

AGENDA

Annual Council Retreat

Tuesday, March 18, 2025; 10:00 A.M.

COUNCIL OFFICE UPDATES (60 min.)

1. Staff updates
2. Councilmember Handbook
3. Open Public Meetings Act, quorum
4. Open Public Records Act and Public Disclosure Requests
5. Board of Equalization
6. Research Requests
7. Charter Review
8. Internship Program
9. Comprehensive Plan
10. Advisory Groups
11. Legistar
12. Accounting
13. Council Inbox
14. Council Conference Room reservations
15. Communications (Social Media and Newsletter)
16. 2026 Accessibility requirements

EXPECTATIONS (30 min.)

1. Respectful Workplace – Resolution 2022-009
2. Sexual Harassment Prevention Training
3. Whatcom County Code 2.02.060 Meetings – Decorum of debate.

POLICY PROCESS (30 min.)

1. Policy process - Best Practices for pursuing policy change
 - Amendments process
2. What is a substantive change

LUNCH BREAK (60 min.)

EXECUTIVE OFFICE INFORMATION (60 min.)

1. Executive policy priorities
2. Budget
3. Working with the Executive Office
4. County projects in 2025

MEETING PROCEDURES (60 min.)

1. Parliamentary procedures and meeting efficiency
2. Agenda setting
 - a. Agenda Deadlines – Executive and Council

- b. Sequencing of ordinances and discussion files
- c. Councilmember driven agenda items
- 3. Committees
 - a. Structure
 - b. Role of Committee chair
- 4. Changes for consideration
 - a. Open session
 - b. Meeting end times
 - c. Limits on council member discussions in evening meetings
 - d. Revisit expectations for department heads and staff to be available at evening meetings
 - e. In person vs. remote attendance

COUNCIL PRIORITIES (60 min.)

- 1. Individual Councilmember Priorities for 2025
 - Topics of interest for each councilmember
 - Identify common themes the council body can work on.
- 2. Council Priorities – Strategic Plan/Work Plan