
Chapter 4.10 GENERAL PROCEDURES

Sections:

- [4.10.010](#) Applicability of chapter.
- [4.10.020](#) Creation/termination.
- [4.10.030](#) Appointment, removal and vacancy.
- [4.10.040](#) Qualification of board members.
- [4.10.050](#) Term of service.
- [4.10.060](#) Compensation and reimbursement.
- [4.10.070](#) Quorum.
- [4.10.080](#) Meetings.
- [4.10.090](#) Officers.

4.10.010 Applicability of chapter.

(A) Each board, commission, or committee created by the Council shall be governed by this chapter unless otherwise provided by ordinance, or rules of procedure, as allowed by the ordinance of the board. For purposes of this chapter, the terms “board,” “commission,” and “committee” have identical meanings.

(B) Temporary committees and committees formed for a special purpose of limited duration by ordinance or otherwise shall not be subject to the term of service provisions of this chapter. Such temporary committees shall not terminate until the duty assigned to them is accomplished and the council receives its final report, or upon dissolution by the council.

(C) All committees and boards, whether temporary or not, shall comply with the relevant provisions of the code and each board’s respective rules of procedure, if allowed by ordinance, and shall abide by the rules of procedure as outlined in the most current edition of Robert’s Rules of Order, Newly Revised. (Ord. 2581 § 3 (part), 2011).

4.10.020 Creation/termination.

(A) Mayor’s Blue Ribbon Committees. The mayor may, as the mayor desires, create blue ribbon committees for the purpose of studying items of interest to the city.

(B) A board shall be created either by ordinance or by resolution. Unless established by ordinance, a board shall have advisory functions only.

(C) The council may terminate a board in the same manner as it was created.

(D) This section shall not apply to boards created by state statute. (Ord. 2581 § 3 (part), 2011).

4.10.030 Appointment, removal and vacancy.

(A) Board members shall be nominated by the mayor and confirmed by the council, except as otherwise provided by city ordinance or state statute. Council confirmation on a nomination made by the mayor may occur only at a special meeting called for the purpose of considering the appointment, or the next regular meeting following the meeting at which the interview took place. A member may be removed by the council before the expiration of the member’s term in accordance with this section.

(B) A vacancy occurs on the board when:

- (1) A member is removed for good cause by the mayor with the majority approval of the council. Good cause shall be as determined solely by the mayor and the council and shall be stated with each removal action;
- (2) A confirmed appointee fails to qualify and assume the duties of the office within 30 calendar days of confirmation;
- (3) A board member departs from the city intending to remain outside of the city for 90 calendar days or more or an indefinite amount of time;
- (4) A board member submits a resignation accepted by the mayor; and
- (5) The board member is absent from more than three consecutive regular board meetings, and the respective board requests the removal, in writing, to the mayor.

(C) In the event that a vacancy is created on a board, the mayor shall promptly act to fill the vacancy for the remainder of the term. (Ord. 2581 § 3 (part), 2011).

4.10.040 Qualification of board members.

(A) In addition to any other qualifications which may be required, each board member shall submit to a City of Redmond criminal background check. Determination of eligibility to serve on a city board, based on the results of the criminal background check, shall be determined by the mayor. (Ord. 2581 § 3 (part), 2011).

4.10.050 Term of service.

(A) The term of any board member is three years, unless a different term is established by ordinance. Terms shall be staggered by the appointment of initial members for lesser terms so that as nearly as possible a pro rata number of members are appointed each year.

(B) Except as provided in RMC [4.10.030](#), the board member serves during the term for which they are appointed or until a successor has been elected or appointed and has taken the seat to which they were elected or appointed.

(C) Unless otherwise provided in the ordinance establishing a board, a board member may not serve more than two full consecutive terms on the same board. A board member who serves more than one-half of a term is considered to have served a full term. After two years from the date of termination of a board member's second full consecutive term, the ex-board member may be reappointed to the same board.

(D) In filling vacancies for unexpired terms, an officer who has served more than half a term in office is considered to have served a full term.

(E) The required three-year terms shall be calculated on a 12-month cycle, with a term-end considered to be March 31 of each year. (Ord. 2581 § 3 (part), 2011).

4.10.060 Compensation and reimbursement.

(A) General provisions. A board member shall be eligible for compensation and reimbursement, provided that the board is established by codified ordinance which sets forth the amount of compensation and reimbursement a member is entitled to receive.

(B) Compensation. Compensation for a board member shall be paid as follows:

- (1) A board member shall be compensated as prescribed by ordinance.
- (2) A board member may request a waiver of compensation for any reason or no reason by submitting the request in writing to the clerk.
- (3) For the purposes of compensation, meetings shall be narrowly construed as official and advertised board meetings, and shall include regularly scheduled and special or emergency meetings and study sessions.
- (4) Compensation may not be paid for a member's attendance at meetings, trainings, or informal activities which are not official and advertised sessions of the board or commission, though attendance fees may be eligible for reimbursement.

(C) Reimbursement. Members shall be reimbursed as follows:

- (1) A board member shall be reimbursed for actual, necessary, and pre-approved expenses incurred on authorized board business.
- (2) Board members whose city business takes them outside the city for any reason shall receive approval from the mayor in advance to be eligible for reimbursement.

(D) This section shall apply only to boards established by ordinance pursuant to RMC [4.10.020](#), provided said ordinance provides for compensation and reimbursement. (Ord. 2581 § 3 (part), 2011).

4.10.070 Quorum.

(A) All meetings shall be conducted in accordance with the current edition of Robert's Rules of Order, Newly Revised.

(B) A majority of those present, of the number of authorized board seats, shall be a quorum for the transaction of business, unless otherwise established by ordinance or rules of procedure for the respective board. In the absence of a quorum, any business transacted is null and void. The only action that can legally be taken in the absence of a quorum is to adjourn, recess, or take measure to obtain a quorum. (Ord. 2581 § 3 (part), 2011).

4.10.080 Meetings.

(A) Board meetings shall be held regularly at a designated time and place, or as otherwise provided by resolution or ordinance. The chair or majority of the board may call a special board meeting. All meetings shall be open to the public, unless otherwise provided by ordinance. (Ord. 2581 § 3 (part), 2011).

4.10.090 Officers.

(A) Each board shall have a chairperson and a vice chairperson. Officers shall be elected by a majority of the board members for a term of one year. Election of officers shall be the first order of business at any time that an officer's seat is not filled, and shall occur nonetheless on or about April 1 of each calendar year.

(B) The duties of the chairperson are:

- (1) To open the meeting at the appointed time and determine that a quorum is present;
- (2) To enforce the rules relating to debate, order, and decorum;

(3) To state and put to a vote all questions that legitimately come before the board as motions or that otherwise arise in the course of the meeting;

(4) If a motion is not in order, to rule it out of order; and

(5) To assign a member to note those members present and absent and ensure minutes are taken on all actions by the board at each meeting.

(C) The duties of the vice chairperson shall be to perform duties of the chairperson in the chairperson's absence. (Ord. 2581 § 3 (part), 2011).

The Redmond Municipal Code is current through Ordinance 3006, passed August 18, 2020.

Disclaimer: The City Clerk's Office has the official version of the Redmond Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website:
<http://www.redmond.gov/>
(<http://www.redmond.gov/>)
Telephone number: (425) 556-2900
Code Publishing Company
(<https://www.codepublishing.com/>)