

RESOLUTION NO. 103-81

WHEREAS, the recording and preparation of the proceedings of county commissions and councils is accomplished in diverse ways among the counties of Washington State; and,

WHEREAS, the State Auditor has previously questioned the process of taking the minutes of county commissions and councils; and,

WHEREAS, the 1981 session of the Legislature amended RCW 36.32.110 (Chapter 240, Laws of 1981) to specifically authorize a county commission or council to designate " . . . one of its employees to serve as clerk . . . "; and,

WHEREAS, Chapter 240, Laws of 1981, becomes effective July 26, 1981;

NOW, THEREFORE, BE IT HEREBY RESOLVED that beginning the first day of August, 1981, the Clerk of the Mason County Commission shall be directly employed by and serve at the pleasure of the commission; and

BE IT FURTHER RESOLVED that the duties of the clerk shall include:

- 1) Preparation of the agendas for and attendance at all meetings of the commission
- 2) Preparation of a record of all proceedings of the commission, the original of which shall, upon approval by the commission, be filed with the County Auditor and a copy retained in a public file for the county commission.
- 3) Receive, date, and disburse all mail and other communications directed to the commission or any individual member
- 4) File with the County Auditor all original documents presented to the commission, with the action of the commission thereon securely appended
- 5) Any other duties as required

DATED this 17th day of August, 1981.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

Amelia S. McEwen
Chairman

Ed Johnston
Commissioner

William O. Hunter
Commissioner

ATTEST:

Peggy Cleveland
Auditor & Ex-Officio
Clerk of the Board

APPROVED AS TO FORM:

Elaine B. Buckwalter DPA
Prosecuting Attorney of
Mason County

cc: ✓ Cmms
Auditor ✓
Prosecutor