

First Reading: December 4, 2018

Second Reading: December 18, 2018

ORDINANCE NO. 989

**AN ORDINANCE OF THE CITY OF BENTON CITY,
WASHINGTON, AMENDING SECTION 2.08.010
"COUNCIL MEETING" AND SECTION 2.08.025
"APPOINTMENT TO OUTSIDE BOARDS AND
COMMISSIONS"**

WHEREAS, the City Council members of the City of Benton City are required to attend Council and committee meetings as part of their role as a Councilperson; and,

WHEREAS, the City Council recognizes the need to adopt policies specific to attendance and participation of City Council members in all Council and committee meetings; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF BENTON CITY, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. That Section 2.08.010 entitled "Council meetings" of the Benton City Municipal Code shall be and hereby is amended and shall read as follows:

2.08.010 Council meetings.

- A. The regular meeting of the City Council shall be held on the first and third Tuesdays of each month commencing at 7:00 p.m. at the Benton City Hall, which meeting shall be for the transaction of all business which shall come regularly before the Council. Regular meetings shall terminate no later than 10:00 p.m. unless earlier adjourned or extended by a majority of the Council members present. Council business on the regular meeting agenda not addressed prior to the 10:00 p.m. ~~termination date-time~~, shall be adjourned to a new date and time set at the time of adjournment.
- B. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day following said holiday.
- C. Special meetings of the City Council may be called by the Mayor or by a majority of the City Council members. A Council member who wishes to call a special meeting, at a time when the City Council is not currently in session, shall provide written or email notice to the City Clerk requesting such meeting. The City Clerk shall in turn, provide notice to the remaining Council members, requesting that each Council member reply directly to the Clerk if they should agree to the special meeting. If a majority of the Council members agree to call a special meeting, the City Clerk shall provide notice of such meeting to all Council members and shall also provide public notice in the manner provided by the General Laws of the State of Washington.
- D. Regular Meeting Attendance. Council members shall comply with RCW 35A.12.060, Vacancy for non-attendance, which reads as follows: "In

addition a council position shall become vacant if the Council member fails to attend three consecutive regular meetings of the Council without being excused by the Council."

- E. Council Member Absence. A Council member will be considered absent from a meeting if they are not present for more than 50% of the total meeting time. The City Clerk shall note the time of arrival for the minutes. Council members shall not be paid for absences.
- F. Procedure for Excused Absences and Late Arrivals. Council members shall be required to contact the City Clerk's office no later than 4:00 p.m. of the day of the meeting requesting he/she be excused from the meeting and stating the reason for such absence. Failure to comply, except in cases of emergency, shall result in an unexcused absence. The Clerk shall inform the Council of the reason for the Council member's absence. Upon passage of a motion by a majority of the Council members present, the absent Council member shall be considered excused and the Clerk will make an appropriate notation in the minutes. If the motion is not passed, the Clerk will note in the minutes that the absence is unexcused.
- G. Telephonic Attendance. A Council member may attend a Council meeting via telephone once per calendar year. In order to attend a Council meeting via telephone, a Council member shall inform the City Clerk no later than three working days before the meeting in order for a telephone connection to be arranged, whereby the voice of the Council member can be identified, the Council member can hear all that is spoken at the meeting, and all persons at the meeting can hear the Council member speak. To attend a Council meeting by telephone, a Council member shall have received in advance all materials for the meeting.
- H. Leaves of Absence. The City Council may by motion grant leaves of absence to its members for such term as may commend itself to the discretion of the Council. Any such leave shall be pursuant to written application setting forth the necessity therefor as occasioned by exigencies of employment, health, or other good cause as determined in the discretion of the Council. (Ord. 965, Nov. 2016; Ord. 909, Nov. 2012; Ord. 905, 2012; Ord. 895, 2011; Ord. 848, 2008; Ord. 778, 2004; Ord. 390 S1 (part), 1981.)

Section 2. That Section 2.08.25 entitled "Appointment of Outside Boards and Commissions" of the Benton City Municipal Code shall be and hereby is amended and shall read as follows:

2.08.025 Appointment of Outside Boards and Commissions. Biennially, in the meeting at which newly elected City Council members take office, or, upon the vacancy of any board, commission or committee upon which a City Council member sits, the Mayor shall, with majority approval of the City Council, appoint the City Council member to serve as the liaison or member of the boards, committees or commissions.

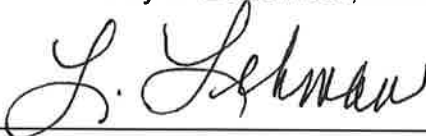
Appointment shall be based upon the Council member's experience, expertise, interest and availability.

The City representative assigned to serve on such boards, committees or commissions may serve as a voting member and participate as officers of the organization. The City representative's purpose is not only to communicate the City Council policy to the organization and to take recommendations and questions back to the Council, but also to encourage the carrying out of City objectives by the organization. The City representative shall also gather information about the organization and communicate to Council when appropriate.

Attendance at assigned boards, committees and/or commission meetings is necessary to keep the City informed of activities in the respective agencies. If a Council member is unable to attend a meeting of an assigned board, committee or commission, the Council member is to contact the assigned alternate. Failure to attend more than 50% of assigned meetings in a calendar year will result in removal as assigned liaison. (Ord. 908, Nov. 2012; Ord. 805, March 2006.)

Section 3. This Ordinance shall take full force and effect five (5) days after its approval, passage and publication as required by law.

PASSED by the City Council of the City of Benton City, Washington, and approved as provided by law this 18 day of December, 2018.



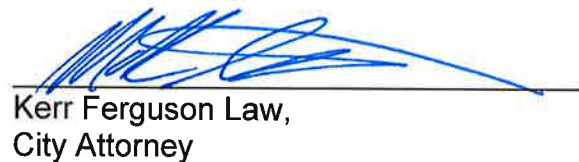
Linda Lehman,
Mayor

Attest:



Stephanie Haug, MMC
City Clerk-Treasurer

Approved as to Form:



Kerr Ferguson Law,
City Attorney