



# CITY OF FERNDALE, WASHINGTON

## ADVISORY BODIES HANDBOOK



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# **INTRODUCTION**

## ***Welcome to Ferndale City Government!***

Thank you for your interest in serving on one of our citizen advisory bodies, and congratulations for volunteering your time and skills to help us improve our community. Serving on one of the City commissions, committees, or boards can be a fascinating and rewarding experience. These advisory bodies are charged with formulating new ideas, information gathering, receiving public testimony and comments, analyzing complex issues, and making recommendations on specific projects and broad policy – all toward helping the City Council make better-informed decisions.

As you may realize, it isn't always easy. Issues are often more complex than anticipated, public opinion can be sharply divided, questions may overlap, and sometimes the province of one body may also be the territory of another. This handbook is provided to assist you with some of the fundamental aspects of your new responsibility.

Much of the information in this handbook comes from a variety of City policy documents, such as the City's Municipal Code, the City's Financial Policies, and Council Policies and Procedures. In addition, State Law governs certain responsibilities of advisory body members.

The material presented is intended to:

- (1) Give interested persons an understanding of why the City's advisory bodies have been established and how they function within the overall governmental framework and,
- (2) Summarize the roles, relationships and responsibilities of each advisory body member.

The Mayor, City Council, and Staff hope this handbook will answer many of your questions, get you off to a good start, and contribute to your satisfaction in serving the citizens of the City of Ferndale.

## **SECTION 1. ADVISORY BODY BASICS**

Citizen advisory bodies can be any one of the following, depending on their intended function:

### **Commissions**

Commissions may have administrative, quasi-judicial, or advisory powers, which are stated in the enabling ordinance. For example, the Planning Commission is a quasi-judicial body. Commissions are standing or permanent bodies, involved with ongoing subject areas.

### **Boards**

Boards have more limited roles than do Commissions in most cases. Boards usually act in an advisory and/or investigatory capacity to the City Council. Boards are usually standing bodies, involved with ongoing subject areas.

### **Committees**

Committees are usually temporary bodies organized according to a specific goal's accomplishment. Committees usually act in an advisory and/or investigatory capacity.

### **Task Force**

Task Forces are specific bodies designed to aid in accomplishing a specific goal, policy, or project. Task Forces are not usually standing bodies, unless the nature of the subject area dictates otherwise.

## **A. BACKGROUND**

The Council encourages and values active citizen participation in the business of City government. Ferndale has a long history of involving its citizens in the business of their City government. Advisory committees and commissions provide an opportunity for interested residents to participate in the governing of their community under guidelines and procedures established by the Council. Advisory bodies can improve the quality of City government by providing the Council with resources to make better-informed decisions. Because of the nature of various advisory bodies, they can serve as the "eyes and ears" of the Council for issues and matters that otherwise might not receive the attention they deserve. Other benefits

of committees and commissions include improvement in the lines of communication between the public and the Council, greater opportunities for discussion of public issues, and more citizen involvement in City government.

There is considerable variety in the purpose or charge of these bodies. Some are required by State law or the Charter and are directed to guide certain City activities such as community planning. Others have been created by the City Council to serve Ferndale's unique needs.

The authority of an advisory body will depend upon its specific purpose. For instance, the Planning Commission makes recommendations on certain types of land-use applications and makes final decisions on other matters. However, decisions made by an advisory body may be appealed to the Council. The Council may not always accept the recommendation of an advisory body because of additional information available or a need to balance the recommendation with policy or community priorities.

Generally, advisory bodies are empowered only to make recommendations to the Council or to the City staff, unless specifically authorized by law or Council to do otherwise. There should be two-way communication so that commissions are aware of the long-term goals Council has adopted, and the advisory body is able to present new ideas to the Council. Commission members are encouraged to attend Council meetings.

## **B. OPPORTUNITIES FOR SERVICE**

Interested individuals may apply for appointment to any of the following City advisory bodies:

- Planning Commission
- Parks, Recreation, & Trails Advisory Board (PRTAB)
- Arts Commission
- Civil Service Commission
- Tree Board
- Eagle Board
- Lodging Tax Advisory Committee (LTAC)
- Community Center Advisory Board (CCAB)

For specific information about each advisory body, see Section 4 of this handbook.

