: Time and Place of Meetings

- A. Regular meetings of the Snohomish County Charter Review Commission will be held the second and fourth Wednesday of each month beginning at 6:30 p.m. in the Snohomish County Administration Building, Pacific and Rockefeller, Everett, Washington.
- B. Regular meetings of the committees of the Snohomish County Charter Review Commission will be held the first Wednesday of each month beginning at 6:30 p.m. in the Snohomish County Administration Building, Pacific and Rockefeller, Everett, Washington.
- C. Special meetings of the commission may be called by the chair of the commission or by a majority of its members.
- D. Special meetings of the committee may be called by the chair of the committee.
- E. All commission and committee meetings must be held in accordance with the Open Public Meetings Act of 1971 as amended, chapter 42.30 RCW.

#### Section 2: Quorum.

- A. A quorum for the conduct of all regular and special meetings of the commission.
- B. A majority of the members of the committee shall constitute a quorum for the conduct of all regular and special meetings of the committee.

#### Section 3: Action.

- A. A majority of the members of the commission is required to take action on any motion placed before the commission, unless a motion requires a super-majority under Roberts Rules of Order Revised, 10th Edition.
- B. A majority of the members of the committee is required to take action on any motion placed before the committee, unless a motion requires a super-majority under Roberts Rules of Order Revised, 10th Edition.

#### Section 4: Voting

- A. Votes on motions before the commission and its committees shall be by a call for ayes and nays. Should the chair be undecided on the outcome or should a member of the commission request, the ayes and nays shall be shown by raising of hands or other appropriate method.
- B. On a motion to place a specific proposal to modify the charter before the voters of the county, the vote of the commission shall be made by oral roll call vote of the commission and recorded by name of those in favor and those opposed.
- C. If a Commissioner has missed a meeting where the subject of a motion was discussed, the commissioner should take reasonable steps to become familiar with any debate or public statements regarding the subject of the motion prior to casting a vote.
- D. Each member present has a duty and obligation to vote on all questions put to the commission, unless a conflict of interest or appearance of fairness question is present; however if a member does not vote, such member shall be determined to have voted "aye" at the time the vote is taken.
- E. Notwithstanding interpretations of Robert Rules of Order Revised, the chair shall vote on all matters before the commission.

#### Section 5: Attendance

- A. Commissioners who will be absent from a regular or special meeting of the Commission will be recorded as an excused absence if they contact the chair, vice chairs, or administrator of the commission prior to the meeting.
- B. A commissioner may attend a meeting from a remote location via an electronic, telephonic or other connection provided:
  1. Equipment is available in the meeting room to facilitate such attendance.
  2. The commissioner has provided reasonable (24-hour) notice to the administrative analyst of the need to attend the meeting from a remote location and
  3. All commissioners, present at the meeting site or attending from a remote location, must be able to hear each other and be audible to the public attending the meeting.

#### Section 6: Duties of the Chair.

- A. A quorum is present, shall proceed with the order of business.
- B. The chair shall preserve order and decorum and in the interest of efficiency may impose time and subject matter limits for testimony and comment given by the public and members of the commission.
- C. The chair shall promote efficient operation of the commission.
- D. The chair will supervise the work program and product of the commission's administrative analyst and

legal counsel. The chair and vice chairs will develop a protocol to be followed by members of the commission in requesting information and work from the administrative analyst or legal counsel.  
 E. The chair will serve as the spokesperson for the commission and general point of contact for media. Members of the commission are free to state their opinions on issues under consideration by the commission.

Section 7: Duties of the Vice Chairs

- A. The vice chairs shall exercise the duties, powers and prerogatives of the chair in the event of the chair's absence. If the chair is to be absent from a meeting, he will designate one of the vice chairs to assume his duties to conduct that meeting.
- B. The vice chairs will work in conjunction with the chair to develop a protocol to be followed by members of the commission in requesting information and work from the administrative analyst or legal counsel.

