



Whatcom County

COUNTY COURTHOUSE
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Agenda Bill Master Report

File Number: AB2022-220

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Assigned to:	Council			Final Action:	04/12/2022
Agenda Date:	04/12/2022			Enactment #:	RES 2022-018

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

TITLE FOR AGENDA ITEM:

Resolution establishing guidelines for Council appointment to judicial and legislature vacancies

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Resolution establishing guidelines for Council appointment to judicial and legislature vacancies

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
04/12/2022	Council	APPROVED	
		Aye: 7	Buchanan, Byrd, Donovan, Elenbaas, Frazey, Galloway, and Kershner
		Nay: 0	
		Absent: 0	

Attachments: Memo, Proposed Resolution

SPONSORED BY: COUNCIL STAFF
INTRODUCTION DATE: 4/12/2022

RESOLUTION NO. 2022-018

**ESTABLISHING GUIDELINES FOR COUNCIL APPOINTMENT
TO JUDICIAL AND LEGISLATURE VACANCIES**

WHEREAS, the Revised Code of Washington (RCW 3.34.100) and the Washington State Constitution (Art.2, Sec. 15, Amendment 52) identify the county legislative authority's role in filling vacancies; and

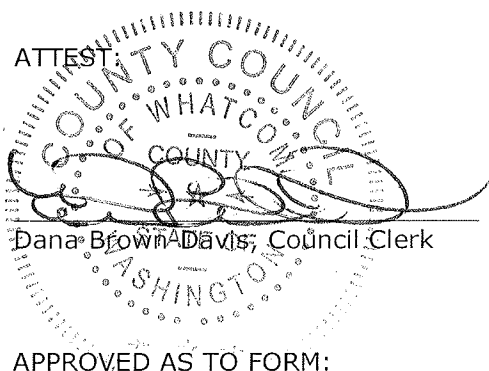
WHEREAS, the Whatcom County Council has in recent years appointed persons to fill vacancies in district court and the state senate and house positions; and

WHEREAS, the Whatcom County Council recognizes the benefits of establishing a standard process for filling all vacancies, including setting clear expectations for applicants and the public and providing efficiencies in the process.

NOW, THEREFORE, BE IT RESOLVED that the Whatcom County Council approves the attached Exhibit A: Guidelines for Council Appointment to Judicial and Legislative Vacancies.

APPROVED this 12th day of April 2022.

ATTEST:



Dana Brown Davis, Council Clerk

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

A handwritten signature in black ink is written over a horizontal line.

Todd Donovan, Council Chair

APPROVED AS TO FORM:

Karen Frakes (by email 3/21/2022)

Civil Deputy Prosecutor

EXHIBIT A:
GUIDELINES FOR COUNCIL APPOINTMENT
TO JUDICIAL AND LEGISLATURE VACANCIES

- (1) **VACANCY ANNOUNCED.** Council is made aware of a vacancy requiring Council appointment.
- (2) **NOMINATIONS REQUESTED.** If nominations are required, the Council Clerk will request nominations from the appropriate organization or agency. If it is a cross-jurisdictional appointment, the Council Clerk will coordinate with staff from participating jurisdictions.
- (3) **DISCUSS AND APPROVE PROCESS.** Council Committee discussion of the process to appoint, including application materials, candidate questionnaire, interview questions (if interviews are included), and timeline. Council discussion may include coordination needs with other jurisdictions if it is a cross-jurisdictional appointment. Council may require more than one meeting to finalize the details of the process. All councilmembers should be included in the discussion to the extent possible.
- (4) **PUBLISH NOTICE OF VACANCY AND APPLICATION.** After Council approval of the candidate application and questionnaire, the Council Clerk will publish a public notice announcing the vacancy and providing details on the location of application materials and deadline to receive completed application materials. All candidates or nominees will be asked to complete the application form and questionnaire.
- (5) **RECEIVE APPLICATIONS.** The deadline for candidates or nominees to submit application materials to the Council Clerk will be set and no applications received after the deadline will be considered.
- (6) **POST ALL APPLICANT MATERIALS ONLINE.** All candidate materials are to be made available to the public after receipt. Personal information of applicants may be redacted.
- (7) **INTERVIEW CANDIDATES (if interviews are included).** County Council will hold a public interview of candidates during a Council meeting. All candidates will receive the interview questions in advance of the interview. All candidates will be asked the same interview questions.
- (8) **VOTE TO APPOINT.** County Council will appoint a candidate to the vacancy directly following candidate interviews.