

City Council Rules of Procedure

City Council and Mayor

2020



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[In accordance with the State of Washington RCW 35A.12.120, The Ilwaco City Council hereby establishes the following rules for the conduct of council meetings, proceedings and business. These rules shall be in effect upon adoption by the Council and until such time as they are amended, or new rules are adopted in the manner provided by these rules.]

City of Ilwaco Rules of Procedure

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CITY OF ILWACO COUNCIL RULES OF PROCEDURE

SECTION 1. AUTHORITY

- 1.1 In accordance with RCW 35A.12.120, The Ilwaco City Council hereby establishes the following rules for the conduct of council meetings, proceedings and business. These rules shall be in effect upon adoption by the Council and until such time as they are amended, or new rules are adopted in the manner provided by these rules.

SECTION 2. COUNCIL MEETINGS

- 2.1 Council meetings will be held on a designated day of the week (e.g. Monday), on the second and fourth occurrence of that day in the month at 6 p.m., with a goal of adjourning by 9 p.m.
- 2.2 Council's workshops will be held as needed and may be called by two or more councilmembers. Council workshops are formal public meetings limited to the purpose of reviewing forthcoming programs, issues and policies; receiving progress reports on current programs or projects or receiving other similar information. Council may not take binding or formal action on behalf of the City during a workshop. Council decisions and/or actions on any matter will be scheduled for a regular or special council meeting. These sessions will be open public meetings.
- 2.3 If any meeting is scheduled on a legal holiday, the meeting shall be held on the following day, or a day decided by a majority vote of the Council.
- 2.4 The Mayor will state the public hearing procedures before each public hearing.
- 2.5 Staff/consultants and/or initiative sponsors will provide brief information and respond to questions by council members.
- 2.6 Public comment and public hearing sign-up sheets will be available at each regular council meeting for the use of those wishing to address the Council.
- 2.7 The City Clerk/Deputy City Clerk will keep an account of all proceedings of the Council in accordance with the statutory requirements, and proceedings will be entered into a minute book constituting the official record of the Council. Council meeting minutes will not be revised without a majority affirmative vote of the Council at a regularly scheduled council meeting.
- 2.8 Types of Meetings
 - (1) Regular – the council meeting held on the second and fourth designated day in the week (e.g. Monday) of each month.

- (2) Special - any council meeting other than the regular council meeting with at least 24 hours advance notice. A special council meeting may be scheduled at the request of any three Councilmembers.
- (3) Workshop – work sessions of the Council where no binding action is taken.
- (4) Emergency – a special council meeting called without the 24-hour notice. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor with the consent of a majority of Councilmembers. The minutes will indicate the reason for the emergency.
- (5) Executive – a council meeting that is closed except to the Mayor and Council, and staff members and/or consultants authorized by the Council. The public is restricted from attendance. Executive sessions may be held during regular or special council meetings and will be announced by the Mayor. Executive session subjects are limited to considering such matters as topics relating to real-property acquisition and sale, public bid-contract performance, complaints against public officers and employees, public employment applications and public employee evaluation, elective office appointments, and attorney-client discussions. Executive sessions, if held on the same date as a regularly scheduled council meeting, normally will be conducted at the end of the meeting. Executive sessions may be set as special meetings. Before convening an executive session, the Mayor shall announce the purpose of the meeting and the anticipated time when the session will be concluded. Should the session require more time, a public announcement shall be made that the meeting is being extended.

2.9 Order of Regular Council Meeting Agenda

Call Meeting to Order: The Mayor calls the meeting to order.

Roll Call: The city staff member will call roll and will announce the attendance of Councilmembers and indicate any Councilmember who is not in attendance and whether or not the Councilmember has an excused absence.

Approval of the Agenda: The Council approves the agenda proposed for this meeting as presented or as amended.

Staff Reports: The Council hears reports from the City staff.

Mayor's Report: The Council hears the Mayor's report.

Council Reports: The Council hears reports from members of the Council.

Public Comment: The Council hears comment from members of the public. (Limited to 5 minutes each. Not generally intended for asking questions or entering into debate.)

Consent Agenda Motion/Approval: The Council approves the consent agenda proposed for this meeting as presented or as amended.

Business / Action Items

Old Business

New Business

Discussion Items

Executive Session (if necessary)

Adjournment:

The following agenda items may be placed in the order recommended by the Council.

Proclamations and Presentations: A proclamation is defined as an official announcement made by either the Council or the Mayor.

Council proclamations are defined as those non-controversial events which have a major city-wide impact. Council proclamations shall be publicly read at a council meeting and, whenever possible, presented to a representative of the event during the council meeting.

Mayor proclamations are defined as those non-controversial events which are requested by and for a special-interest group within the City. Mayor proclamations are signed by the Mayor and forwarded to a representative of the event.

Controversy is defined as a dispute, especially a lengthy and public one, between sides holding opposing views.

The Mayor shall determine if the proclamation request is for a council proclamation or a mayor proclamation.

Audience Comment: Members of the audience may comment on items relating to any matter. Group presentation or recognized organization will be considered recognized for the purpose of audience comment or citizen comment if they notify City Hall at least 24 hours in advance of a scheduled council meeting where they desire to testify with an official position. These comments will be limited to five minutes in duration. Citizens may comment up to five minutes on individual agenda items at times during any regularly scheduled council meeting prior to council discussion. These agenda items include, but are not limited to, ordinances, resolutions,

and old and new business issues. These comment times are in addition to the audience comment time at the start of each regularly scheduled meeting.

Consent Agenda: Consent agenda items are considered to be routine and non-controversial and may be approved by one motion. Items on the consent agenda will be read aloud by the Mayor prior to the vote and will include, but not be limited to, minutes, resolutions and ordinances discussed at previous council meetings or workshops, bid awards, and previously authorized agreements. Any Councilmember may remove any item from the consent agenda for separate discussion and action.

