



City Advisory Body Member Training Module

October 2015

Overview of Guide

- Overview of the City of Lynnwood
- Lynnwood's Community Vision
- Lynnwood's Organizational Structure
- Role of the Advisory Body Member
- Code of Ethics
- Roberts Rules of Order
- Open Public Meetings Act
- Public Records Act
- Use of Email

Overview of the City of Lynnwood

- Incorporated in 1959, Lynnwood is the economic hub of South Snohomish County. Covering 7.7 square miles and situated at the convergence of interstates I-5 and I-405, Lynnwood's accessibility, variety of housing and employment options, colleges and outstanding park system attracts a wide variety of businesses and residents. For its diverse population of over 36,000 and 2,500 businesses, Lynnwood is a great place to live, work and play. Lynnwood is a community with...*a great deal more!*
- Lynnwood is a strong Mayor/Council form of government, which is one of the two most common forms of government. The Mayor and seven Council Members are elected directly by the people and serve 4-year terms.

Lynnwood's Community Vision

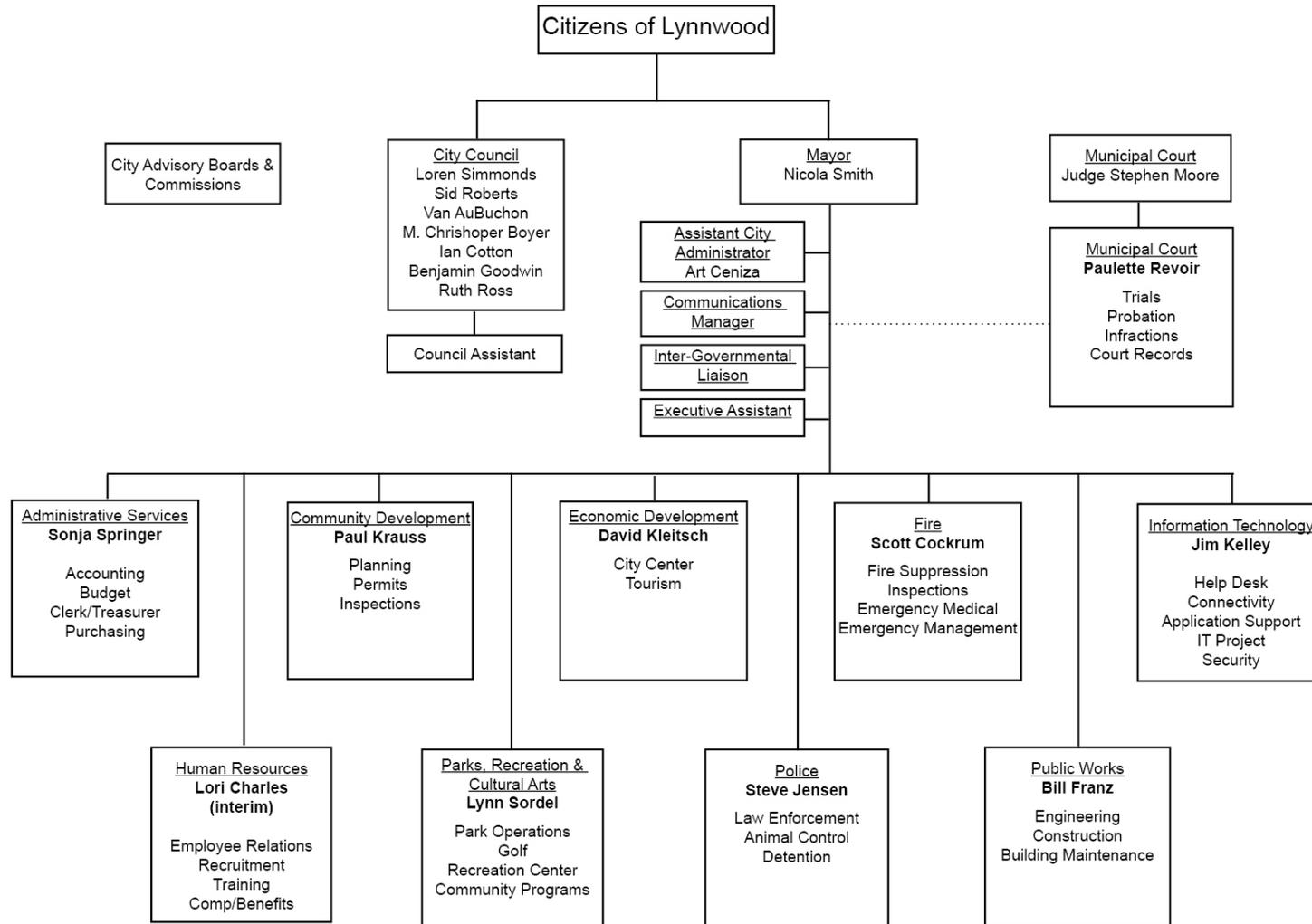
On January 26, 2009, Lynnwood's Community Vision, was formally adopted by the Lynnwood City Council. On April 13, 2015 the Lynnwood City Council passed resolution #2015-06 reaffirming the City's Vision Statement