## **C. MEMBERSHIP QUALIFICATIONS/APPOINTMENT PROCESS**

The City of Ferndale encourages participation of a wide variety of its citizens through service on an advisory body. Unless specified, there is no special education, training or background required for appointment.

The following minimum criteria shall be met by any person wishing to be considered for appointment to an advisory body:

- (a) Most boards and commissions require at least a majority of their members to be Ferndale residents, or individuals whose are employed within the City of Ferndale limits. Applicant must be a resident or stakeholder. Applicant must be at least 18 years of age at the time of appointment, unless specifically designated to a youth position.
- (b) Applicant shall pledge to meet the minimum attendance requirements. Basic elements of the appointment process are as follows:
  - 1. Each person seeking appointment or reappointment to an advisory body shall obtain and file an application in the Office of the City Clerk. Application may be made for a vacancy that currently exists or which may occur in the future.
  - 2. Applicant shall have read and become familiar with the contents of this handbook, and should have attended at least one meeting of the advisory body prior to interviewing with the Mayor or his/her designee.
  - 3. Applications for appointment or reappointment will be reviewed by Council upon recommendation of the Mayor.
  - 4. Applicants not appointed will be so advised and their applications held for no less than one year for consideration in the event of a future vacancy.
  - 5. As a general policy, an applicant shall not be appointed to serve on more than one advisory body except that a member may also serve on one technical, or special purpose, or ad hoc committee at the same time. If appointed to another advisory body, he/she must immediately resign from one body upon being appointed to another.

## **D. ORIENTATION**

After the appointments are made by the Mayor and confirmed by the Council, the City Clerk will provide each new appointee with a resource manual including a variety of introductory references to assist new members in becoming more acquainted with the City of Ferndale. The department serving as staff support to a particular advisory body will coordinate and conduct an orientation with new appointees. Before or during that orientation, support staff will provide relevant documentation and background information about the specific advisory body upon which the new appointee shall serve.

## **E. TERM OF OFFICE**

The term of office for each appointee to an advisory body shall be from one year to a maximum of six years. The length of a term is dictated by the principle that not all terms on any committee will expire in the same year. This rule ensures continuity for all committees. Annual appointments commence on the dates specified by each advisory body's rules as specified in the Ferndale Municipal Code.

## **F. REMOVAL FROM OFFICE**

Members of advisory bodies serve at the pleasure of the Mayor and the Council and may be removed without cause by Council action in an open public meeting.

## **G. VACANCIES**

Seats become vacant in two ways: They either expire at the end of the term or an “unscheduled” vacancy occurs when a member resigns or is removed during a term. The City Clerk’s Office will post and publish a notice of vacancy and the appointment shall be made consistent with the provisions set forth in Section C, above.

## **H. COMPENSATION**

Members of all advisory bodies serve without compensation.

## **I. ETHICS AND CONFLICT OF INTEREST**

1. The duties of an advisory body member shall be performed in good faith and in a manner which the member believes to be in the best interest of the City.
2. It is improper for any member of an advisory body to utilize, for personal pecuniary gain or in an otherwise self-dealing manner, any information which is received by reasons of said membership and is not a matter of public record.
3. No member of an advisory body shall have a material financial interest in any contract or other transaction involving that advisory body. The member shall promptly disclose such interest.

## **J. AWARDS AND RECOGNITION**

The City Council values and appreciates each citizen who volunteers his/her time and energy to serving the City on an advisory body. When a member terminates service on an advisory body, the Council will recognize that member’s contribution to the City through an appropriate expression of appreciation. If that advisory body wishes to make its own presentation to an outgoing member, the chairperson shall communicate with the City Clerk in order to avoid duplication of awards.