Public Hearing: The public hearing is a formal opportunity for citizens to give their views for consideration in the legislative or policy-decision-making process. In addition, public hearings are required on quasi-judicial actions which determine the legal rights, duties, or privileges of specific parties.

A: The following procedures shall be followed during public hearings on:

Legislative/Information Gathering

- The Mayor will open the public hearing.
- Staff will make their presentation.
- Citizens' comments will be limited to five minutes for individuals and five minutes for a person representing an official position of a recognized organization.
- Additional staff comments will be made.
- The Mayor will close public hearing.
- Council discussion will ensue.
- Council action will be taken.

Quasi-Judicial Hearings

- The Mayor will open the public hearing.
- Open for declarations of conflict of interest or appearance of fairness matters.
- Administer the oath or affirmation for those who may testify
- Staff will make their presentation.
- Proponent presentation will be made. (15 min)
- Opponent presentation will be made. (15 min)
- Proponent rebuttal will be heard. (10 min)
- Staff comments will be made.
- Public hearing will be closed.
- Council discussion will ensue.
- Council action will be taken.

B. The following rules shall be observed:

Legislative/Information Gathering Public Hearing

- For an initial presentation of background information from a city department, board, commission, committee, or an organization, no more than twenty minutes will be allowed unless otherwise authorized by the Presiding Officer.
- If a speaker purports to speak for an organization, club, or others so as to lead Council to believe that a number of persons support a position, then such person shall state how that position was developed by the group.
- Comments should be limited to five minutes for each individual or five minutes if representing the official position of a recognized organization.
- The Presiding Officer may allow additional time for receipt of written testimony when needed.
- The City Clerk/Deputy City Clerk shall be the official timekeeper.

Quasi-Judicial Public Hearings

- Public oral testimony shall not be given on quasi-judicial matters outside of a public hearing except on matters of procedure.
- If a quasi-judicial hearing is on the agenda, the public should be informed as to what state law permits as to public comments.
- Testimony will be limited as set forth in A and B above, except that the Presiding Officer shall ask the rest of the Councilmembers if they have any comments or questions before the citizen is excused.
- If comments are provided in writing, it is encouraged that such written comments be filed with the City Clerk/Deputy City Clerk by 1 p.m. of the Wednesday preceding the regular meeting. If written comments are given at the meeting, the presenter should provide eight copies for the Council and staff.

Unfinished Business or Old Business: Those items that were continued or not finished from a previous agenda and second readings of ordinances. Discussion or debate by the Council may be held at this time. Councilmembers shall decide whether to amend the ordinance, direct staff to further review the ordinance, refer to council, or approve or disapprove the ordinance for adoption. Public comment is allowed during the second reading prior to council motion and debate.

New Business: Introduction or first reading of ordinance, staff report, and public comment.

Discussion or debate by the Council will be held at this time. Councilmembers shall decide whether to amend the ordinance, direct staff to further review the ordinance, refer to council, or approve or disapprove the ordinance for a second reading. Public comment is also allowed during the second reading prior to Council motion and debate.

Resolutions: A resolution is an adoption of a city policy or decision.

Motions: Those items requiring official action of the Council which are not handled with an ordinance or resolution.

The following items will always be at the end of the council meeting agenda.

Council Announcements/Comments: Miscellaneous announcements of the Council.

Adjournment: With no further business to come before the Council, the Mayor adjourns the meeting. The Mayor may, after roll call at the beginning of the meeting and with the concurrence of the Councilmembers, take agenda items out of the order established prior to the council meeting.

SECTION 3. AGENDA

- 3.1 The City Clerk/Deputy City Clerk will prepare an agenda for each council meeting specifying the time and place of the meeting and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the city council in public session at the beginning of the meeting to which it applies.
- 3.2 An item, other than a reconsideration item, may be placed on the proposed council meeting agenda by any of the following methods:
 - (1) By a Councilmember
 - (2) By the Mayor
 - (3) By a staff Department Head
 - (4) Request by member of public approved by staff and a councilmember
- 3.3 An item may be placed on a regular council meeting agenda after the agenda is closed and the notice published if the Councilmember explains the necessity and receives a majority vote of the Council on a motion to add the item at a public meeting.
- 3.4 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.
- 3.5 Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items which have been scheduled for convenience rather than for statutory or other legal reasons.
- 3.6 Agenda items that are continued from one meeting to another should have preference on the agenda to the extent possible.
- 3.7 Agenda packets will be finalized by 2 p.m. Thursday preceding the regular council meeting. Agenda submissions will be accepted until noon on the Friday proceeding the Thursday packet distribution day. Agenda items submitted after that deadline will be processed for the next council meeting agenda packets.

- 3.8 Agenda item submissions should be in the briefing format provided in Appendix A.

SECTION 4. COUNCIL DISCUSSION

- 4.1 All Council discussion shall be governed by Robert's Rules of Order Newly Revised, unless otherwise governed herein. In the event of a conflict, these council rules shall prevail.
- 4.2 The Mayor or Presiding Officer has the authority to rule on questions of order. Any Councilmember can appeal the point of order to the Council for final determination.

SECTION 5. COMMENTS, CONCERNS, AND TESTIMONY TO COUNCIL

- 5.1 Citizens are welcome at all Council meetings and are encouraged to attend and participate prior to the deliberations of the Council. Recognition of a speaker by the Chair is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, Councilmember or staff meeting. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting. Use of cellular telephones is prohibited in the Council Chambers.
- 5.2 The privilege of the floor is granted to those present at the discretion of the Mayor or Presiding Officer. Persons wishing to address the Council and having more than five minutes of comments may provide written comments to the City Clerk/Deputy City Clerk for the record. Copies of the written comments will be furnished to the Council.
- 5.3 Any member of the public who wishes to address the Council on an item on the current agenda shall make such request to the Chair or Presiding Officer. The Chair shall rule on the appropriateness of public comments as the agenda item is reached. The Chair may change the order of speakers so that testimony is heard in the most logical grouping (i.e. proponents, opponents, adjacent owners, etc.). All comments shall be limited to five (5) minutes per speaker, or other limitations as the Chair or Council may deem necessary.
- 5.4 All remarks will be addressed to the Council as a whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council may be requested to leave the meeting. No audience member shall disrupt the conduct of the meeting or clap, cheer, hoot, holler, gesture, whistle, guffaw, jeer, boo, hiss, make remarks out of turn, use profanity, or the like. Applause, boos, or other public demonstrations by those attending the council meeting are considered inappropriate behavior.

