



**CITY OF STANWOOD
CITY COUNCIL
AGENDA STAFF REPORT**

SUBJECT: Elect Finance Committee Chair	FOR AGENDA OF: February 28, 2013 – Finance Committee DEPARTMENT OF ORIGIN: Finance
ATTACHMENT: (A) Rule 29 Council Rules and Procedures 2013	DATE SUBMITTED: February 24, 2013 CLEARANCES: (check box) <input type="checkbox"/> City Attorney _____ <input type="checkbox"/> City Clerk/HR _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Fire _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Police _____ <input type="checkbox"/> Public Works _____ APPROVED FOR SUBMITTAL BY THE CITY ADMINISTRATOR: _____
COST OF PROPOSAL: N/A	AMOUNT BUDGETED: N/A

SUMMARY STATEMENT

The Finance Committee is without a chair so one must be appointed by the committee.

DISCUSSION

Standing Committee assignments were made at the January 24, 2013 Regular Council Meeting. Committee Chairs are appointed at the first committee meeting of the year per Council Rules and Procedures revised, adopted, and amended by Council under Resolution 2013-1 on February 14, 2013.

Recommendation:

It is recommended that the Finance Subcommittee appoint a subcommittee member as the chair.

COMMITTEES

Rule 29. The Committee structure of the council and the procedures governing all committees shall be as follows:

- (a) Standing Committees. The standing committee members shall be nominated by a committee made up of the Mayor, the Mayor pro tempore, and the longest serving member of the City Council other than the Mayor pro tempore considering the following:
- Each member of council will rank his/her assignment preference from one to four on each of the standing committees.
 - Generally assignments will be made based upon councilmember preference with the longest serving councilmember assigned his/her number 1 preference then the second longest serving assigned his/her number 1 preference and continuing in that manner until all assignments have been made. Any tie in length of time served will be determined by seat position. The Mayor pro tempore shall gather the Committee Assignment Preference sheets and tally the information. After doing so he/she shall meet with the appointment committee and go over the results. Exceptions are permissible upon unanimous agreement by the assignment committee.
 - The committee's selection is subject to an affirmative vote a majority of all Councilmembers.

The term of each committee will be one year. Committees shall be submitted to Council by the second meeting of each calendar year. Each committee shall consist of four council members, three to serve as primary members and one to serve as an alternate member. The standing committees are:

- Public Works
- Community / Economic Development
- Finance / Personnel
- Public Safety

In the event that the Mayor or the Council perceives a need for any additionally committee outside the scope of the standing committees, the Mayor shall submit recommendations to the Council for approval.

- (b) Committees shall appoint a committee chair at the first committee meeting of the new calendar year. No one Councilmember shall serve as chair for more than one committee. Committees may make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the council. A committee member may present the recommendation of the committee during the discussion of the item of business.
- (c) Members may be removed from a council committee by a majority vote of the council for neglect of duty, conflict of interest, malfeasance in office or other just cause including unexcused absence for more than three (3) consecutive committee meetings.
- (d) Employees may staff the various committees as directed by the mayor but no staff person shall serve as a member of a Council Committee.
- (e) Standing Council Committees shall have a fixed monthly meeting. The standing committee meetings date, time and location shall be posted on the city's web-site and on the bulletin board at City Hall. Committee meetings may be cancelled or changed with the approval of the Committee Chair. A Committee Chairman has the authority to call a committee meeting. Staff shall work with Committee Chairman to arrange meeting.
- (f) Minutes need not be taken of committee meetings.