Documents: [2016-03X2006SNOHOMISHCOUNTYCHARTERREVIEWCOMMISSIONRULESOFPROCEDURE.PDF](#)

5. 01/20/2016 - Snohomish County Charter Review Commission Staff Hiring

SNOHOMISH COUNTY CHARTER REVIEW COMMISSION AGENDA ITEM 2016-02	
<b>SUBJECT TITLE:</b> Staff Hiring Report	<b>Meeting Date:</b> January 20, 2016
<b>Estimated Presentation Time:</b> 20 minutes	<b>Exhibits:</b>  1. Snohomish County Tomorrow Job Description

**RECOMMENDATION:** Authorize the Committee to finalize a job description with a contract of \$5,000 per month, advertise appropriately, and establish a hiring committee to interview candidates.

**SUMMARY:**

A staff hiring committee of Chair Gregerson, Vice-Chairs Terwilliger and Miller, and Commissioners Fior and Chase researched and discussed process for staff hiring. The committee discussed needed tasks for this job, such as record-keeping, minutes, scheduling of meetings, and likely processing mileage or other reimbursements. Committee discussion has centered around support of a \$5,000 per month contract beginning as soon as possible, through the end of July.

County finance staff have reported that an RFP process is not necessary.

**ALTERNATIVES:** Suggest an alternative process

Documents: [2016-02STAFFHIRING.PDF](#)

6. 01/20/2016 - Snohomish County Charter Review Commission OPMA Compliance

SNOHOMISH COUNTY CHARTER REVIEW COMMISSION AGENDA ITEM 2016-01	
<b>SUBJECT TITLE:</b> Open Public Meetings, Records and Training Requirements	<b>Meeting Date:</b> January 20, 2016
<b>Estimated Presentation Time:</b>  10 minutes	<b>Exhibits:</b>  1. Lesson 1 - Overview of Washington State Open Government Principles April 2014 2. Lesson 2 - PRA PowerPoint April 2014 3. Lesson 3 - OPMA PowerPoint April 2014

**RECOMMENDATION:** For information only, and direction on whether each Commissioner should pursue training on their own time or if a group training should be requested.

**SUMMARY:**

According to Washington State Statute, the Charter Review Commission is required to comply with the State Open Public Meetings Act, the State Open Public Records Act, and the State Open Government Training Act. The Open Government Training Act requires elected officials, including Charter Review Commissioners, to participate in training to improve trust in government and reduce liability through education and compliance about the principles of open government.

Each Commissioner may satisfy this training requirement in one of three ways:

1. Read the three enclosed presentations.
2. Watch three videos at the State Attorney General website, here: [HTTP://WWW.ATG.WA.GOV/OPEN-GOVERNMENT-TRAINING](http://www.atg.wa.gov/open-government-training) Each video is 15-20 minutes long.
3. Request a training at a commission meeting by Deputy Prosecuting Attorney Sara Di Vittorio.

Once you have completed the training, you should sign the enclosed certificate and return to me.

The County will keep the signed certificates on file.

Training must be completed by the end of March.

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The County will keep the signed certificates on file.  
Training must be completed by the end of March.

**ALTERNATIVES:** NA

Documents: [2016-01 OPMA COMPLIANCE.PDF](#)

7. 01/20/2016 - Snohomish County Charter Review Commission OPMA Compliance

SNOHOMISH COUNTY CHARTER REVIEW COMMISSION AGENDA ITEM 2016-01	
<b>SUBJECT TITLE:</b> Open Public Meetings, Records and Training Requirements	<b>Meeting Date:</b> January 20, 2016
<b>Estimated Presentation Time:</b>  10 minutes	<b>Exhibits:</b>  1. Lesson 1 - Overview of Washington State Open Government Principles April 2014 2. Lesson 2 - PRA PowerPoint April 2014 3. Lesson 3 - OPMA PowerPoint April 2014

**RECOMMENDATION:** For information only, and direction on whether each Commissioner should pursue training on their own time or if a group training should be requested.