- 5.5 The Mayor has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct, and to enforce the Rules of the Council. The Mayor may command assistance of any peace officer of the City to enforce all lawful orders of the Mayor to restore order at any meeting.
- 5.6 Citizens with complaints, concerns, or questions will be encouraged to refer the matter to the Mayor or ask that the matter be placed on a future council meeting or council workshop agenda with the appropriate background information.
- 5.7 Citizens may submit dated materials at meetings of the Council providing a contact name, address, phone number and specific meeting date are printed legibly on the materials. Citizens will present all printed and written materials to the City Clerk/Deputy City Clerk.

SECTION 6. MOTIONS

- 6.1 When making motions, be clear and concise and do not include arguments for the motion within the motion.
- 6.2 Unless there is a tie-breaking vote by the Mayor as may be appropriate under the law, a motion that receives a tie vote is deemed to have not passed.
- 6.3 A motion that does not receive a second dies. Motions that do not need a second include nominations, withdrawal of motion, agenda order, request for a roll-call vote, and point of order.
- 6.4 After a motion and second, the Mayor will read the motion and indicate the names of the Council members making the motion and second.
- 6.5 After a motion has been made and seconded, the Councilmember making the motion may speak to the motion and then the Council may discuss their opinions on the issue prior to the vote.
- 6.6 When the Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion.
- 6.7 A motion may be withdrawn by the maker of the motion at any time without the consent of the Council. If the motion has received a second, the Councilmember making the second must also agree to withdraw or the motion remains on the table for discussion, debate, and disposition.
- 6.8 A motion to table shall preclude all amendments or debates of the issue under consideration. It requires a second, is not debatable, is not amendable, requires a majority vote, and it cannot be reconsidered. A motion not taken from the table by the close of that meeting or the next meeting dies on the table.

If the motion to table prevails, the matter may be “taken from the table” by motion which requires a second, is not debatable, and which requires a majority vote. When a motion is taken from the table, everything is in the same condition as it was when laid on the table, including any amendments to the original motion that received an affirmative vote prior to the motion to table.

- 6.9 A motion to postpone to a time certain must be seconded, is debatable, is amendable, requires a majority vote, and may be reconsidered at the same meeting. The original motion being postponed must be considered at a time certain at a future regular or special council meeting.
- 6.10 A motion to postpone indefinitely requires a second, is debatable, is not amendable, and takes precedence over the main motion and requires a majority vote. This motion assists in disposing of the main motion. Its purpose is to reject a main motion without a vote on the main motion. Postponed indefinitely is an indirect or polite motion by which a main motion may be disposed.
- 6.11 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds vote. Debate is re-opened if the motion fails.
- 6.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded by inserting or adding, striking out, striking out and inserting, or substituting. Motions that cannot be amended include motion to adjourn agenda order, lay on the table, roll-call vote, point of order, reconsideration, and take from the table. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- 6.13 Except for introductory comments, Council discussion of the motion only occurs after the motion has been moved and seconded.
- 6.14 The motion maker, Mayor, or City Clerk/Deputy City Clerk should repeat the motion prior to voting.
- 6.15 The City Clerk/Deputy City Clerk will take a roll-call vote if requested by the Mayor or a Councilmember. At the conclusion of any vote, the City Clerk/Deputy City Clerk will announce the results of the vote.
- 6.16 When a question has been decided, any Councilmember who voted in the majority may move for reconsideration but no motion for reconsideration of a vote shall be made after the meeting is adjourned.
- 6.17 The designated parliamentarian shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a council meeting. All cases not provided for in these rules shall be governed by the most current version of Robert’s Rules of Order Newly Revised. In the event of a conflict, these council rules shall prevail.

SECTION 7. ORDINANCES

- 7.1 Prior to being presented to the Council for action, a proposed ordinance shall be sponsored by a member of the City Council, the Mayor or the City Attorney and reviewed by the City Attorney.
- 7.2 The Mayor shall read the title and number of the ordinance prior to voting.
- 7.3 Ordinances or ordinance summaries shall be published in the official newspaper as a legal publication immediately following enactment.

SECTION 8. MAYOR/PRESIDING OFFICER

- 8.1 Mayoral meeting duties: The Mayor's duties are prescribed by state law, RCW 35A 12.100. In a mayor-council code city, such as Ilwaco, RCW 35A.12.065 provides that the city council is to appoint one of their members to serve as mayor pro tem of the city. The Mayor pro tem is to serve in the absence or temporary disability of the mayor. The primary duty of the mayor pro tem is to preside at meetings of the city council during the absence of the mayor. When performing this function, the mayor pro tem also retains his or her right to vote on issues coming before the council.

