

**CITY OF MONROE**  
**ORDINANCE NO. 003/2025**

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, AMENDING CHAPTER 4.10 MMC GENERAL PROVISIONS, AUTHORIZING THE CITY COUNCIL TO ADOPT UNIFORM RULES OF PROCEDURE FOR CITY BOARDS, COMMISSIONS, COMMITTEES; AMENDING CHAPTER 4.30 MMC ETHICS BOARD, CHAPTER 4.50 MMC PARKS BOARD, CHAPTER 4.60 MMC PLANNING COMMISSION, AND CHAPTER 4.70 MMC SALARY COMMISSION, IN ORDER TO ELIMINATE REDUNDANCY AND ENHANCE THE CONSISTENCY OF SAID CHAPTERS IN RELATION TO THE ABOVE-REFERENCED UNIFORM RULES OF PROCEDURE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

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WHEREAS, pursuant to Chapter 4.10 of the Monroe Municipal Code (MMC), the City Council has established that the City's numerous boards, commissions and committees shall comply with the relevant provisions of the code and each board's respective rules of procedure; and

WHEREAS, the City Council wishes to amend Chapter 4.10 MMC in order to provide for Council adoption, by resolution, of uniform Rules of Procedure for all such City of Monroe boards, commissions, and committees, which rules shall govern the conduct of board, commission, and committee meetings, except to the extent that state law or local ordinance prescribe different rules therefor; and

WHEREAS, the City Council further wishes to amend Chapters 4.30, 4.50, 4.60, and 4.70 MMC in order to eliminate redundancy and ensure consistency in relation to the above-referenced uniform Rules of Procedure; and

WHEREAS, the amendments set forth in this ordinance will serve the public interest by enhancing the efficiency and certainty of board, commission, and committee meetings;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment of MMC 4.10.010. Subsections 4.10.010(A) and (C) of the Monroe Municipal Code, are hereby amended to provide in their respective entirety as follows:

A. Each board, commission, or committee created by the Monroe city council shall be governed by this chapter unless and to the extent otherwise provided by ordinance, or statute, or rules of procedure, as allowed by the ordinance of the body. For purposes of this chapter, the terms "board," "commission," and "committee" have identical meanings.

Without limitation of the foregoing, this title shall be construed and applied in a manner consistent with applicable state laws.

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C. All boards, commissions, and committees, whether temporary or not, shall comply with the relevant provisions of the code and ~~each board's respective such rules of procedure as may be adopted and periodically amended by resolution of the city council, 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.~~

Section 2. Amendment of MMC 4.30.010. Section 4.30.010 of the Monroe Municipal Code is hereby amended to provide in its entirety as follows:

**4.30.010 Created – Membership – Compensation.**

A. There is hereby created an ethics board for city of Monroe public officials. The purpose of this board is to issue advisory opinions on the provisions of the code of ethics provided for in Chapter 2.52 MMC and Chapter 42.23 RCW; and to review and report to the city council on any alleged violations of the code of ethics, all as set forth below. The board shall also provide recommendations on amendments to the ethics ordinance, as directed by the city council.

B. The ethics board shall be composed of five members. None of these may be a public official, city employee or immediate family of either. The mayor shall appoint the board members, with the confirmation of the city council. The members of the ethics board must be citizens of the United States and residents of the city ~~they serve~~ for at least one year before their appointment ~~to the ethics board.~~

~~C. The board shall elect from its membership a presiding officer who shall be referred to as a chairperson who shall serve for a period of one year.~~

~~D. A majority of the ethics board shall constitute a quorum. The board shall meet as frequently as it deems necessary, or at the request of the mayor or a quorum of city council. The board shall adopt procedures governing the conduct of its meetings, hearings, and the issuance of opinions.~~

~~E. Board members shall serve without compensation and may be reimbursed by the city for reasonable expenses incurred in their exercise of the official business of the board, consistent with the expense reimbursement policies of the city and as provided for in the general provisions of this title, Chapter 4.10 MMC.~~

Section 3. Repealer—MMC 4.50.060 and MMC 4.50.070. Sections 4.50.060 and 4.50.070 of the Monroe Municipal Code are hereby repealed in their respective entirety.

Section 4. Repealer—MMC 4.60.060. Section 4.60.060 of the Monroe Municipal Code is hereby repealed in its entirety.

Section 5. Amendment of MMC 4.70.030. Section 4.70.030 of the Monroe Municipal Code is hereby amended to provide in its entirety as follows:

**4.70.030 Powers and duties.**

A. The commission shall have the duty to review the salaries paid by the city to the mayor and city council. If after such review the commission determines that the salary paid to the mayor or city council should be increased or decreased, the commission shall file a written salary schedule with the city clerk indicating the increase or decrease in salary.

B. The commission shall convene and complete its first review of the salaries paid to the mayor and city council within ninety days of the appointment of the commission. Should the commission determine that the salary paid to the mayor or city council should be increased or decreased, the commission shall file its initial schedule of salaries for the mayor and city council with the city clerk no later than the ninety-first day following the appointment of the commission.

C. For subsequent years, the commission shall meet no less than one time per year, during the month of August.

~~D. All meetings of the commission shall be governed by the Open Public Meetings Act and shall be open to the public except as otherwise allowed under that Act.~~ Members of the public shall have an opportunity to comment or submit comments in writing prior to a commission vote to increase or decrease salaries.

E. Any increase or decrease in salary shall become effective and incorporated into the city budget without further action of the city council or the commission.

F. Salary increases established by the commission shall be effective as to the mayor and all councilpersons, regardless of their terms of office.

G. Salary decreases established by the commission shall not be effective as to an incumbent mayor and councilpersons until the commencement of their next term of office.

H. Any adjustment of salary by the commission shall supersede any city ordinance related to the budget or fixing of salaries, but only to the extent there is a conflict.

~~I. The commission shall adopt rules of procedure to govern its meetings. Such rules shall make provision for the taking of minutes and keeping of commission records, and shall provide for the election of such officers as are deemed necessary by the commission for the conduct of its business.~~

Section 6. Legislative Intent; Superseding Effect. It is the express intent of the Monroe City Council that the rules of procedure adopted pursuant to Section 1 of this ordinance shall replace and supersede any and all rules adopted previously by any City board, commission, or committee. Provided, these rules shall be subordinate to any previous, current, and future rules that are adopted by or for the LEOFF-1 Disability Board and the Civil Service Commission. In the event of any conflict between the rules of procedure adopted pursuant to Section 1 of this ordinance and the above-referenced rules of or for the LEOFF-1 Disability Board and the Civil Service Commission, the latter shall control.

Section 7. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 8. Effective Date. This ordinance shall be in full force and effect five (5) days from and after its passage and approval and publication as required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 22<sup>nd</sup> day of April, 2025.

Ordinance: 003/2025  
First Reading: 04/08/2025  
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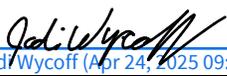
CITY OF MONROE, WASHINGTON:

  
[Geoffrey Thomas \(Apr 23, 2025 17:30 PDT\)](#)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:

  
[Jodi Wycoff \(Apr 24, 2025 09:10 PDT\)](#)  
Jodi Wycoff, City Clerk

  
[Zach Lell \(Apr 23, 2025 08:22 PDT\)](#)  
J. Zachary Lell, City Attorney

# Ord 003 2025 - Amend MMC 4.10.010 BCC Rules of Procedure

Final Audit Report

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