



**LYNNWOOD**  
WASHINGTON

**RESOLUTION NO. 2012-01**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO THE COUNCIL RULES OF PROCEDURE; ESTABLISHING A STANDING FINANCE COMMITTEE OF THE LYNNWOOD CITY COUNCIL; AND AMENDING RESOLUTION NO. 2008-11 AND RESOLUTION NO. 2011-16.

**WHEREAS**, RCW 35A.12.120 authorizes the City Council to adopt rules of procedure, to establish an order of business and to provide for its organization and operation; and

**WHEREAS**, the City Council determined that adoption of procedures and an order of business for Council meetings would expedite the conduct of Council and City business; and

**WHEREAS**, in Resolution No. 2008-11 and Resolution No. 2011-16, the City Council adopted rules of procedure for the conduct of the Council's meetings; and

**WHEREAS**, at the November 14, 2011 meeting the Lynnwood City Council did adopt the recommendations of the Budget Task Group which included Recommendation #2 calling for the creation of a standing Finance Committee; and

**WHEREAS**, the City Council has determined that additional amendments to the Council Rules will enable the Council to accomplish the City's business in a more effective and efficient manner;

**NOW, THEREFORE**, THE CITY COUNCIL OF THE CITY OF LYNNWOOD RESOLVES AS FOLLOWS:

**Section 2, Rule 18** of Resolution No. 2008-11 and Resolution No. 2011-16, relating to Rules of Procedure of the City Council of the City of Lynnwood, is amended to read as follows:

**Rule 18. Work Committees**

- A. Defined: Work Committees are oversight, policy review and discussion arms of the Council. These committees may study issues, develop recommendations and conduct oversight of matters within their area of responsibility. Work Committee members may also conduct representative and liaison activities with internal and external bodies in the same general area of interest. Under no circumstances shall any "final action" (as defined in RCW 42.30) be taken at any work group meeting.
- B. Structure:
  - 1. Each committee shall have three members.

2. Committee members shall be appointed by the Council President in consultation with the council.
  3. The committee members at least annually shall elect a chair by majority vote of the committee members.
  4. The Council President shall serve as the designated alternate with full voting rights on both committees when a regular committee member is absent.
- C. Area of Responsibility: Each Committee will have set forth an "area of responsibility" for which the group will exercise oversight and consider policy and other matters, which include:
1. A list of city departments and internal and external advisory bodies, boards, commissions, etc.
  2. Multi-year plans and portions of the budget and comprehensive plans related to such departments.
- D. Authority and Responsibility of a Committee Chair: Each committee chair shall have the following authority and responsibility in conducting the deliberations and work of the group:
1. Schedule, set the agenda, determine a location and make other necessary arrangements for committee meetings.
  2. Preside over and conduct the meeting and business of the committee.
  3. Prepare, as needed, a report or explanation to accompany any action or recommendation of the committee and include both majority and minority reports.
  4. Be the designated "manager" for each committee business item that comes before the full City Council, which includes "presenting the issue" to the Council in coordination with staff or other Council Members.
  5. Advise, consult and cooperate with the Council President on scheduling meetings and action within the committee.
- E. Scope of Work
1. Consider those items referred to the committee by the council, those items brought before the committee at the request of staff, and any item placed on the committee agenda by a majority vote of two committee members.
  2. By majority vote of the committee, make recommendations to the full council for disposition of each item. Recommendations may include but are not limited to the following:
    - a. Move directly to a Business Meeting for deliberation and possible action by the full council with a 3-0 unanimous do pass recommendation
    - b. Refer to council president for scheduling at a work session
    - c. Continue the matter for future committee consideration

If a matter is referred to council for discussion and possible action without a unanimous opinion from the committee, at the request and subject to the authorship of the dissenting member(s), the committee chair shall include the dissenting report in the committee's monthly written report.

F. Assigning Matters to Committee

1. By simple majority at any regular or special meeting, the council may refer a matter to committee.
2. The council president, in consultation with the Mayor and the committee chair may refer a matter to the committee.
3. Consideration by City Council – Council President Authority: The Council President, in consultation with the Mayor and other Council Members, shall have at his/her discretion authority to schedule for “discussion purposes only” at any regular full council meeting any item under consideration by a committee.

G. Meetings

Meetings of committees shall occur during the time set for Regular or special work sessions of the full Council or may occur at special meetings of the committee called by the committee chair, held with appropriate notice to the public and upon prior notification to the Council at a Council meeting. Under no circumstances shall any “final action” (as defined in RCW 42.30) be taken during committee sessions. The committee may at a meeting take all other action as set forth in LMC 2.04.040. Committee meetings shall only be held at City Hall. Additional meetings to gather information from the public may be scheduled by the committee chair in consultation with members of the committee and the Council President. Any such meeting of a committee shall be announced at a Council business meeting and shall, by agreement, be attended by no more than three Council Members.

- H. A standing Finance Work Committee of the Lynnwood City Council is hereby established and created. The Finance Committee shall operate according to the following rules and procedures, and have the following rights and responsibilities; provided, that the provisions of Rule 18.A through G above shall also apply to the Finance Committee to the extent not inconsistent with the provisions below:

Membership

1. The committee shall consist of three councilmembers appointed by the Council President in consultation with the members of the city council.
2. The appointments shall be made at the first business meeting of every even numbered year and shall be for a term of two years provided that appointments may be made for a shorter term in order to fill a vacancy.
3. The members of the Finance Committee shall at least annually at their first meeting of the year select a chair who shall be one of the three committee members.
4. The Mayor, or the Finance Director if so designated by the Mayor, shall be an ad-hoc member of the committee without voting rights.

Meetings

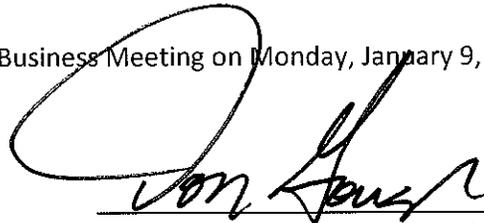
1. The Finance Committee shall meet in regular session at least monthly on the 2<sup>nd</sup> Wednesday from 6:00pm-8:00pm.

2. Additional meetings may be scheduled by majority vote of the committee members at a regular committee meeting or by passage of a scheduling motion at a business or work session of the city council.
3. The meetings shall be presided over by the committee chair and operate according to all council rules governing work sessions and work committees unless otherwise noted in this resolution. In the absence of the committee chair, the committee shall choose a presiding officer from the remaining members.
4. All meetings shall be open to the public.

Area of Responsibility

1. The Finance Committee is charged with the responsibility to review and report its recommendations on the biennial budget and mid-biennial budget amendments, and to this end may hold public hearings.
2. The committee shall receive monthly financial reports from the Administration and shall work with the Administration as to the content and presentation format of those reports to the council.
3. The committee shall be responsible for creating and submitting the Legislative Department Budget to the council for their review and adoption, and also responsible for monitoring and reporting to the council on the implementation of that budget on a periodic basis.
4. The committee shall incorporate and execute all the duties and responsibilities of the City of Lynnwood's Audit and Insurance Committee pursuant to any requirements of state law or the Lynnwood Municipal Code.
5. The committee shall also consider and report on such other financial matters as may from time to time be referred to it under the provisions of Rule 18 of these council rules.

**APPROVED BY THE CITY COUNCIL** at its Business Meeting on Monday, January 9, 2012.

  
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Don Gough, Mayor

**ATTEST:**

  
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Lorenzo Hines, Director of Finance