



# Whatcom County

COUNTY COURTHOUSE  
311 Grand Avenue, Ste #105  
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## Agenda Bill Master Report

File Number: AB2025-069

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<b>File ID:</b>	AB2025-069	<b>Version:</b>	1	<b>Status:</b>	Approved
<b>File Created:</b>	01/07/2025	<b>Entered by:</b>	JNixon@co.whatcom.wa.us		
<b>Department:</b>	Council Office	<b>File Type:</b>	Resolution		
<b>Assigned to:</b>	Council			<b>Final Action:</b>	01/14/2025
<b>Agenda Date:</b>	01/14/2025			<b>Enactment #:</b>	RES 2025-005
<b>Related Files:</b>					

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Primary Contact Email: JNixon@co.whatcom.wa.us

### TITLE FOR AGENDA ITEM:

Resolution amending the County Council and Executive expectations for advisory groups

### SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

See Staff Memo

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### HISTORY OF LEGISLATIVE FILE

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Date:	Acting Body:	Action:	Sent To:
01/14/2025	Council	APPROVED	
		Aye: 6	Donovan, Elenbaas, Stremler, Buchanan, Byrd, and Scanlon
		Nay: 0	
		emp Absent: 1	Galloway

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**Attachments:** Staff Report, Proposed resolution

PROPOSED BY: Council

INTRODUCED: 1/14/2025

RESOLUTION NO. 2025-005

AMENDING THE COUNTY COUNCIL AND EXECUTIVE EXPECTATIONS FOR ADVISORY GROUPS

WHEREAS, the County Council approved the "County Council and County Executive Expectations for Boards and Commissions" on February 13, 2013 and reaffirmed the Expectations on March 22, 2022, and;

WHEREAS, the document is sent to all individuals appointed to County advisory groups, and;

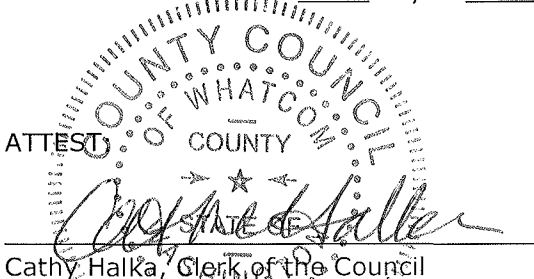
WHEREAS, there has been higher mid-term turnover on many advisory groups in recent years for a variety of reasons, which requires clarification that appointees are expected to serve their full terms and how resignations, if necessary, should be handled.

NOW, THEREFORE, BE IT RESOLVED that the Whatcom County Council amends the "County Council and County Executive Expectations for Boards and Commissions" is updated as shown in Exhibit A, and;

NOW, THEREFORE, BE IT FINALLY RESOLVED that the "County Council and County Executive Expectations for Boards and Commissions" will be re-signed each time a new Council Chair and/or County Executive is seated. |

APPROVED, this 14th day of January, 2025

ATTEST

The seal is circular with "COUNTY COUNCIL OF WHATCOM COUNTY, STATE OF PENNSYLVANIA" around the perimeter. In the center is a star. Overlaid on the seal is a signature.  
Cathy Halka, Clerk of the Council

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WASHINGTON

  
Kaylee Galloway, Council Chair

APPROVED AS TO FORM:

George Roche, via email  
George Roche, Civil Deputy Prosecutor



## **County Council and County Executive Expectations for Advisory Group Members**

Thank you for serving as an appointee and member of one of Whatcom County's advisory groups. You play a vital role by bringing citizens' perspectives to assist us as policy makers by studying critical issues and forming well-developed, thoughtful recommendations to aid us in decision-making. We value the perspective and service contributed by the many volunteers who contribute to our leadership.

In County government, we operate in a complex legal context and follow a series of principles to promote public trust as expectations for your services:

- All advisory group meetings are to be conducted in public session, and public notice of meetings shall be given in accordance with State law and as advised by County legal counsel.
- A quorum of members will not deliberate about advisory group work and issues via e-mail or in unnoticed "side meetings" or "gatherings" if these actions may be in violation of open meeting laws.
- Individual advisory group members and the collective group will be fair, impartial, professional, and respectful of the public, staff, and each other.
- Individual advisory group members and the collective group will adhere to the County Charter, County Code, and state laws. Specifically, members shall not discriminate on the grounds of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation (including gender identity), disability, or veteran status. Furthermore, members shall not engage in harassment that interferes with another person's work performance or creates an intimidating, hostile, or offensive work environment.
- Members may not use their position to secure special privileges or exemptions for themselves or others.
- Members may not give or receive any compensation, gifts, or gratuities from entities or individuals who are or have been engaged in items of business under consideration before the board or commission to which they are appointed.
- Members may not formally represent an advisory group unless given express direction to do so by a majority vote of the advisory group.
- Members may not, at any time, formally act as a representative of Whatcom County government unless expressly commissioned to do so in writing by the County Executive or by formal action of the County Council.
- Appointed members are expected to regularly attend meetings and are not allowed to designate proxies to serve in their place unless allowed by the enabling statute.

- Appointees are expected to serve the entirety of their term, unless there are extraordinary circumstances that require a member to resign. If an appointee no longer qualifies to serve on the advisory group due to a change in residence outside of Whatcom County, they are expected to notify the facilitator and/or appointing authority (County Council or Executive) via letter or email.
- If an appointee anticipates an extended absence from regular participation, he/she shall notify the advisory group facilitator and/or the applicable appointing authority (County Council or Executive).
- If an appointee can no longer regularly attend advisory group meetings, they are expected to send notice of their resignation to the appointing authority. If an appointee becomes absent from regular attendance without notifying the County, the appointing authority may take steps to vacate the position.

Dated this 16<sup>TH</sup> day of January, 2025.

  
Satpal Sidhu, County Executive

  
Kaylee Galloway, County Council Chair