The responsibilities of the Mayor or Presiding Officer shall be as follows:

- (1) Mayor, with approval of the City Council, shall appoint Councilmembers to serve on ad hoc committees as deemed necessary;
- (2) The Mayor may offer advice to Councilmembers;
- (3) The Mayor or Presiding Officer shall preserve order and decorum in the council chambers;
- (4) The Mayor or Presiding Officer shall observe and enforce all rules adopted by the Council;
- (5) The Mayor or Presiding Officer shall decide all questions on order in accordance with these rules, subject to appeal by any Councilmember;
- (6) The Mayor or Presiding Officer shall recognize Councilmembers in the order in which they request the floor (Councilmembers shall wait to be recognized before speaking);
- (7) The Presiding Officer, as a Councilmember, shall have only those rights and shall be governed in all matters and issues by the same rules and restrictions as other Council members. The Presiding Officer, as Mayor pro tem, shall have the authority to present motions and vote;
- (8) The Mayor or Presiding Officer shall announce executive sessions held during regular or special council meetings;
- (9) The Mayor or Presiding Officer shall indicate the names of the Councilmembers making the motion and second;

- (10)The Mayor or Presiding Officer shall summarize consensus at the conclusion of discussions when the Council concurs or agrees to an item that does not require a formal motion;
- (11)The Mayor or Presiding Officer shall read the title of the ordinance prior to voting;
- (12)The Mayor, with City Council consent, will determine ongoing dedicated schedule for regular workshops, special council meetings, and executive sessions;
- (13)The Mayor may place items on council meeting agendas;
- (14)All agenda items sponsored by the Mayor or a Councilmember will appear unaltered on the Council’s agenda and may only be removed by the sponsor or a majority vote of the Council.
- (15)The Mayor shall make an annual State of the City report during a regularly scheduled council meeting;
- (16)The Mayor may send issues directly to a council workshop for review in lieu of or prior to being referred to a regular council meeting;
- (17)The Mayor or representative shall represent the City at functions and meetings with other jurisdictions/organizations;
- (18)The Mayor shall see that all city laws and ordinances are faithfully enforced, and that law and order is maintained in the city.
- (19)The Mayor is responsible for representation for the purposes of discussion and problem solving. The Mayor must conform to city resolutions, or in their absence, the perceived direction of the Council. Formal decision making is always the prerogative of the entire Council.
- (20)The Mayor or Presiding Officer shall administer the following oath during quasi-judicial hearings prior to testimony – “You do affirm that all the testimony you are about to give in this hearing will be the truth, the whole truth, and nothing but the truth?”

SECTION 9. COUNCIL RELATIONS WITH CITY STAFF

- 9.1 There will be mutual respect from both city staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism at all times and especially in a public meeting.
- 9.2 The City Council sets policy.
- 9.3 The city staff is charged with administering the City Council’s policies.
- 9.4 A written notice of all informational material requested by individual Councilmembers shall be submitted by city staff to all Councilmembers with a notation indicating which Councilmember requested and who prepared the information. Copies of the requested material will be made available to the other Councilmembers upon request.

- 9.5 Councilmembers shall not attempt to coerce or influence the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of city licenses or permits.
- 9.6 No individual Councilmember shall attempt to change or interfere with the operating rules and practices of any city department.
- 9.7 Correspondence that is addressed to the Mayor and Councilmembers as a group shall be copied and circulated by the City Clerk/Deputy City Clerk as soon as practicable after it arrives.
- 9.8 The City Clerk/Deputy City Clerk shall not open mail addressed to individual Councilmembers or the Mayor.

SECTION 10. COUNCIL MEETING STAFFING

- 10.1 The City Clerk/Deputy City Clerk or designee shall attend regular and special meetings, and workshops of the Council; keep the official journal (minutes); act as parliamentarian; and perform such other duties as may be needed for the conduct of the meeting.

SECTION 11. COUNCILMEMBER ATTENDANCE AT REGULAR MEETINGS

- 11.1 Council members will inform the Mayor, a Councilmember, or City Clerk/Deputy City Clerk if they are unable to attend any regular council meeting or if they knowingly will be late to any meeting. The minutes will show the Councilmember as having an excused absence. If notification is not given, the Councilmember will be noted as having an unexcused absence in council minutes. The council may excuse the absence of any member.

SECTION 12. PUBLIC HEARINGS

- 12.1 Quasi-judicial hearings require a decision be made by the Council using a certain process which may include a record of evidence considered and specific findings be made.
- 12.2 Legislative (ordinance or miscellaneous) hearings do not require a decision be made even though information is presented.
- 12.3 Council members shall comply with all applicable laws including the conflict of interest requirements and the Appearance of Fairness doctrine.

SECTION 13. MEDIA REPRESENTATION AT COUNCIL MEETINGS

- 13.1 All public meetings of the Council and its advisory committees shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

SECTION 14. COUNCIL REPRESENTATION

- 14.1 If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember needs to state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position.
- 14.2 A Councilmember must have Council's concurrence before representing Council's view or position with the media, another governmental agency, or community organization.
- 14.3 When Council members register to attend an official conference requiring voting delegates such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

SECTION 15. CONFIDENTIALITY

- 15.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW).
- 15.2 If the Council, in executive session, has provided direction or consensus to city staff or any other Official on proposed terms and conditions for any type of issue, all contact with the other party should be done by the designated city staff representative handling the issue. Councilmembers should obtain the permission of the City Attorney prior to discussing the information with anyone other than other Councilmembers, City Attorney, or city staff. Any Councilmember having any contact or discussion needs to make full disclosure to the City Council in a timely manner.
- 15.3 The City Council by a majority vote of the entire Council may vote to revoke the confidentiality of any executive session. Care must be exercised in this form of action as it could expose the

city to litigation especially as it relates to employee rights or privacy issues. The City Attorney should be consulted prior to taking this action.

SECTION 16. TABLET USE POLICY

16.1 The City Council believes that using a City-issued tablet will reduce costs, reduce the use of paper, streamline business processes of the City and improve the delivery and exchange of information. This policy sets forth guidelines for the use of a City-issued tablet.

16.2 Elected and appointed officials must adhere to this policy. All existing policies, state law, and federal law apply to an official's conduct while using a City-issued tablet. If an elected official has compromised the use of a City-issued tablet, he or she must immediately notify the Mayor or Treasurer.

16.3 Upon an elected official signing a Tablet Use Agreement (see Appendix D), the City will provide an elected official with a City-issued tablet to use for City related business. The tablet remains the property of the City of Ilwaco. An elected official will use due care and caution while in possession of the City-issued tablet and will keep the tablet password protected at all times.