## **Section 2. HOW CITY GOVERNMENT WORKS**

### **A. CITY CODE**

Ferndale is a "non-charter code city" City as defined by the Revised Code of Washington (RCW). Under Washington law, the authority of a Code City is derived only from the powers granted to it by the general laws adopted by the State Legislature pertaining to the organization and operation of a municipality, and from the power granted to it by the State Constitution. On the other hand, a non-charter code City's power is not defined or limited by the State's general laws alone. Instead, with respect to municipal affairs, a non-charter code City's powers are defined by the City's own municipal code, a collection of codified ordinances.

Ferndale was incorporated in March of 1907. In 1998, the City changed, by popular vote, from a Manager-Council ("Weak Mayor") form of government to a Mayor-Council ("Strong Mayor") form of government.

### **B. CITY COUNCIL**

The City has an elected Mayor and seven-member City Council as the governing body of the City. Council Members serve staggered four-year terms, and the Mayor is elected for a four-year term. City Council elections are held in November of odd numbered years. Regular Council meetings are held on the first and third Mondays of each month in the Council Chambers at the City Annex Building. In addition, special meetings and study sessions are held from time to time as the need arises.

The Mayor is the administrative head of the City.

The Council has the power to make and enforce all legislation.

As shown on the Organizational Chart, the Mayor and City Council are responsible to the citizens for the operation and well-being of the City. To carry out these responsibilities, the elected officials rely on:

- a) The administrative skills of a City Administrator Officer
- b) The legal advice of a City Attorney
- c) A professional team of department managers and staff, and
- d) The citizen advice rendered by advisory commissions, committees and boards

### **C. MAYOR-APPOINTED OFFICERS**

**City Administrator** - The City Code requires the appointment of a City Administrator to run the City's day-to-day operations. The City Administrator is directly responsible to the Mayor and Council for all City activities. The various departments, through their department heads, are responsible to the City Administrator.



**City Attorney** - The City Attorney is contracted and provides legal services and advice to the Mayor, the Council, the City Administrator, departmental staff, advisory bodies and other City agencies or officials.

The City Attorney represents the City in court, prepares legal documents, and prepares cases involving City litigation.

**City Clerk** - The City Clerk prepares Council agendas, attends meetings and records the minutes, maintains City records, serves as the City's public records officer, administers the advisory body appointment process, codifies ordinances, administers oaths, and serves as the City's Human Resources Director.

**Finance Director** - The Finance Director is the City's fiscal agent who collects money, pays bills, controls assets and financial operations, supervises cash management, provides centralized accounting, and provides the framework for financial planning and investments. The Finance Department does the billing and collection of charges for water, sewer and storm, administers business licenses, and the accounting and fund distribution of all collectable fees and taxes. The Finance Director prepares and submits annual Budgets and Annual Reports as required by law. The Finance Director is appointed by, and is responsible to, the City Administrator and Mayor, with Council confirmation of the Finance Director designation.

**Community Development Director**- The Community Development Director has authority over two divisions:

1. The Planning Division of this department is responsible for the preparation, maintenance and implementation of the City's Comprehensive Plan and its various elements. The Department assists the community with land use issues, evaluates all types of development applications and maintains the City's development regulations.
2. The Building Division administers state and local building codes and is responsible for ensuring safe and sound public and private construction, enforcing zoning requirements and providing neighborhood services. Its staff issues building permits, checks building plans, and inspects code-regulated work at construction sites, and coordinates neighborhood services and code enforcement.

**Public Works Director**- The Public Works Director oversees PW Administration, projects, Water/Sewer/Storm infrastructure, Streets, Buildings and Parks Maintenance, Engineering Division, and Water/Wastewater Treatment Plant.

The Water/Wastewater Treatment Plant is responsible for securing adequate water supplies and providing safe and aesthetically pleasing drinking water in accordance with Department of Health requirements through the operation and maintenance of

the City's water supply, treatment and distribution systems. The Plant also provides full wastewater services, to meet state and federal requirements, through the operation and maintenance of the City's wastewater collection and water reclamation facilities.

The Public Works Department also maintains and manages parks facilities.

