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Chapter 2.50

ADVISORY GROUPS

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2.50.010 Applicability.

- (1) Purpose. The purpose of this chapter is to establish the structure by which the board of county commissioners creates and maintains advisory groups to advise the legislative body on a wide range of policy issues.
- (2) Authority. The requirements of this chapter shall not supersede the requirements specified in the enabling ordinance, resolution, interlocal agreement or Revised Code Washington for any advisory group.

2.50.020 Definitions.

"Advisory groups" means all boards, committees, commissions, task forces, and other groups established by the board of county commissioners to participate in county government and functions primarily in advisory, coordinating, and/or planning capacities.

"Light refreshments" means bottled water, coffee, tea, juice, chips, donuts, cake, cookies, fruit, cheese or similar food typically served between meals.

"Quorum" means simple majority of the membership, including all filled and vacant positions. For example, a seven (7) member advisory group requires four (4) members to conduct business. If only six (6) of the seven (7) positions are currently filled, four (4) members are still required for a quorum to conduct business.

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2.50.030 Initial Creation.

- (1) Establishment. Advisory groups shall be established by the board of county commissioners through resolution, ordinance or interlocal agreement.
- (2) Bylaws. Advisory groups shall operate under adopted bylaws. The board of county commissioners shall approve the initial bylaws, which shall be ratified by the advisory group at their first regular business meeting. Following ratification, the advisory group shall have the authority to amend the bylaws, no more than once per year, provided the amendments conform to the requirements of this chapter and the adopting resolution, ordinance or interlocal agreement.

2.50.040 Composition

Advisory groups shall have an odd number of members. An advisory group shall be composed of not less than one (1) member representing each board of county commissioner district. More than one (1) member per district may be appointed provided that each district is represented in equal number. At-large member(s) may be appointed, regardless of district, to establish an odd number of members.

2.50.050 Appointments.

- (1) Political affiliations. Appointments shall be made without respect to political affiliations.
- (2) Existing members. Existing members of the advisory group may retain their positions and current terms, except as allowed under section 2.50.070 LCC.
- (3) Vacancies. Vacancy resulting from the expiration of a term of office, resignation or any other reason shall be filled by appointment by the board of county commissioners from a list of not less than one (1) nominee residing in the respective district of the vacating member, except the at-large position may be filled by one (1) nominee from any district.
 - (a) Solicitation for applicants. Vacancies and reappointments shall be advertised by a press release. The press release shall include the advisory group name and purpose, the district from which the vacancy must be filled, if applicable, the eligibility criteria and schedule for appointments. When available, the press release shall include a link to the advisory group webpage. Interested people shall have 14 days from the date of press release to complete and submit an application, on file with the board of county commissioners.
 - (b) Eligibility. Applicants shall have permanent residency in the respective district as the vacancy or reappointment exists, except the at-large applicant may have

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permanent residency in any Lewis County district, and applicants shall meet the following eligibility criteria. The board of county commissioners may establish additional eligibility criteria, subject to all applicable laws, such as expertise within a given field of knowledge that is relevant to the advisory group's purpose.

Eligible applicants shall:

- (i) Independently and responsibly serve their fellow citizens;
 - (ii) Represent varying demographic and socioeconomic perspectives;
 - (iii) Have relevant knowledge, experience, and expertise to the purpose of the advisory group;
 - (iv) Make recommendations reflecting the broad interests of the Lewis County community and not personal or special interests;
 - (v) Work collaboratively with fellow advisory group members and seek to understand differing perspectives; and
 - (vi) Be free of incompatible associations or conflict of interests, subject to ultimate decision by the board of county commissioners.
- (c) Nominations. The advisory group may nominate, by simple majority vote, not more than one (1) member per vacancy, who meets the eligibility criteria.
- (d) Appointing. The board of county commissioners shall appoint advisory group members by simple majority vote. The board of county commissioners shall consider the advisory group nomination(s) before appointing members; however, the board of county commissioners is not obligated to appoint the person nominated by the advisory group.

2.50.060 Terms.

Newly appointed advisory group members, other than those appointed to fill an existing term, shall serve a term of four (4) years, beginning on January 1st of the year; except the at-large position, which shall have a term of three (3) years, beginning on January 1st of the year. Terms shall expire on December 31st of the year. Appointments and terms shall be staggered to the extent practicable. Members who are appointed to fill a vacated existing term that has not expired shall complete the existing term, which shall not count as the first term. No appointed member shall serve more than three (3) consecutive full terms.

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2.50.070 Removal.

- (1) Moving. If a member of the advisory group moves their permanent residence out of the district they were appointed to represent, the member must tender their resignation from the advisory group; except if the member holds the at-large position, in which case they may remain on the advisory group and must inform the clerk of the board of county commissioners of the change of residence. If a member moves from their current permanent residence but remains within the district they were appointed to represent, the member may remain on the advisory group and must inform the clerk of the board of county commissioners of the change of residence.
- (2) Ineligibility. The board of county commissioners may remove any advisory group member who has demonstrated that they no longer meet the eligibility criteria specified in subsection 2.50.050 LCC, subject to all applicable laws.

2.50.080 Conflicts of interest.

Members shall recuse themselves from matters before the advisory group for which the member could experience more than a de minimus financial gain or loss based on the outcome of the board of county commissioners decision.

2.50.090 Meetings.

- (1) Regular meetings.
 - (a) All meetings shall be conducted in a manner consistent with the Code of Ethics for Municipal Officers, Chapter 42.23 RCW; the Open Public Meetings Act, Chapter 42.30 RCW; and applicable public participation policies of the county. Meetings shall be run using Roberts' Rules of Order as guidance. Meeting minutes shall be produced and retained by the board of county commissioners, or their designee, based on the Washington state records retention schedule(s).
 - (b) The advisory group shall set a regular meeting schedule consisting of not less than one (1) regular meeting per quarter; provided, that if no matter requiring advisory group consideration is pending in any given quarter, the meeting may be canceled in advance by collaboration between the chair of the advisory group and the board of county commissioners, or their designee.
 - (c) The advisory group shall appoint a chair and vice-chair to conduct regular meetings. The chair and vice-chair shall be elected by simple majority vote of the advisory group members at the first business meeting of the calendar year and

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shall serve for one (1) calendar year. Members may be elected in consecutive years to fill the same position.

- (2) Powers and Duties. All actions of the advisory group shall be determined by a majority vote at a meeting at which a quorum is present, except in the event any state law or county code that shall require a vote larger than a simple majority, such provision shall govern. Decisions of the advisory group shall be transmitted to the board of county commissioners, in writing, by a designated member. The advisory group may perform other duties as are not inconsistent with the laws of the state and at the direction of the board of county commissioners.

2.50.100 Training.

Advisory group members are appointed government officials are required to undergo Open Public Meeting Act training within three (3) months of appointment and every three (3) years following for as long as they serve on the advisory group. Additional training may be required by the board of county commissioners as applicable to the purpose of the advisory group.

2.50.110 Financing.

- (1) Expenditures. No financial obligation or expenditure shall be incurred by the advisory group, except as are expressly authorized in advance by the board of county commissioners.
- (2) Compensation. Advisory group members shall serve without compensation, but shall be eligible for mileage and training reimbursement, consistent with the county policy.
- (3) Light refreshments. Light refreshments may be provided at regular meetings, consistent with county policy. Payment for light refreshments shall be made by the board of county commissioners, or their designee.