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**ALTERNATIVES:** NA

Documents: [2016-01OPMACOMPLIANCE.PDF](#)

**Snohomish County  
Charter Review Commission**

8<sup>th</sup> Floor Robert J. Drewel Building

Jackson Board Room

Wednesday, January 20 2016

7:00 p.m. – 9:00 p.m.

AGENDA

7:00 p.m. Call to Order

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Roll Call

Agenda Order

Approval of the Minutes

Report from Chair

Public Comments

Guests:

1. Sheriff Ty Trenary

Business Items

1. 7:30 p.m. Open Public Meetings Act (OPMA) Compliance Project (2016-01)
2. 7:40 p.m. Staff Hiring Committee Report (2016-02)
3. 8:00 p.m. Rules and Procedures Committee Report (2016-03)
4. 8:20 p.m. Process for Receiving Charter Amendment Proposals

Old Business

New Business

9:00 p.m. Adjournment

*[NOTE: Times shown on Agenda are approximate]*

# **Snohomish County Charter Review Commission**

Jackson Board Room

January 20, 2016

7:00 p.m.

**MINUTES**

**3000 Rockefeller Ave  
Everett, WA  
8th Floor Robert J. Drewel Building  
Jackson Board Room**

**7:00 p.m. Call to Order**

## **PRESENT:**

Chair Gregerson  
Vice-Chair Terwilliger  
Vice Chair Miller  
Commissioner Matthews  
Commissioner O'Donnell  
Commissioner Donner  
Commissioner Kelly  
Commissioner Valentine  
Commissioner Stanford  
Commissioner Barton  
Commissioner Koster  
Commissioner Roulstone  
Commissioner Fior  
Commissioner Chase  
Commissioner Lias (by phone)  
Debbie Eco, Ex-Officio Clerk  
(See names below for persons providing public comment)

Chair Gregerson call the meeting to order 7:00 p.m.

## **Flag Salute**

## **Roll Call**

All commissioners present, including Commissioner Lias by telephone.

## **Agenda Order**

## **Approval of the Minutes**

The minutes from January 6th meeting were presented. One correction was made to clarify the nomination for First Vice-Chair Terwilliger.

Commissioner Miller made a motion to approve the minutes from January 6, 2016, as amended. Commissioner Koster seconded the motion and it carried unanimously.

### [January 6, 2016 Minutes](#)

#### **Report from Chair**

Chair Gregerson reported that she has been working with the County's Information Services Department for commissioner e-mail accounts. She also announced that the Charter Review Website has been launched.

She spoke briefly about the frequency of meetings, meeting packets, and said her goal is to provide packets a couple of days in advance of the meetings.

She said she has been working on getting various electeds scheduled to attend the meetings. Those who have shown interest so far are County Clerk, Sonya Kraski; the Superior Court judges; and Assessor, Linda Hjelle. Sheriff Trenary was on the agenda tonight, Chair Gregerson said he is interested in participating and will get him re-scheduled.

#### **Public Comments**

Chair Gregerson spoke briefly about rules and procedures regarding public comment at the Commission meetings. She said she would allow three minutes here, but in-district meetings will handle differently and may allow more time.

Laura Henderson, Executive Director Pasados Safe Haven, spoke about law enforcement in Snohomish County regarding animal control.

Don Murray, Counsel for Pasados Safe Haven, asked if the Commission has subpoena power and supported Ms. Henderson's comments.

Dr. Hanna Mueller stated she is a veterinarian that works with Pasados Safe Haven, she agreed with prior testimony and spoke about the failures of animal control in Snohomish County.

#### **Guests**

##### **1.Sheriff Ty Trenary**

Sheriff Trenary was not present and will be re-scheduled for an upcoming meeting.