**Chief of Police** - In addition to the traditional activities of enforcing traffic and other laws, helping citizens in all types of situations, and investigating crimes, the Police Department promotes community safety. It conducts crime prevention programs and is responsible for various other programs such as school resource officers, and Senior Citizens On Patrol Enforcement (SCOPE). This department is under the direction of the Chief of Police who is appointed by, and is responsible to, the City Administrator and Mayor.

## **Section 3. HOW ADVISORY BODIES WORK**

### **A. COUNCIL LIAISON MEMBERS**

Every two years, the Council appoints members to be "Council-Liaison" to each advisory body. These Council Liaison members can be called upon to facilitate the flow of information between the Council and that advisory body. From time to time they may attend advisory body meetings. They may not vote on any issue coming before the advisory body.

### **B. BYLAWS AND PROCEDURES**

1. Bylaws - Each advisory body has Council approved bylaws, that set forth procedures, purpose, specific functions, meetings, officers, etc.
2. By May 1st of each odd-numbered year, the bylaws of each advisory body shall be reviewed by that body. Any proposed changes shall be submitted to the Council for approval. If no changes are proposed, a report of the review shall be submitted.
3. Parliamentary Procedures - All advisory body meetings shall be conducted in accordance with City practices, policies and Robert's Rules of Order, Newly Revised. Questions should be directed to the appropriate City staff. A quorum of the Committee shall be as stated in individually adopted advisory body bylaws or procedures. See Appendix for Roberts' Rules helpful hints.

### **C. CONTINUITY OF WORK AND NEW IDEAS**

1. Continuity – There exists a pattern of continuing work for every advisory body in order that the needs of the community are served in a thoughtful yet expeditious manner. Advisory body chairpersons and the assigned professional staff are the responsible parties for establishing an even flow of work. New members to advisory bodies are expected to familiarize themselves with the workload.

Normally, it will take new members a bit of time to develop a full understanding of their new work and confidence in their decision-making abilities. Staff members can be helpful with questions.

2. New Ideas – Advisory body members should view themselves as an extension of the abilities of the Council and staff to see and hear matters of importance in our community. Sometimes old policies and established ways of doing things need to be changed. Sometimes fresh ideas need to be given a trial. How does the process of developing a new "idea" work?

- a. Test the idea on friends; are reactions favorable?
- b. Bring the idea to your advisory body under the portion of your agenda where individual member comments on items not on the agenda are

entertained. If fellow members react favorably; the idea should be formalized in written form.

c. At this point, the “cost” of the idea in terms of staff time and dollars must be evaluated. If staff sees the cost to be minor and the impact on City operations to be negligible, the idea can be placed on a Council Committee agenda for discussion.

d. Should the “cost” in staff time and money be deemed high, then the Council should be properly informed, and budgeting and staff time approved before further action is taken by the advisory body.

## **D. COMMUNICATIONS**

1. Written Reports – Quarterly Progress Reports to Council - Advisory bodies are requested to make quarterly reports on the progress work plans, projects and goals.

2. Written Reports (other)

The Council will occasionally give direction to an advisory body for a study or specific project/goal. The Council will make this request in writing, with specific direction as to the approach, scope, and schedule for the study desired. These recommendations often play a major role in assisting the Council to reach a final decision on important issues.

a. Any recommendation or report from an advisory body is required to be in written form. If the matter is to appear on the Council agenda, the report must be submitted to the City Clerk no later than four working days prior to the Council meeting at which the report is to be considered. This report becomes part of the record and is forwarded to each Councilmember for review in advance of public consideration.

3. Minutes - To keep current on advisory body activities, minutes of all advisory body meetings shall be forwarded to the Council, through the City Clerk, in a timely manner.

4. Goals/Budget - Each advisory body shall prepare proposed major City Goals and Objectives in a manner established by the City Administrator. The advisory body chairperson will be responsible for speaking to this proposal when the Council conducts its goal setting in study session. The City Administrator will notify the chairperson of time and place of such Council review. More detailed budget proposals will be made through advisory body staff, consistent with the budget schedule and process.

