

CLEARANCES		Date	Date Received in Council Office	Agenda Date	Assigned To
Orig. Dept.:	County Council	12/8/98		12/8/98	COTW/Full Council
Division Head:					
Dept. Head:	DBD	12.7.98			
Prosecutor:					
Budget:					
Executive:					

SUBJECT:

Resolution amending the Whatcom County Council Member Handbook

ATTACHMENTS

Exhibit A - Outlining amendment

SUMMARY STATEMENT:

Related County Contract #:	Should the Clerk schedule a hearing? (Y/N)	Requested Date:
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This resolution will amend the Whatcom County Council Member handbook of Office and Operating Policies.

RECOMMENDED MOTION (for final action):

COUNCIL ACTION TAKEN:

1998 - 428 12/8/98: Amended and approved 6-1, Sutter opposed Res. #98-080

Related File Numbers:

Ordinance or Resolution Number (this item only):

RES. # 98-080

2 SPONSORED BY: Consent
3 PROPOSED BY: Clerk of the Council
4 INTRODUCTION DATE: 12/08/98

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6
7 RESOLUTION NO. 98-080

8
9 AMENDING THE WHATCOM COUNTY COUNCIL
10 MEMBER HANDBOOK OF OFFICE AND OPERATING POLICIES

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12 WHEREAS, the office and operating policies for the Whatcom County Council and
13 Council Office staff are compiled in one document titled the Whatcom County Council Member
14 Handbook of Office and Operating Policies; and

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16 WHEREAS, there is a need to amend the Handbook to include revised or newly drafted
17 policies; and

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19 WHEREAS, the Handbook is intended to apply to the Council Office only and is not
20 intended to provide policy direction for any other County departments; and


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22 WHEREAS, the Handbook is a public document;

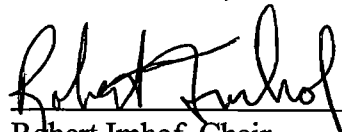
23
24 NOW, THEREFORE, BE IT RESOLVED by the Whatcom County Council that the
25 Whatcom County Council Member Handbook of Office and Operating Policies is amended as
26 indicated in the attached Exhibit A.

27
28 APPROVED this 8 day of DEC., 1998.

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30
31 ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

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35 Dana Brown-Davis, Clerk of the Council


Robert Imhof, Chair

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37 APPROVED as to form:

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41 Civil Deputy Pros. Atty.

EXHIBIT A

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The following information is to be added to the Correspondence Policies of the Handbook:

Outgoing Correspondence

To insure appropriate use of staff time, the Council's policy on outgoing correspondence is as follows:

~ All requests for correspondence preparation will be submitted to the Clerk of the Council or her designee.

~ The Clerk of the Council or designee will distribute correspondence preparation assignments to staff, taking into consideration staff schedules and workload.

~ The Clerk of the Council or designee will review draft correspondence and address questions of potential liability. If the Clerk feels the draft correspondence contains potential liability issues, Council Members will be referred to the Prosecuting Attorney's Office. If the author of the correspondence disputes the attorney's opinion, he/she may bring their request to the full Council for review.