#### **Business Items:**

### **1.7:30 p.m. Open Public Meetings Act (OPMA) Compliance Project (2016-01)**

Chair Gregerson explained that training must be done within 90 days and provided options for training. Vice-Chair Terwilliger said spoke briefly about Sara Di Vittorio, Snohomish County Deputy Prosecutor and said she has a great presentation. The majority of members showed interest in having in-person training. Chair Gregerson said she will get Ms. Di Vittorio scheduled.

### **2.7:40 p.m. Staff Hiring Committee Report (2016-02)**

Chair Gregerson reported that the Commission's subcommittee met and had good sessions. Topics discussed were: Staff contract, sunset date, job description, and RFP.

Continued discussion took place regarding staff job duties, whether or not it is a full-time job, retaining a qualified person, job description, office space, and target for start date.

Commissioner Liaas made a motion to authorize the committee to finalize a job description with a contract of \$5,000 per month, advertise appropriately, and establish a hiring committee to interview candidates, with a deadline of one month to hire someone. Commissioner Valentine seconded the motion. Commissioner Roulstone expressed concern with waiting one month to hire someone. Chair Gregerson clarified that it would be at most one month, but the Commission can work more quickly than that. Commissioner Liaas suggested having it open for at least 10 days. Discussion ensued.

The question was called for and the motion carried unanimously.

Commissioner Kelly inquired about hiring an attorney. Chair Gregerson responded and said yes, the Commission needs legal support. Discussion ensued regarding legal support and comments were provided from Commissioners, Kelly, Koster, and Valentine.

### **3.8:00 p.m. Rules and Procedures Committee Report (2016-03)**

Lengthy, detailed, discussion ensued regarding the Rules and Procedures, several amendments were made and the Commission approved the Rules and Procedures, as amended.

### **4.8:20 p.m. Process for Receiving Charter Amendment Proposals**

Commissioners discussed what the best ways are to receive information; standard written form or online submission. They also discussed deadlines.

Commission spoke about scheduling electeds and scheduling in-district meetings.

Commissioner Roulstone made a motion that once a staff person is hired, one of their duties will be to record what the 2026 Charter Review Commission will need as a starting point. Commission Matthews seconded the motion and it carried unanimously.

Commissioner O'Donnell asked about the procedure to move forward with ideas, specifically with the issues brought forward tonight by Pasado's Safe Haven. Chair Gregerson and Commissioners Koster and Terwilliger responded.

Commissioner Roulstone made a motion that the Chair appoint a committee to write up a procedure for bringing forward issues for consideration for charter amendments and have at the next meeting. Commissioner Matthews seconded the motion and it carried unanimously.

Commissioners Matthews, Roulstone, and O'Donnell all volunteered to sit on this committee.

Commissioner Stanford requested to invite the Performance Auditor to a meeting.

Commissioner Kelly requested more information relating to how Skype can be used for commissioners to participate in meetings. Chair Gregerson said she would look into it further.

### **Old Business**

### **New Business**

### **9:00 p.m. Adjournment**

The Commission adjourned at 8:47 p.m.

<b>SNOHOMISH COUNTY CHARTER REVIEW COMMISSION AGENDA ITEM 2016-03</b>	
<b>SUBJECT TITLE:</b> Rules and Procedures Report	<b>Meeting Date:</b> January 20, 2016
<b>Estimated Presentation Time:</b> 20 minutes	<b>Exhibits:</b> 1. 2006 Charter Review Commission Rules and Procedures

**RECOMMENDATION:** Discuss 2006 rules and procedures and potential edits.

**SUMMARY:**

A staff hiring committee of Chair Gregerson, Vice-Chairs Terwilliger and Miller, and Commissioner Stanford researched and discussed ideas for rules and procedures.