5. Statements - An advisory body does not have authority to speak for the City. If the body wishes to recommend that a statement be made, such as a letter written to state a position, it shall be submitted to and receive approval of the Council, through the Mayor’s recommendation.

6. Public Forums and Surveys - An advisory body shall not sponsor or co-sponsor a public forum, meeting or survey without the prior approval of the Council, unless such is a specific duty of that body.

7. Personal Testimony - If a member of an advisory body appears before the Council (or another advisory body) in a capacity other than as representative of his/her body, it should be explained in advance that any statements made are not to be construed as representing the opinions or recommendations of the advisory body.

8. Changes - Changes in a member's address or telephone number, and the names of new officers, shall be submitted to the City Clerk as soon as possible.

9. Annual Report - Each advisory body shall submit to the Council by May 1st an annual report describing its activities and evaluating its progress for the year.

#### **E. ROLE OF CITY STAFF PERSONS AND ADVISORY BODY MEMBERS**

Staff support and assistance is provided, but advisory bodies do not have supervisory authority over City employees. While they may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately to the City Administrator and Mayor.

The advisory body members are responsible for the functions of the advisory body and the chairperson is responsible for committee compliance with the policies outlined in this handbook.

Staff support includes preparation and e-distribution of a summary agenda subject to approval by the Chairperson, and distribution of agenda reports providing a brief background of the issue, a list of alternatives, recommendations and appropriate backup material, as necessary.

Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues involved.

#### **F. ABSENCES, LEAVES OF ABSENCE, & RESIGNATIONS**

1. Attendance – Unless otherwise addressed in the body's by-laws, if an advisory body member fails, for any reason, to attend three consecutive regular meetings or a total of six regular meetings within any twelve-month period, that member shall automatically be considered for replacement. The chairperson of the advisory body shall inform the Mayor of such a situation, explaining any special circumstances.

2. Absences - Because of quorum requirements, when an absence is anticipated, the individual advisory body member is responsible for notifying the staff support person, chairperson or the secretary in advance and the absence shall be counted in that member's attendance record.

3. Leaves of Absence - Leaves of absence are not granted to advisory body members except under very unusual circumstances and when authorized in advance by the Mayor.

4. Resignation - In the event a member finds it necessary to resign from an advisory body, a letter of resignation shall be immediately directed to the Mayor through the City Clerk, with a copy forwarded to the chairperson of the advisory body.

## **G. FUNCTIONAL REVIEW**

1. Election - When possible, in January, each advisory body, at its regular meeting, shall elect a chairperson and a vice chairperson.

2. The State Legislature has concluded that more is to be gained than lost by the public meeting process. The Open Public Meeting Act applies to all advisory bodies, and requires that they:

1. Meet within the jurisdictional limits of the City.

2. Post the agenda before a regular meeting containing a brief general description of each item of business to be transacted or discussed.

3. Hold open and public meetings.

4. Give notice of the meetings to any requesting party at least 24 hours prior to the meeting.

5. Provide in bylaws or rules for time and place of regular meetings, if regular meetings are to be held.

A **meeting** is defined as a gathering of a majority (quorum) of the advisory body for the purpose of discussing items before the body or conducting other business of the body. It is important to understand that the Open Public Meetings Act generally prohibits any action or discussion of items not on the posted agenda.

## **Section 4.      ADVISORY BODY DESCRIPTIONS**

### **PLANNING COMMISSION**

**Purpose:** The Planning Commission plays a vital role in City government by reviewing, conducting hearings where applicable, and making recommendations to the City Council on amendments to the Comprehensive Plan, Titles 16 through 18 of the Ferndale Municipal Code, the City’s Official Zoning Map, and Shoreline Master Program.

The Commission also makes recommendations to Council regarding specific sub-area and neighborhood plans, and annexation requests. In order to fulfill these duties, the Commission has the authority to conduct research, undertake studies, hold hearings, find facts, submit reports and recommendations, and perform other legislative and planning functions as requested by the City Council.

**Membership:** The Planning Commission consists of seven members appointed by the Mayor and approved by the City Council, each Commissioner serving a four-year term.