16.4 An elected official will not leave the City-issued tablet in a place where it could be easily stolen, damaged, or accessed. If the tablet is stolen or damaged, the elected official must pay for the replacement cost. The City of Ilwaco reserves the right to garnish the elected officials pay for the purchase price of the City-issued tablet. At least 14 days before the end of his or her term, an elected official must return the City-issued tablet to the Mayor or Treasurer.

16.5 An elected official may not allow a non-city employee or non-city official to use or access the tablet.

16.6 If the City receives a request for public records related to an elected officials use of a City-issued tablet, or requesting a record that may be on a tablet, the City of Long Beach Chief of Police may enter an elected official's home without notice and without warrant to retrieve a tablet.

16.7 An elected official may only use the City-issued tablet for official City business. An elected official may not use the tablet for any political activities other than those which are specifically allowed under RCW 42.17A.55, RCW 42.17A.635, and other relevant statutes. Elected officials are responsible for understanding these and other State statutes and rules about use of public property, including City-issued tablets, for political purposes. An elected official may not use the tablet for commercial, personal, pornographic, illegal, or offensive use.

An elected official may not add or download software, programs, or applications without prior authorization from the Mayor or Treasurer. An elected official must limit the use of city-issued equipment for the purpose of any postings, blogging, messaging or social media activity to official City sites and activities and may not use the City-issued tablet to post information on a personal site or social media account. An elected official may not use a City-issued tablet to promote or oppose any political ideals or positions.

16.8 An elected official must limit his or her use of the City-issued tablet during open public meetings to accessing information solely related to the business of the meeting. An elected official may not use the City-issued tablet to communicate with another individual during a meeting. An elected official may not use the City-issued tablet as to violate the Open Public Meetings Act.

16.9 All data on a City-issued tablet is the property of the City of Ilwaco. An elected official has no expectation of privacy in data created, received, or maintained on the City-issued tablet. An elected official may not delete an original primary file. The City may access the tablet, saved files, internet logs, email records, metadata, or any other pertinent information without notice. An elected official must retain all data as required by the State Attorney General's Local Records Retention Schedule for Local Agency Records.

16.10 All information on a City-issued tablet is public. There is no protection and the City of Ilwaco will provide no defense for private or personal files, data, email, or documents that reside on a City-issued tablet. The City of Ilwaco reserves the right to fully manage and monitor a City-issued tablet including controlling the data services, cellular services, device configurations, application, and policies.

16.11 The software and applications installed by the City of Ilwaco must remain on the electronic device in usable condition and be readily accessible. From time to time, the City may add or upgrade software applications for use by elected officials, which will require an elected official to return the tablet to the Mayor or Treasurer for periodic updates and synchronizing. Any software on a City-issued tablet is the property of the City and may only be used in ways consistent with applicable licenses, trademarks, or copyrights. If technical difficulties occur or illegal software is discovered, the electronic device will be restored from back up. The City does not accept responsibility for losing any software or documents deleted due to a re-format and re-image. The City will provide routine maintenance of the City-issued tablet.

SECTION 17. SOCIAL MEDIA POLICY

17.1 This policy outlines the roles, responsibilities, and best practice recommendations for the use of social media/new media by individual councilmembers in their capacity as elected officials. The City Council is committed to open and progressive communication between

Councilmembers and constituents utilizing available and future online technologies within the limits of the law.

17.2 Social Media is the use of third-party hosted online technologies that facilitate social interactions and dialogue. These online technologies are operated by non-city hosted services and may be used by the City Council and/or individual Councilmembers to communicate with the public. Such third party hosted services/tools may include, but are not limited to; social networking sites (Facebook, Linked-In), micro-blogging tools (Twitter, RSS Feeds), audiovisual networking sites (YouTube, Instagram), blogs, etc.

These guidelines apply to any social media site or tool used by individual councilmembers in their official capacity to communicate with constituents or the general public. It is the individual Council Member's responsibility to ensure compliance with this policy.

"Comment" is a response to an article or social media content submitted by a commenter.

"Councilmember" here includes Councilmembers and any staff working on a Councilmember's behalf to represent him or her using a social media tool.

17.3 While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts should model the same professional behavior displayed during council meetings and community meetings.

Social media are not to be used as mechanisms for conducting official city business other than to informally communicate with the public. Examples of business that may not be conducted through social media include policy making decisions, official public noticing, and discussing items of legal or fiscal significance that may have not previously been released to the public. Councilmembers' social media sites should contain links directing users back to the City's official website for in-depth information, forms, documents or online services necessary to conduct official city business.

Upon the advice and recommendation of the Clerk/Treasurer and at the discretion of the Council, social media applications, tools or sites may be limited or banned by Council if they are not or cannot be used in compliance with this policy.

17.4 All content posted on individual Councilmember social media sites shall comply with Council Policies and Procedures, City ordinances and administrative rules, and Washington State law regulating elected officials.

Councilmembers will maintain social media identities substantially the same as their officially elected identification in order to uphold transparency and keep within the spirit of the Code of Ethics. *See section 24.*

No content that promotes or advertises commercial services, entities, or products may be posted, except that entities that have assisted the city by providing goods or services for public purposes, and in which the elected official has no direct or indirect financial interest, may be acknowledged tastefully and factually as an expression of the elected officials gratitude.

Councilmembers will not post or release proprietary, confidential or sensitive information on social media websites.

Councilmembers shall not post comments or links to any content that endorses or opposes political candidates or ballot propositions, including links to a Councilmembers campaign site, except that an elected official may make comments about a ballot proposition under the conditions that are specifically permitted under RCW 42.17A.555.

17.5 State and local records retention laws and schedules apply to social media content. All social media content that is required to be retained shall be maintained for the required retention period on a City server in a format that preserves the metadata of the original record. Prior approval of the retention format and procedures *for each social media tool being used* must be received from the Mayor upon the advice and recommendations of the Clerk/Treasurer. It is the responsibility of each Councilmember to maintain current, approved retention procedures and to ensure that those procedures have been followed.