Discussion topics included:

- establishing a regular schedule for meeting agendas
- establishing a quorum of 8 members
- requiring 8 yes votes to pass a motion (to ensure a meeting with lower attendance doesn't result in motions passing with less than a full quorum of support)
- allowing for public comments, timed at 3 minutes
- allowing for more open opportunities for public testimony at in-district meetings
- allowing for a minority report option if Commissioners choose to voice concerns with amendments that are approved
- whether to include "comments from commissioners" at the end of the meeting

## 2006 Snohomish County Charter Review Commission

### Rules of Procedure

#### Section 1: Time and Place of Meetings

- A. Regular meetings of the Snohomish County Charter Review Commission will be held the second and fourth Wednesday of each month beginning at 6:30 p.m. in the Snohomish County Administration Building, Pacific and Rockefeller, Everett, Washington.
- B. Regular meetings of the committees of the Snohomish County Charter Review Commission will be held the first Wednesday of each month beginning at 6:30 p.m. in the Snohomish County Administration Building, Pacific and Rockefeller, Everett, Washington.
- C. Special meetings of the commission may be called by the chair of the commission or by a majority of its members.
- D. Special meetings of the committee may be called by the chair of the committee.
- E. All commission and committee meetings must be held in accordance with the Open Public Meetings Act of 1971 as amended, chapter 42.30 RCW.

#### Section 2: Quorum.

- A. A quorum for the conduct of all regular and special meetings of the commission.
- B. A majority of the members of the committee shall constitute a quorum for the conduct of all regular and special meetings of the committee.

#### Section 3: Action.

- A. A majority of the members of the commission is required to take action on any motion placed before the commission, unless a motion requires a super-majority under Roberts Rules of Order Revised. 10<sup>th</sup> Edition.
- B. A majority of the members of the committee is required to take action on any motion placed before the committee, unless a motion requires a super-majority under Roberts Rules of Order Revised, 10<sup>th</sup> Edition.

#### Section 4: Voting

- A. Votes on motions before the commission and its committees shall be by a call for ayes and nays. Should the chair be undecided on the outcome or should a member of the commission request, the ayes and nays shall be shown by raising of hands or other appropriate method.
- B. On a motion to place a specific proposal to modify the charter before the voters of the county, the vote of the commission shall be made by oral roll call vote of the commission and recorded by name of those in favor and those opposed.
- C. If a Commissioner has missed a meeting where the subject of a motion was discussed, the commissioner should take reasonable steps to become familiar with any debate or public statements regarding the subject of the motion prior to casting a vote.
- D. Each member present has a duty and obligation to vote on all questions put to the commission, unless a conflict of interest or appearance of fairness question is present; however if a member does not vote, such member shall be determined to have voted "aye" at the time the vote is taken.
- E. Notwithstanding interpretations of Robert Rules of Order Revised, the chair shall vote on all matters before the commission.

## Section 5: Attendance

- A. Commissioners who will be absent from a regular or special meeting of the Commission will be recorded as an excused absence if they contact the chair, vice chairs, or administrator of the commission prior to the meeting.
- B. A commissioner may attend a meeting from a remote location via an electronic, telephonic or other connection provided:
  - 1. Equipment is available in the meeting room to facilitate such attendance.
  - 2. The commissioner has provided reasonable (24-hour) notice to the administrative analyst of the need to attend the meeting from a remote location and
  - 3. All commissioners, present at the meeting site or attending from a remote location, must be able to hear each other and be audible to the public attending the meeting.

## Section 6: Duties of the Chair.

- A. A quorum is present, shall proceed with the order of business.
- B. The chair shall preserve order and decorum and in the interest of efficiency may impose time and subject matter limits for testimony and comment given by the public and members of the commission.
- C. The chair shall promote efficient operation of the commission.
- D. The chair will supervise the work program and product of the commission's administrative analyst and legal counsel. The chair and vice chairs will develop a protocol to be followed by members of the commission in requesting information and work from the administrative analyst or legal counsel.
- E. The chair will serve as the spokesperson for the commission and general point of contact for media. Members of the commission are free to state their opinions on issues under consideration by the commission.