**Membership Requirements:** Planning Commissioners shall be residents of the City of Ferndale, unless no qualified residents submit applications for vacant positions. If the Mayor determines that no qualified residents have applied for vacant positions, the Mayor is authorized to consider, and to submit to the City Council, applications from residents within the Ferndale Urban Growth Area. However, in no case shall more than two Planning Commissioners reside outside of the Ferndale City limits.

**Meetings:** The Planning Commission meets at 6:00 p.m. the second Wednesday after the first Monday of the month at the City Council Chambers, 5694 Second Avenue.

### **PARKS, RECREATION & TRAILS ADVISORY BOARD (PRTAB)**

**Purpose:** The Parks, Recreation & Trails Advisory Board assess the community’s park and recreational facilities, programs, needs and costs, and makes recommendations to the City Council for the care, management, supervision, improvement and budgeting for City parks and recreational facilities. The PRTAB also provides recommendations related to the updating of the City’s Parks Master Plan.

**Membership:** The PRTAB consists of nine members appointed by the Mayor and approved by the City Council, each member serving a four-year term.

**Membership Requirements:** Members of the public who have resided in Whatcom County for at least one year are eligible to serve on the PRTAB.

**Meetings:** The PRTAB meets at 6:30 p.m. the third Thursday of each month at City Hall.

## **ARTS COMMISSION**

**Purpose:** The Ferndale Arts Commission is charged with enhancing the community by advising on public art and community aesthetic enhancement.

**Membership:** The Arts Commission consists of nine members appointed by the Mayor and approved by the City Council, each member serving a four-year term.

**Membership Requirements:** Members shall be appointed upon the basis of demonstrated interest in, and knowledge and support of, the arts. At least five members of the Commission shall reside within the Ferndale School District boundary at the time of their appointment and throughout their terms in office. Up to four members may be non-residents who have resided in Whatcom County for at least one year.

**Meetings:** The Arts Commission meets at 5:00 p.m. the second Wednesday of each month at City Hall.

## **COMMUNITY CENTER ADVISORY BOARD (CCAB)**

**Purpose:** The Community Center Advisory Board assess the Pioneer Pavilion's facilities, programs, needs and costs, and makes recommendations to the City Council for the care, management, supervision, improvement and budgeting of the Pioneer Pavilion Community Center. It also serves as a forum for the local non-profit community to raise issues and facilitate better coordination with the City and themselves.

**Membership:** The CCAB consists of five members appointed by the Mayor and approved by the City Council, each member serving a four-year term.

**Membership Requirements:** Members of the public who have resided in the Ferndale School District for at least one year are eligible to serve on the



CCAB. Position #1 must be a designated representative from a 501(c)3 non-profit organization in Ferndale. Position #2 must be a designated representative from either the Old Settler's Association or the Ferndale Heritage Society. Position #3 must be a designated representative, either a staff member or a board member, from the Ferndale Chamber of Commerce.

**Meetings:** The CCAB meets on an as-needed basis.

## **EAGLE BOARD**

**Purpose:** The EAGLE Board was created to work constructively with applicants in order to approve proposed EAGLE checklists, mitigation measures and associated points based on the City's EAGLE Program. The Board makes finding to the Community Development Director and staff, which will incorporate the Boards' decision into subsequent staff approvals, if applicable.

The Board has the final say on EAGLE-related elements, but does not recommend approval or denial of specific projects. Because of this, the board has been instructed to work with applicants to find a path to approval, either by seeking flexibility in the EAGLE indicators, by requiring additional effort on the part of the applicant, or both. The EAGLE Board approaches their review from a standpoint of collaboration and discussion with the applicant, rather than reviews behind closed doors. Staff supports the EAGLE Board in their role, and provides a staff report and staff recommendations to the board prior to each review.

**Membership:** The EAGLE Board consists of five members appointed by the Mayor and approved by the City Council, each member serving a four-year term.