As with any correspondence sent in his or her capacity as a Councilmember, Councilmember postings to social media sites maintained by others must be retained by the posting Councilmember. Printouts of postings to others' sites may suffice for retention purposes. Councilmembers should consult with the Clerk/Treasurer for the applicable retention schedule method.

17.6 Any content maintained in a social media format i.e., Facebook, YouTube, Twitter, Etc., that is related to City business, including communication between an individual Councilmember and constituents or the general public, and a site's listing of "friends" or "followers", may be considered a public record subject to disclosure under the state Public Records Act.

Any social media tools used should clearly state that all content submitted by members of the public is potentially subject to disclosure pursuant to the Public Records Act RCW 42.56. If it is not possible to display this notice prominently on the site, Councilmembers must notify users by including a link from the site to the Public Records notice set out within Appendix C, notify

new users via response to posts, and/or periodically notify existing users via broadcast message.

Under the state Public Records Act, the City is responsible for responding accurately and completely to any public records request including a request for public records on social media maintained by individual Councilmembers. Therefore, it is critical that records have been retained according to approved procedures.

Users and visitors to social media sites shall be notified that public disclosure requests must be directed to the City's Public Records Officer pursuant to the City's Public Records Disclosure Policy.

17.7 Communication between Councilmembers via social media, as with telephone and email, may constitute a "meeting" under the open Public Meetings Act. For this reason, Councilmembers are strongly discouraged from "friending" other Councilmembers.

In addition, receiving or making comments regarding quasi-judicial matters via social media may violate the Council procedures within Section 2.9. To avoid receiving any constituent comments on quasi-judicial matters that may violate the Appearance of Fairness Doctrine. Councilmembers are strongly encouraged to maintain social media sites with settings that can restrict user's ability to post content.

17.8 Users of social media sites who submit comments should be clearly notified that the intended purpose of the site is to serve as a mechanism for informal communication between Councilmember and the public regarding the topics discussed. If the public is allowed to post comments to a Councilmembers site, the Use Policy set out in Appendix B must be displayed or made available by hyperlink. Any content removed in compliance with the Site Policy must be retained, including the time, date and identity of the poster when available. *See above Section 17.5*

To avoid violations of the Use Policy set out in Appendix B regarding the content submitted to social media sites, Councilmembers are strongly encouraged to maintain social media sites with settings that can restrict user's ability to comment.

17.9 Sites requiring membership or subscription should be avoided. When posting information or soliciting feedback to such a site, always provide an alternate source for the same information or mechanism for feedback on the City's public website so that those who are not members of the social media site may have equal access. Sites should use the most open settings possible to allow the public to view content without requiring membership or login.

17.10 As a general approach;

Maintain data online as long as possible.

Use retention processes and tools recommended by City Staff.

Maintain current documentation of the approved methods and schedule for preserving social media content. Ideally this process will store data in searchable electronic formats and will store information about transmissions, subscribers, and other metadata associated with the site.

Maintain original appearance and layout of social media site where possible.

Secure usernames and passwords for all sites by not sharing such information and using unique passwords to minimize the potential for cross site hacks and malicious mischief.

Consistently monitor activity and posts. Avoid stale or outdated information, respond to questions or responses, quickly remove inappropriate or spam content.

Notify visitors that correspondence posted to a Councilmembers social media site will be considered public records and may be released per Chapter 42.56 RCW.

Notify visitors that individual Councilmembers social media sites are not intended to be used to conduct official city business and any public records request must be made with the City's Public Records Officer.

SECTIONS. 18,19 RESERVED

SECTION 20. CITY ADVISORY BODIES

20.1 Citizen Committees, Boards and Commissions: The Council may create committees, boards, and commissions to assist in the conduct of the operation of city government with such duties as the Council may specify not inconsistent with the city code. Effective citizen participation is an invaluable tool for local government.

20.2 Membership and Selection: Membership and selection of members shall be as provided by the Council if not specified otherwise in the city code. Any committee, board, or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council or to the Mayor except as otherwise specified in the city code.

- 20.3 Removal of Members of Boards and Commissions: The Council may remove any member of any board or commission which it has created by a vote of at least a majority of the Council (this rule does not apply to the civil service commission or any other such body which has statutory procedures concerning removal).

SECTION 21. FILLING COUNCIL VACANCIES

- 21.1 Notice of Vacancy: If a Council vacancy occurs, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy and the procedure and deadline for applying for the position.
- 21.2 Application procedure: The Council will draw up an application form which contains relevant information that will answer set questions posed by Council. The application form will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.
- 21.3 Interview Process: All candidates who submit an application by the deadline will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Applicants will be asked to answer questions submitted to them in advance of the interview and questions posed by each Councilmember during the interview process. The Councilmembers will ask the same questions of each candidate. Each candidate will then be allowed two minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.
- 21.4 Selection of Councilmember: The Council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

SECTION 22. RESERVED

SECTION 23. SUSPENSION AND AMENDMENT OF RULES

- 23.1 Any provision of these rules not governed by state law or ordinance may be temporarily suspended by a majority vote of all members of the Council.

- 23.2 These rules may be amended, or new rules adopted by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

SECTION 24. CODE OF ETHICS

The purpose of the City of Ilwaco Code of Ethics is to strengthen the quality of city government and promote and demand the highest standards of ethics from its elected officials. It is the intention that this code be liberally construed to accomplish its purpose of protecting the public interest against decisions that are affected by undue influence or conflict of interest. This code is supplemental to the Revised Code of Washington (RCW) 42.23 – Code of Ethics for Municipal Officers.

City officials shall:

- 24.1 Be dedicated to the concepts of effective and democratic local government.

Democratic Leadership. Officials shall honor and respect the principles and spirit of representative democracy and set a positive example of good citizenship by scrupulously observing the letter and spirit of laws, rules, and regulations.

- 24.2 Affirm the dignity and worth of the services rendered by government and maintain a deep sense of social responsibility as a trusted public servant.

