

Received Stamp



City Clerk's Office
cityclerk@monroewa.gov
806 West Main Street
Monroe, WA 98272
360-794-7400
www.monroewa.gov

Board / Commission / Committee Application

Please type or clearly print responses to all fields and questions. Signature and initials required on last page. Submit completed application to the City Clerk's office (contact information above) and contact the City Clerk for more information.

SECTION 1 - ABOUT YOU AND THE POSITION YOU ARE APPLYING FOR

Form with fields: Name, Daytime Telephone #, Home Address, City, State, Zip, Mailing Address, Email, Length of residence in Monroe, Are you currently serving in the position you are applying for?, Board/Commission/Committee you are applying for, Are you interested in serving on another Board/Commission/Committee if not appointed to the above?, If yes, 2nd Choice, 3rd Choice, Please list any previous City appointments/offices.

SECTION 2 - EXPLAIN YOUR INTEREST AND EXPERIENCE

(you may attach a separate sheet you need additional space to answer any of the following questions)

Form with questions: Why are you interested in serving in this position?, What community activities or other experience do you bring to this position, including leadership roles?

1 NOTE: Service on most City of Monroe boards, commissions and committees requires applicants to reside within Monroe City Limits or the Urban Growth Area; please see individual code sections for additional residency requirements; MMC Chapter 4.

2 NOTE: If not appointed and interested in serving on a different board/commission/committee, a new application will be required. B/C/C Application - Updated 2025.09.03

SECTION 2 (continued) – EXPLAIN YOUR INTEREST AND EXPERIENCE
(you may attach a separate sheet you need additional space to answer any of the following questions)

Do you have any special skills or expertise applicable to this position?

Any additional comments / information you wish to provide for consideration?

SECTION 3 – IMAGINE MONROE
(please read *Imagine Monroe* below and answer the related question)

Imagine Monroe

A place of beauty and goodwill. Our parks, waterways, and environment are healthy and accessible for everyone to enjoy.

Our historic downtown and business districts are thriving and full of locally owned businesses and locally sourced products.

We can find everything we need with regional connections and with a variety of choices for work, housing, dining, shopping, arts, and activities.

Friendly and responsive, we strengthen connections through gathering spaces, events, services, and community-centered infrastructure – creating a safe place for all.

In Monroe, everyone feels at home and everyone feels they belong.

Describe how you anticipate fulfilling ***Imagine Monroe*** in your role as a board/commission/committee member.

SECTION 4 – ACKNOWLEDGEMENTS AND SIGNATURES

I am aware of the meeting schedule (*below*) for the board/commission/committee I am applying for, and I am available to attend regularly scheduled meetings.

Initial

I have read the City’s Code of Ethics (*MMC 2.52 on last page*) and acknowledge that members of the City of Monroe, Washington, boards, commissions, and city staff are prohibited from being awarded contracts with the city. I further acknowledge that I may be required to resign from my position if actively serving on a board/commission/committee before contracting with the City.

Initial

Signature required:

By signing below, I acknowledge my responsibility to attend all regularly scheduled meetings of the board/commission/committee I am appointed to. In the event I am unable to attend a meeting, I will notify staff liaison at least 24 hours in advance (or 1 hour in advance if an emergency). I acknowledge that missing too many meetings may be considered neglect of duty and may result in my removal pursuant to MMC 4.10.030(B). I further acknowledge that the City may enact additional or modified requirements in the future.

Signature:

Date:

SECTION 5 – FOR CITY USE ONLY

Residence: Inside City Limits Inside UGA Outside City Limits and UGA

Other qualifiers if applicable (i.e. business owner, etc.)

Regular meeting schedule (as of September 3, 2025)

Board/Commission/Committee	Regularly Scheduled meeting days & times
Community Human Services Advisory Board	1 st Wednesdays at 6:00 p.m.
Civil Service	3 rd Mondays at 4:30 p.m.
Economic Development Advisory Board	2 nd and 4 th Thursdays at 8:00 a.m.
Ethics Board	as needed (coordinate with members)
Lodging Tax Advisory Board	as needed (coordinate with members)
Park Board	3 rd Thursdays at 7:00 p.m.
Planning Commission	2 nd and 4 th Mondays at 7:00 p.m.
Salary Commission	as needed (coordinate with members)

Chapter 2.52

CODE OF ETHICS

Sections:

- 2.52.010** Purpose – Construction.
- 2.52.020** Repealed.
- 2.52.030** Award of contracts prohibited.
- 2.52.040** Repealed.
- 2.52.050** Repealed.
- 2.52.060** Repealed.

2.52.010 Purpose – Construction.

The city of Monroe hereby adopts the code of ethics for municipal officers codified at Chapter [42.23](#) RCW, inclusive of any future amendments thereof. It is the city's specific intent that the ethical standards set forth at Chapter [42.23](#) RCW shall govern the conduct of municipal officers within the city of Monroe. Except as expressly provided in this chapter, and Chapter [4.30](#) MMC, Ethics Board, the city disclaims any intent to impose substantive standards of conduct that are more stringent than or otherwise different from those set forth in Chapter [42.23](#) RCW with respect to the subject matter of said chapter. (Ord. 017/2019 § 5; Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A))

2.52.020 Definitions. *Repealed by [Ord. 017/2019](#).*

2.52.030 Award of contracts prohibited.

Members of the city of Monroe, Washington, boards, commissions, and city staff are prohibited from being awarded contracts with the city. Exceptions to this rule are those covered by the CBA, RCW and WAC. This section was submitted to the Monroe city council as an initiative with enough required signatures to be submitted to the voters. The city council adopted the initiative as an ordinance as an alternative to placing on the ballot. Consequently, to the extent required by law, this section shall be construed as superseding any conflicting city requirements or requirements that otherwise operate to illegally amend the requirements of an initiative. (Ord. 017/2019 § 5; Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A))

2.52.040 Board of ethics – Public officials. *Repealed by [Ord. 017/2019](#).*

2.52.050 Miscellaneous provisions. *Repealed by [Ord. 017/2019](#).*

2.52.060 Appeal – Penalties for violation. *Repealed by [Ord. 017/2019](#).*

The Monroe Municipal Code is current through Ordinance 023/2022, passed August 23, 2022.

Disclaimer: The city clerk's office has the official version of the Monroe Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.