Lynnwood Moving Forward: Our Community Vision

The City of Lynnwood will be a regional model for a sustainable, vibrant community with engaged citizens and an accountable government.

To see the full vision statement and to learn more about the visioning process, visit www.ci.lynnwood.wa.us/VisioningLynnwood.

Lynnwood's Organizational Structure



Update 07/22/15

Role of the Advisory Body

- An advisory body is a board or commission created by the City Council to give advice on subjects and perform other functions as prescribed by the City Council.
- Each advisory body shall be guided by a specific statement of purpose and function.
- Each advisory body shall develop a scope of work, within their jurisdiction and area of responsibility.
- Please take a moment to read:
Lynnwood Municipal [Code Chapter 2.24](#)
“Advisory Bodies – General Provisions”

Role of the Advisory Body Member

- Each advisory body member is appointed by the Mayor and confirmed by the City Council to a specific position number and term, and serves without compensation.
- Advisory Body members are considered City Officials, and as such, they are subject to the City of Lynnwood's Code of Ethics Policy.
- Each member shall represent the overall public good and not that of a specific group or interest (unless specifically noted by ordinance). As an individual member of a board or commission, you must not represent your own views or recommendations as those of the board or commission unless the majority of the body has officially voted to approve such action.
- As an advisory body member, you may be asked to give advice on items outside of your specific board or commission function.

Liaisons and Representatives

- A City Council representative may be available to each advisory body for the purpose of providing a constructive relationship between the City Council and the advisory body without implying direction, review, or oversight of the activities of the advisory body.
- A City Staff Liaison may be assigned by the Mayor's Office to assist each advisory body. The City Staff Liaison shall perform tasks that may include noticing meetings, posting minutes to the city website, providing advisory body members with information on appropriate training opportunities, and generally advising on city business related to the activities of the advisory body.

Lynnwood's Advisory Bodies

- Arts Commission
- Civil Service Commission
- History & Heritage Board
- Human Services Commission
- Library Board
- Neighborhoods & Demographic Diversity Commission
- Parks Board
- Planning Commission
- Public Facilities District Board
- Tourism Advisory Committee

Code of Ethics

2.94.010 Policy

The City of Lynnwood is committed to conducting its business in a fair, open, efficient and accountable manner. Public officials and employees shall conduct their public and private actions and financial dealings in a manner that shall present no apparent or actual conflict of interest between the public trust and their private interest. Each official and employee is assumed and expected to act in accordance with all laws that may apply to his or her position, as well as striving to avoid even an appearance of impropriety in the conduct of his or her office or business. (Ord. 2112 § 2, 1996)

Please view the full Code of Ethics policy at:

<http://www.codepublishing.com/wa/lynnwood/#!/Lynnwood02/Lynnwood0294.html>

Parliamentary Procedures

Robert's Rules of Order

All City Council Meetings and all meetings of City Boards and Commissions shall be conducted using the Parliamentary Procedure of Robert's Rules of Order.

- Robert's Rules of Order is a tool used by representative bodies of all kinds to bring order to meetings and allow the group to take care of business in an efficient and predictable manner. Robert's Rules of Order and other kinds of parliamentary procedures are a proven way of conducting meetings.

Robert's Rules of Order

Why follow Robert's Rules of Order:

- The rules provide a procedure that takes up business one item at a time, promotes courtesy, justice, and impartiality. It ensures the rule of majority while protecting the rights of the minority and absent members. It is a fundamental right of deliberative assemblies that all questions be thoroughly discussed before taking action. Robert's provides common rules and procedures for deliberation and debate that place the entire membership on the same footing and speaking the same language.