## Section 7: Duties of the Vice Chairs

- A. The vice chairs shall exercise the duties, powers and prerogatives of the chair in the event of the chair's absence. If the chair is to be absent from a meeting, he will designate one of the vice chairs to assume his duties to conduct that meeting.
- B. The vice chairs will work in conjunction with the chair to develop a protocol to be followed by members of the commission in requesting information and work from the administrative analyst or legal counsel.

<b>SNOHOMISH COUNTY CHARTER REVIEW COMMISSION AGENDA ITEM 2016-02</b>	
<b>SUBJECT TITLE:</b> Staff Hiring Report	<b>Meeting Date:</b> January 20, 2016
<b>Estimated Presentation Time:</b> 20 minutes	<b>Exhibits:</b> 1. Snohomish County Tomorrow Job Description

**RECOMMENDATION:** Authorize the Committee to finalize a job description with a contract of \$5,000 per month, advertise appropriately, and establish a hiring committee to interview candidates.

**SUMMARY:**

A staff hiring committee of Chair Gregerson, Vice-Chairs Terwilliger and Miller, and Commissioners Fior and Chase researched and discussed process for staff hiring. The committee discussed needed tasks for this job, such as record-keeping, minutes, scheduling of meetings, and likely processing mileage or other reimbursements. Committee discussion has centered around support of a \$5,000 per month contract beginning as soon as possible, through the end of July.

County finance staff have reported that an RFP process is not necessary.

**ALTERNATIVES:** Suggest an alternative process

**SNOHOMISH COUNTY CHARTER REVIEW COMMISSION AGENDA ITEM 2016-01**

<b>SUBJECT TITLE:</b> Open Public Meetings, Records and Training Requirements	<b>Meeting Date:</b> January 20, 2016
<b>Estimated Presentation Time:</b> 10 minutes	<b>Exhibits:</b> 1. Lesson 1 - Overview of Washington State Open Government Principles April 2014 2. Lesson 2 - PRA PowerPoint April 2014 3. Lesson 3 - OPMA PowerPoint April 2014

**RECOMMENDATION:** For information only, and direction on whether each Commissioner should pursue training on their own time or if a group training should be requested.

**SUMMARY:**

According to Washington State Statute, the Charter Review Commission is required to comply with the State Open Public Meetings Act, the State Open Public Records Act, and the State Open Government Training Act. The Open Government Training Act requires elected officials, including Charter Review Commissioners, to participate in training to improve trust in government and reduce liability through education and compliance about the principles of open government.

Each Commissioner may satisfy this training requirement in one of three ways:

1. Read the three enclosed presentations.
2. Watch three videos at the State Attorney General website, here: <http://www.atg.wa.gov/open-government-training> Each video is 15-20 minutes long.
3. Request a training at a commission meeting by Deputy Prosecuting Attorney Sara Di Vittorio.

Once you have completed the training, you should sign the enclosed certificate and return to me. The County will keep the signed certificates on file. Training must be completed by the end of March.

**ALTERNATIVES:** NA

**SNOHOMISH COUNTY CHARTER REVIEW COMMISSION AGENDA ITEM 2016-01**

<b>SUBJECT TITLE:</b> Open Public Meetings, Records and Training Requirements	<b>Meeting Date:</b> January 20, 2016
<b>Estimated Presentation Time:</b> 10 minutes	<b>Exhibits:</b> 1. Lesson 1 - Overview of Washington State Open Government Principles April 2014 2. Lesson 2 - PRA PowerPoint April 2014 3. Lesson 3 - OPMA PowerPoint April 2014

**RECOMMENDATION:** For information only, and direction on whether each Commissioner should pursue training on their own time or if a group training should be requested.

**SUMMARY:**

According to Washington State Statute, the Charter Review Commission is required to comply with the State Open Public Meetings Act, the State Open Public Records Act, and the State Open Government Training Act. The Open Government Training Act requires elected officials, including Charter Review Commissioners, to participate in training to improve trust in government and reduce liability through education and compliance about the principles of open government.

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