**Membership Requirements:** EAGLE Board members shall be appointed on the basis of demonstrated interest in, and knowledge and support of, two or more of the following when applied to land development and/or construction: Environmental Efficiency Advanced Technologies, Greater Good, Low Impact, and Local Economy. At least three members of the Board shall reside within the City limits at the time of their appointment and throughout their terms in office. Up to two members may be non-residents who live in the Ferndale School District or whose main employment is with a business located within the Ferndale City limits. Due to potential conflict of interest reasons, current members of the City of Ferndale Planning Commission are not eligible for the EAGLE Board.

**Meetings:** The EAGLE Board meets on an as-needed basis.

## **LODGING TAX ADVISORY COMMITTEE (LTAC)**

**Purpose:** The Lodging Tax Advisory Committee is tasked with helping promote tourism in the City of Ferndale by making recommendations for grants from the revenues of hotel-motel, or lodging, tax. Pursuant to state law, Cities may collect lodging taxes and use those revenues for tourism promotion, tourism-related facilities or to fund certain nonprofit organizations' tourism-promoting events. State law also requires any proposed modifications in the lodging tax rate or how the tax is collected by the City Council to be submitted to the LTAC for review and comment.

**Membership:** The LTAC consists of seven members. Each member serves a term of one year; however, the City Council is charged with reviewing membership of the committee annually and making changes as appropriate, so members may serve longer than one year.

**Membership Requirements:** State law is very specific about who may serve on the LTAC. At least two members must be representatives of businesses required to collect lodging tax. At least two members must be persons involved in activities authorized to be funding by those tax revenues, and one member must be an elected official of the City who shall serve as the chairperson. In Ferndale, the Committee includes both a member of the City Council and the Mayor.

**Meetings:** The LTAC meets once a year, typically in late July or early August. Additional meetings may be called as needed.

## **FERNDALE CIVICS YOUTH COALITION (FCYC)**

**Purpose:** The Ferndale Civics Youth Coalition is an advisory board tasked with providing our local youth a voice in civic affairs and to provide an opportunity to receive feedback on the best ways to connect and empower the youth of Ferndale.

**Membership:** The FCYC is comprised of youth from Ferndale High School and the local homeschool community.

**Meetings:** The FCYC meets at 5:00 p.m. on the first Monday of each month during the school year at the Council Chambers, 5694 Second Avenue.

## **TREE BOARD (Formerly called the Community Forestry Committee)**

**Purpose:** The Tree Board is charged with protecting and improving the quality of its existing and future tree resources, and to provide, update and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas.

**Membership:** The Tree Board consists of five members appointed by the Mayor and approved by the City Council, each member serving a four-year term.

**Membership Requirements:** Members of the public who have resided in Whatcom County for at least one year are eligible to serve on the Tree Board.

**Meetings:** The Tree Board meets on an as-needed basis.

## **EQUITY ADVISORY COMMITTEE (EAC)**

**Purpose:** The EAC was established to reflect the City's commitment to increased equity, respect, and opportunity for all people and cultures.

**Membership:** The EAC consists of seven members appointed by the Mayor and approved by the City Council, each member serving a four-year term.

**Membership Requirements:** Members shall be appointed upon the basis of demonstrated interest in, and knowledge and support of, equity and diversity. Members of the public who have resided in the Ferndale School District boundaries for at least one year are eligible to serve on the committee.

**Meetings:** The EAC meets on the second Tuesday of every month at 5 p.m. at City Hall.

## Section 5. ROBERTS' RULES OF ORDER BASICS

Action	What to Say	Second Required?	Vote Required?	Notes
Start a meeting	"I call this meeting to order"	No	No	Next step is roll call
Take formal action (make a motion)	"I move to...."	Yes. A motion must be seconded in order to begin debating the topic.	Yes	Motions should always be in the affirmative; i.e. move to approve something or take some kind of action, never to reject something. Once a motion is made, it can be debated until someone calls the question (asks for a vote)
End debate and vote	"I call for the question" or "Are you ready to vote?"	Usually accepted by unanimous consent		A vote then takes place
Request information	"Point of information"	No	No	Question is asked & answered
End the meeting	"I will now entertain a motion to adjourn the meeting"	Yes	Yes	Usually done by unanimous consent