Robert's Rules of Order



Click on the image above for a video on Basic Parliamentary Procedures

Open Public Meetings Act RCW 42.30

- **Purpose:** The declared purpose of the act is to make all meetings of the governing bodies of public agencies - even informal sessions - open and accessible.
- The legislature intends that public agencies' actions and deliberations be conducted openly RCW 42.30.010
- The act applies to a “subagency,” which means a board, commission or similar entity created by or pursuant to state or local legislation, including planning commissions and others RCW 42.30.020(I)(c).

Open Public Meetings Act

“**Meeting**” means gatherings at which action is taken.

“**Action**” means the transaction of business that includes, but is not limited to:

- Receipt of public testimony
- Deliberations
- Discussions
- Considerations
- Reviews
- Evaluations
- Final actions

“**Quorum**” means the number of members of a group or organization required to be present to transact business, usually a majority

Open Public Meetings Act

- Members are not required to be physically present
- OPMA applies even if the event is not titled a “meeting”
- No quorum = no meeting = no action can be taken
- **“Final action”** means: vote or collective decision
- Final action must occur in public meeting
- Secret ballots are not allowed

Open Public Meetings Act

Types of meetings:

- **Regular Meetings:** a recurring meeting held according to a fixed schedule. All meetings must be properly noticed to the public (staff liaison will assist with this). Regular meetings shall be set by the advisory body bylaws.
- **Special Meetings:** any meeting other than a regular meeting. May be called by the presiding officer or a majority of the members. Must be announced by written notice to all members and posted on the city's webpage at least 24 hours in advance.

Meeting Place:

- **OPMA** states a meeting may be held at any place within or outside the territorial jurisdiction, however the meeting place should not be selected so as to effectively exclude members of the public
- An unintended meeting may occur by telephone or email if a quorum of the body discusses a topic of business through an active exchange of information and opinions by telephone or email.

Open Public Meetings Act

Violations:

- Ordinances, rules, resolutions, regulations, orders or directives adopted or secret ballots taken, in violation of the Act, are invalid. RCW 42.30.060. Agreements negotiated or adopted in closed meetings held in violation of the act also may be invalid.
- A member of a governing body who knowingly participates in violating the Act is subject to a \$100 civil penalty. RCW 42.30.120
- A knowing or intentional violation of the Act may provide a legal basis for recall of an elected member of a governing body, although recall is not a penalty under the Act.

To view the full WA State Open Public Meetings Act, visit:

<http://app.leg.wa.gov/rcw/default.aspx?cite=42.30>

Open Public Meetings Act



Click on the image above for a YouTube training, or to view a PDF version visit click here: [Open Public Meetings Act Training](#)

Public Records Act RCW 42.56

Definition: A public record includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics. RCW 42.56.010(3)

Writing means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

Public Records Act

- Citizens have the right to access most public records concerning the conduct of government. It is the City's policy to handle all requests for public records uniformly, fairly, and expeditiously and to ensure that the public interest will be fully protected.
- To view the full Public Records Act, or if you have additional questions about the Public Records Act:

Visit the WA State Legislature's website:

<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>

Visit the City of Lynnwood's website at:

<http://www.ci.lynnwood.wa.us/City-Services/Public-Records-Requests.htm>

Contact Lynnwood's Deputy City Clerk, Debbie Karber at

dkarber@ci.lynnwood.wa.us or 425-670-5161

Public Records Act



Click on the image above for a YouTube training, or to view a PDF version visit click here: [Open Public Records Act training](#)

Email

- All emails to and from City of Lynnwood employees, including emails between advisory body members are subject to the Public Records Act.
- Advisory body members may be required to produce personal emails should a public record request be submitted to the City.
- It is advisable to store all advisory body related emails in a separate folder.
- An advisory body may request a city-issued email address.
- Per Lynnwood Municipal Code Ch 2.26, the City of Lynnwood does not permit advisory body members to take formal action via email. All business must be done during an open public meeting.

Thank You!

- Thank you for serving as an advisory body member for the City of Lynnwood. Your service to the City and community is invaluable and we hope that you enjoy your experience. Please contact Julie Moore if you have any questions or comments related to this training or the role of advisory body members.

jmoore@ci.lynnwood.wa.us or 425-670-5023