- 24.3 Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.

Public Confidence. Officials shall conduct themselves so as to maintain public confidence in city government and in the performance of the public trust.

Impression of Influence. Officials shall conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

- 24.4 Recognize that the chief function of the local government at all times is to serve the best interests of all the people.

Public Interest. Officials shall treat their office as a public trust, only using the power and resources of public office to advance public interests and not to attain personal benefit or pursue any other private interest incompatible with the public good.

- 24.5 Keep the community informed on municipal affairs; encourage dialogue between the citizens and all municipal offices; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Accountability. Officials shall assure that government is conducted openly, efficiently, and honorably in a manner that permits the citizenry to make informed judgments and hold city officials accountable.

Respectability. Officials shall safeguard public confidence in the integrity of city government by being honest, fair, caring, and respectful and by avoiding conduct creating the appearance of impropriety of which is otherwise unbecoming a public official.

- 24.6 Seek no favor; believe that personal benefit or profit secured by confidential information or by misuse of public time is dishonest.

Private Employment. Officials shall not engage in, solicit, negotiate for, or promise to accept private employment or render services for private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Confidential Information. Officials shall not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

Gifts. Officials shall not directly or indirectly solicit any gift or accept or receive any gift- whether it be money, service, loan, travel, entertainment, hospitality, promise, or any other form – under the following circumstances: (a) It could be reasonably inferred or expected that the gift was intended to influence the performance of official duties; or (b) the gift was intended to serve as a reward for any official action on the official’s part.

Investments in Conflict with Official Duties. Officials shall not invest or hold any investment, directly or indirectly, in any financial business, commercial or other private transaction that creates a conflict with their official duties.

Personal Relationships. Personal relationships shall be disclosed in any instance where there could be the appearance of a conflict of interest.

- 24.7 Conduct business of the City in a manner, which is not only fair in fact, but also in appearance.

Personal Relationships. In a quasi-judicial proceeding elected officials shall abide by the directives of RCW42.36 which requires full disclosure of contacts by proponents and opponents of land-use projects which are before the City Council. Boards and commissions are also subject to these fairness rules when they conduct quasi-judicial hearings.

- 24.8 Not knowingly violate any Washington statute, city ordinance, or regulation in the course of performing their duties.

(Refer to Chapter 42.23 RCW – CODE OF ETHICS FOR MUNICIPAL OFFICERS – CONTRACT INTERESTS)

SECTION 25. ADHERENCE TO PROTOCOL

- 25.1 Upon finding that a knowing and/or willful failure to adhere to the provisions of this protocol manual have occurred by a member of the council shall proceed to determine whether the sanctions, if any, should be imposed. Appropriate sanctions may include, but are not limited to the following:
- 1.) public censure;
 - 2.) removal from Council extra territorial boards, committees, or commissions.

SECTION 26. PREPARATION OF MINUTES

- 26.1 Minutes Generally. City Clerk/Deputy City Clerk is legally required to keep a record of proceedings of City Council meetings. The form in which this record is to be maintained is detailed in this section of the Council Rules.

Working copies or file copies of all minutes may be kept in the City Clerk's office. The official, originally signed copies of all minutes shall be maintained in the official minutes book(s) and shall be stored in a fire-proof vault. The paper used in official minutes books shall be of the specially treated type to guard against deterioration. A duplicate set of minutes shall be archived following current procedures of the State Division of Archives and Records Management which are kept off-site in the event of a disaster.

- 26.2 Purpose of Minutes. A sufficient record must be kept as furnishing evidence that the City Council has complied with the law or rules by which it is governed. The facts contained in the minutes are also treated as evidence in a court of law.
- 26.3 Content of Minutes. Minutes shall show exactly what actions were taken and decisions made at the council meeting(s). The following is a list of information to be included in the minutes.
1. Date of meeting
 2. Location of meeting
 3. Type of meeting (regular, continued, special, etc.)
 4. Time of meeting
 5. Time meeting commenced
 6. Officials/members present*
 7. Officials/members absent or excused*
 8. Topics of business

9. Actions taken on each business matter
10. Record of motions
11. Record of voting
12. Time of adjournment
13. Signature blocks for presiding officer and clerk/designee

*If a Councilmember leaves during a meeting, note time of departure and time of return, if applicable. If a Councilmember arrives after commencement of a meeting, note time of arrival.

- 26.4 Standard Format. Use of standardized format to create uniformity of minute entries and to save time in composing the record, shall be developed by the City Clerk/Deputy City Clerk. A template shall be set up for standardized items, such as adoption of resolutions and ordinances, award of contracts, claims consideration, etc., which will require the input of only specifics, such as titles of resolutions and ordinances, agenda bill numbers and title, maker of motions and second, results of voting, remarks that clarify the “intent” of the legislative body in its decisions, etc. Other statements, discussion, and remarks of individual Council members and commentators will not be noted in the official minutes unless specifically requested by the Council. Written statements may be submitted to the City Clerk/Deputy City Clerk and will be retained in the Council packet records for that meeting.
- 26.5 Approval of Previous Minutes. The minutes shall be placed on the consent agenda for approval to assure the accuracy and completeness of the record. Copies of the minutes will be provided to Council members in sufficient time prior to a city council meeting to avoid any necessity of reading of the minutes at the meeting by the Clerk. When approved as written, or as amended by the Council, the minutes are then the official record.
- 26.6 Written Reports and Communications. Since any written record is the best evidence of its contents, a written report or written communication presented at a city council meeting shall only be referenced in the minutes with the name and title of the author, date of the report or communication, subject of the communication or title or report, and the action taken on the matter. Oral reports or communications need to only be referenced in the minutes by name of person, address (if available), the subject matter, and the disposition made by the Council.
- 26.7 Hearings. Minutes of the City Council meetings with respect to hearings shall include:
1. Jurisdictional facts. In order that there is sufficient proof that a hearing was held in compliance with the statute or ordinance governing the same, the record for the hearing shall include proof that the required notice was given in accordance therewith, and that the hearing was held at the time and place specified in the notice.
 2. Evidence Produced at Hearing:

- a. Written Evidence. Minutes shall make appropriate reference to any written evidence in the form of statements, affidavits, reports, maps, photographs, correspondence, or other objects filed at the hearing, and included as part of the record.
 - b. Oral Testimony. The record shall show the name of the person speaking, his or her address, and whether testimony was for or against the hearing subject.
3. Findings of Council. Usually, the findings made by the City Council, in respect to public hearings, are incorporated in the ordinance or resolution adopted as a result of the hearing. When this is done, the minutes need not record these findings in the body of the minutes but shall refer to the resolution or ordinance voted upon by the City Council.
4. Arguments and Debates at Hearing. There is no legal requirement for inclusion of arguments and debate at hearings in the record. Council may request such dialogue be included in the record.
- 26.8 Adjournment. In recording adjournment, the minutes shall show whether it was adjourned to another time prior to the next regular meeting, or merely adjourned. The Mayor or Presiding Officer shall declare the meeting adjourned or the Council, by majority vote, may adjourn the meeting.
- 26.9 Signing the Minutes. The minutes shall be signed by the City Clerk and the Mayor or the Presiding Officer for that meeting to document the authenticity of the minutes as public record and reflect the approval of the City Council.
- 26.10 Use of Recordings and Retention. There is no statutory requirement that city council meetings be recorded (quasi-judicial hearings, however, must be recorded). Where a city clerk makes an authorized recording of a city council meeting to facilitate the preparation of the minutes, any person has a right to inspect the recording and to listen to it on equipment provided by the City. Any person also has the right to purchase a copy of the recording in accordance with the City's fee schedule.

All recordings, electronic, digital, optical or paper shall be prepared, handled, stored, archived and retained in accordance with the processes and procedures prescribed in the WAC and the RCW by the State of Washington.

- 26.11 Recording of the Vote. Roll-call votes may be called for by the Mayor or any member of the Council. The vote shall be conducted on a rotational basis, by the City Clerk/Deputy City Clerk, with the Mayor or Presiding Officer being called upon last. Votes shall be recorded in the following manner:

UPON ROLL CALL VOTE WITH _____, _____, _____, _____, _____, VOTING YES/NO (based on prevailing votes), THE MOTION CARRIED/FAILED (based on results of the vote).

If applicable, Council members abstaining or absent will also be recorded.

A roll-call vote is required for ordinances and resolutions and will be included on the document.

- 26.12 Corrections to Minutes. A municipal body has the right and duty to amend its minutes so as to ensure correctness. The City Clerk is the custodian of the minutes. Amendments must be made promptly and must be authorized by the Council. All authorized corrections to the submitted minutes shall be recorded as a business transaction made at the meeting at which they were approved, as amended. Following the meeting, the minutes shall be corrected to include the amendment(s) prior to placement of the final executed minutes in the minutes book.

If, after approval of the minutes, a correction must be made, a notation is marked in the margin opposite the correction which states: "Amended, see minutes of _____." Or "Scriber's Error, corrected by (initials of person making correction)", and shall include the date the correction was noted. Errors corrected in the official minutes shall never be corrected by correction fluid, cross-outs, or erasures. This procedure is a requirement of the State Auditor.

- 26.13 Excerpt from Minutes. Certified copies of minutes may be requested. The entire minutes of a meeting may be certified. If only a small section or one business matter is requested to be certified, the Clerk shall certify the appropriate excerpt from the minutes.

- 26.14 Preservation of Minutes. The Revised Code of Washington (RCW) requires minutes of city councils to be a permanent record. Therefore, special attention, care, and security measures shall be taken to protect the orderly and safe keeping of minutes.

Appendix B

The following content will be removed from this site; (1) Comments not related to the topics for discussion; (2) Comments in support of or opposition to political campaigns or ballot measures; (3) profane language; (4) discriminatory comments; (5) solicitations of commerce; (6) sexual content or links to sexual content; (7) encouragement of illegal activity; (8) information that may tend to compromise the safety or security of the public; and (9) content that violates a legal ownership interest of any party.

Appendix C

All comments or other content posted to this site may be considered public records subject to public disclosure under the Washington State Public Records Act (RCW 42.56)

APPENDIX D

TABLET USE AGREEMENT

The City of Ilwaco is pleased to offer a City-issued tablet to our elected officials. The City believes that using a City-issued tablet will reduce costs, reduce the use of paper, streamline business processes, and improve the delivery and exchange of information. The City will provide you with a tablet upon execution of this Tablet Use Agreement:

- An elected official must limit his or her use of the City-issued tablet during open public meetings to accessing information solely related to the business of the meeting. An elected official may not use the City-issued tablet to communicate with another individual during a meeting. An elected official may not use the City-issued tablet as to violate the Open Public Meetings Act.**
- The tablet remains the property of the City of Ilwaco. An elected official will use due care and caution while in possession of the City-issued tablet and will keep the tablet password protected at all times. An elected official may not allow a non-city employee or non-city official to use or access the tablet.
- An elected official will not leave the City-issued tablet in a place where it could be easily stolen, damaged, or accessed. If the tablet is stolen or damaged, the elected official must pay for the replacement cost.
- An elected official may only use the City-issued tablet for official City business. He or she may not use the tablet for commercial, political, personal, pornographic, illegal, or offensive use.
- All data on a City-issued tablet is the property of the City of Ilwaco. An elected official has no expectation of privacy in data created, received, or maintained on the City-issued tablet. An elected official must retain all data as required by the State Attorney General's Local Records Retention Schedule for Local Agency Records.

The City of Ilwaco has provided me with a copy of the City Council Rules of Procedure which contains the complete Tablet Use Policy regarding my use of a City-issued tablet as an elected official. I further understand and agree to abide to the conditions listed above in this agreement and take full financial responsibility of the City-issued tablet if it becomes lost or damaged while in my possession.