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City of Langley

Ethics Training and Advisory Board

Minutes

March 8, 2021 5pm

LANGLEY CITY HALL

112 2nd Street, Langley WA

Join Zoom Meeting

<https://us02web.zoom.us/j/83879898477?pwd=TEVkdjR1bnho3Kzc2clY2Q1Rycmw2UT09>

Meeting ID: 838 7989 8477

Passcode: 453964

1. Call to Order 5:03 pm
2. Motion to approve agenda by Carl McEvoy; second by Chris Carlson.
3. Reading of Conflict of Interest Statement

Statement regarding Potential Conflicts of Interest -

Officials, employees, consultants, volunteers and vendors are obliged to withdraw from any involvement in a matter where there is a conflict or perceived conflict, even if they feel certain they can act impartially. If a conflict, or potential conflict exists, the affected party shall declare so at the first public meeting when the matter is being considered. And shall withdraw from the meeting or future meetings for the duration of the discussion of the issue.

a. No conflicts identified.

4. Motion to approve minutes of February 10, 2020 by Carl McEvoy; second by Chris Carlson.
5. Discussion Items:
 - a. Introductions
 - b. General discussion concerning the direction of the Ethics Board
 - c. Meeting time and dates
 - i. Request new meeting start time at 5:30 on the second Monday of each month.

6. New Business

- a. Informal commitment to keep a look out for perspective board members
 - b. Plan made to review previous opinions before next meeting.
7. No one present for public comments.
8. No additional announcements
9. Motion to adjourn by Chris Carlson; seconded by Carl McEvoy. Meeting adjourned at 5:38.

Guiding Principles for Citizen Committees and Boards.

- All advisory board and committee meetings are to be conducted in public session and noticed in accordance with state law, unless otherwise advised by the city attorney.
- Individual committee members and the collective group will be fair, impartial, and respectful of the public, staff, and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise the city council and/or staff. Please keep in mind that committee appointment does not empower you to make final decisions, unless authorized by state law or the group's enabling ordinance, or to supervise staff.
- Members will strive to appreciate differences in approach and point of view, whether from each other, the community, the city council, or staff.
- Each member will participate in the group's discussions and work assignments without dominating the discussion or activity of the committee.
- The committee chair will ensure that all members have a fair, balanced, and respectful opportunity to share their knowledge and perspectives.
- The committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions, such as "minority" opinions, should be recorded and acknowledged in the committee's report to the city council.
- There should be "no surprises" from the committee, either in the nature of the work being undertaken by the committee or the method and timing for conveyance of recommendations to the city council. The staff liaison fulfills an important role in assisting the committee in this regard.

When presenting recommendations to the Council, it is essential that advisory group members keep the following in mind:

- all recommendations should be in written form;
- all ideas should be expressed in clear and concise language;

- proposed solutions should be viable and cost-effective;
- recommendations should identify the reasons for the changes suggested;
- the advice should reflect a consensus of a majority of the group members.