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SNOHOMISH COUNTY  
EXECUTIVE OFFICE



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ORDINANCE NO. 82-037

W.T. \_\_\_\_\_ T.C. \_\_\_\_\_ RELATING TO COUNTY BOARDS AND COMMISSIONS:  
D.F. \_\_\_\_\_ S.W. \_\_\_\_\_ ESTABLISHING GUIDELINES FOR NOMINATION  
G.L. \_\_\_\_\_ D.J. \_\_\_\_\_ AND APPOINTMENT; CREATING CHAPTER 2.03  
OF THE SNOHOMISH COUNTY CODE

BE IT ORDAINED:

Section 1. A new chapter and sections are added to the  
Snohomish County Code as follows:

Chapter 2.03

Boards and Commissions

Sections:

- 2.03.010 Purpose.
- 2.03.020 Scope.
- 2.03.030 Executive Recommendation.
- 2.03.040 Council Appointment.
- 2.03.050 Terms
- 2.03.060 General Requirements.
- 2.03.070 Compensation
- 2.03.080 Removal
- 2.03.090 Ad Hoc or Advisory Committees.
- 2.03.100 Severability.

2.03.010 Purpose. This chapter establishes procedures and  
criteria for recommendation, appointment and service of  
members of Snohomish County boards and commissions. The  
provisions of this chapter shall be inapplicable in the  
event they are superceded by state law. If other county  
code provisions conflict with this chapter, this chapter's  
provisions shall prevail.

2.03.020 Scope. This chapter shall apply to all boards,  
and commissions which are created by state statute or county  
ordinance, whose members are recommended by the county  
executive and appointed by the county council. The term  
"board member" used herein shall refer collectively to any  
board or commission member.

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2.03.030 Executive Recommendation. The following guidelines shall apply to all candidates for boards and commissions, whether new or to be reappointed:

- (1) Documentation. The executive's recommendation shall be accompanied by a form and cover letter which discuss the candidate's qualifications. The executive may, and is encouraged to submit more than one name for each position.
- (2) Timing. Within a reasonable time prior to the end of a term, the executive shall recommend a candidate(s) to the council. The existing board member shall continue to serve until his or her successor is appointed. If a board member resigns or otherwise vacates his or her position, the executive will recommend to the council a replacement within a reasonable time of notice of resignation. "Reasonable time" shall be defined as 30 days unless extenuating circumstances, described in writing by the executive and approved by the council, require additional time.

2.03.040 Council Appointment. The following guidelines shall apply to all council appointments of board members:

- (1) Timing. Council shall act upon the executive's recommendation(s) within thirty (30) days of receipt. If the recommendation is rejected, the executive shall have a reasonable time to submit another name. If the second recommendation is rejected, or if the executive does not submit a recommendation within a reasonable time, the council may request another name from the executive or may appoint directly.
- (2) Decision. The council shall give due deliberation to all recommended candidates and supporting documentation, and may conduct hearings on appointments. If a recommendation is denied, the denial shall be in writing and contain reasons for such denial.

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2.03.050 Terms. Terms of all board members, except as otherwise required by statute, shall be limited to four years. A member shall serve a maximum of three consecutive terms on the same board. After a period of two years' absence from the board, a person may again be appointed for up to three consecutive terms.

2.03.060 General Requirements. Candidates for appointment to county boards or commissions must meet the following requirements:

- (1) Possess qualifications for the appointment sought, as shown by the candidate's written documentation and any hearing testimony;
- (2) If a reappointment, demonstrate the continuing benefits of retaining the board member as discussed in the executive's recommendation, and a satisfactory attendance record, as determined by adopted criteria of the particular board;
- (3) Reside or work in Snohomish County, or show evidence of special interest in Snohomish County, provided that a candidate may not be a county employee;
- (4) Membership is limited to one position at a time on a board or commission, provided that a member of a board may simultaneously serve on one ad hoc or advisory committee.

2.03.070 Compensation. Board members shall be compensated according to state laws. If statutory compensation is not set, members shall be reimbursed for mileage to and from meetings, and for other expenses as approved by the applicable department head as limited by budgetary constraints.

2.03.080 Removal. Members of boards or commissions may be removed subject to rules promulgated by the particular body. In addition, members may be removed by the county council for misfeasance.

2.03.090 Ad Hoc or Advisory Committees. Special purpose bodies known as ad hoc or advisory committees are subject to the following:

- (1) Purpose and length. At the time of their creation, ad hoc or advisory committees shall be charged by the executive and/or council with a written mandate including specific purpose(s) and desired product(s). In addition, timing provisions including an automatic date of disbanding, shall be set by the creating authority. Such dates may be altered by council resolution.
- (2) Yearly Review. Coincident with the budget proposal the executive shall submit to the council each year a summary of the activities of all ad hoc or advisory committees, together with an analysis and recommendations on their future operation.

2.03.100 Severability. If any provision of this chapter is held invalid, the remainder of the chapter or the application of the provisions to any other persons or circumstances is not affected.

PASSED this 26<sup>th</sup> day of May, 1982.

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

Cliff Bailey  
Cliff Bailey, Chairman

ATTEST:

Ellie Snyder  
Clerk of the Council

( ) APPROVED

(  ) VETOED

( ) EMERGENCY

DATE: 6-3-82

Willis D. Tucker  
WILLIS TUCKER, Executive

ATTEST:

Alvina L. Johnson

DATE: 6-3-82

PUBLISHED: 5-17-82

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APPROVED, SNOHOMISH COUNTY COUNCIL

Cliff Bailey  
CLIFF BAILEY, CHAIRMAN  
JUN 9 1982 D-11

Attest:

Ellie Snyder  
Ellie Snyder,  
Clerk of Council