



Community Policing Board

2025 New Board Member Welcome Packet

Contents

- [Advisory Boards & Committees](#)
- [Advisory Committee Rules of Procedure](#)
- [Advisory Committee Roles & Expectations](#)
- [Community Policing Board Code](#)
- [Civilian Police Auditor Code](#)
- [Jurassic Parliament Chairs Duties](#)
- [Community Policing Board Parliamentary Procedures Poster](#)



Advisory Boards & Committees



What are Advisory Committees?

Advisory committees are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which is intended so that the committee is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

A full list of current advisory committees with additional information about each is available at the following link: [City of Olympia Advisory Committees](#)



Committee Rules of Procedure

Rules of Procedure for Advisory Committees, Boards, and Commissions Created by Ordinance and Appointed by the Olympia City Council

Approved by the Olympia City Council General Government Committee: July 22, 2008

Amended: May 20, 2014

As used herein, the term “committee” refers to all advisory committees, boards, and commissions created by ordinance and appointed by the Olympia, Washington City Council, unless specifically referring to the City Council’s General Government Committee.

Wherever there is a conflict between the statute and these rules, the statute shall control. In certain circumstances, especially with the Planning Commission and Heritage Commission acting in a quasi-judicial capacity, it is recognized that the committee may need to deviate from these rules in order to meet legal and constitutional requirements. In recognizing that certain flexibility may be needed from time to time, a failure to strictly comply with these rules shall not affect the validity of a committee action.

Article 1. MEETINGS

1.a. Meeting Location

All committee meetings will be held at a specified location in a City of Olympia facility, unless otherwise scheduled and noticed by the committee Chair or the committee’s staff liaison on behalf of the Chair. In the case of an alternative meeting location, the staff liaison shall notify in writing the committee’s members, City Council, the City Manager’s office, and any other pertinent City staff. All meetings shall be open to the public and comply with the State Open Meetings Act (RCW 42.30).

1.b. Date and Time

Regular meetings shall be held on a specified monthly day or date and time, unless amended by the committee. Special meetings, workshops, and community tours may be held at the committee’s discretion by request of the Chair or by majority approval of the committee at a regular meeting. Public notice consistent with Olympia City ordinance and State law shall be given for a special meeting, workshops, and tours. Regular meetings may be cancelled by request of the Chair or by majority approval of the committee at a regular or special meeting. A meeting may also be cancelled by the Chair upon notice from staff or committee members that no quorum is reasonably expected to be present or when there is no item on the agenda other than routine formalities, such as adoption of the minutes, provided that appropriate notice is given.

1.c. Meeting Notice and Agenda

Written notice of all meetings with an agenda of matters to be considered by the committee shall be sent at least five calendar days before the meeting to the committee, City Council, the City Manager's office, any other pertinent City staff, news media who have requested to be notified of City of Olympia public meetings, and other interested parties identified by the committee. Notices of meetings and agendas should be posted on the City's website in advance of meetings.

At the conclusion of each meeting, any member may suggest item(s) to be added to an agenda for consideration at a subsequent meeting. A majority of members must concur with the suggestion for the item(s) to be added to a subsequent meeting agenda.

The meeting agenda will generally follow this format, with changes to the format the prerogative of the committee Chair:

AGENDA

I. Call to Order

- A. Attendance
- B. Approval of Minutes
- C. Announcements from Members and City Staff
- D. Acceptance of Agenda

II. Comments from the Public in Attendance

III. The Business of the Evening

IV. Other Business

- A. Future Agenda Items
- B. Next Meeting
- C. Other Topics

1.d. Public Hearings

Committees may schedule public hearings to receive testimony on policy issues approved by the City Council as part of the committee's annual work plan or referred to the committee by the City Council after work plan approval. No committee public hearings may be scheduled on Tuesday evenings when the City Council is in session.

1.e. Minutes

Meeting minutes should be kept indicating the committee action or recommendation, indicating the individual votes on the agenda item.

ARTICLE 2. COMMITTEE ORGANIZATION

2.a. Membership

Membership on the committee shall be governed by the committee's enabling ordinance. The committee shall immediately report any vacancies to the Chair of the City Council's General Government Committee, with a copy to the City Manager or City Manager's office designate.

2.b. Attendance

Members are expected to attend committee meetings and to fully participate in and contribute to the work of the committee. If a member is absent for three consecutive meetings or 35% of meetings within a calendar year, whether excused or unexcused, the Committee Chair shall notify and discuss the situation with the Chair of the City Council's General Government Committee. The City Council may choose to revoke the committee member's appointment.

2.c. Election of Officers (Excluding the Lodging Tax Advisory Committee)

Except for the Lodging Tax Advisory Committee, officers of the committee shall consist of a Chair and Vice Chair or Co-Chairs selected from members of the committee by consensus or by a majority vote if consensus cannot be reached. The officers shall be selected at the committee's regular meeting in November or December. The officers shall serve for a one-year term of office beginning in January.

2.d. Duties of the Chair and Vice Chair, or Co-Chairs

The Chair or Co-Chairs shall preside over the meetings and will exercise all powers usually incident to the office, including coordination of meeting agendas with the City's designated staff. The Chair, or consensus of the committee, may create standing or temporary committees to examine, investigate, and inquire into subjects of interest to the committee. The Chair retains full rights and responsibilities to participate in deliberations and votes of the committee.

The Vice Chair shall, in the absence of the Chair, perform all duties of the Chair at the meeting. In the absence of the Chair and Vice Chair or both Co-Chairs, members present may select a temporary Chair to preside at the meeting.

2.e. Subcommittees

Subcommittees may be formed by consensus or majority vote of the committee to better conduct business on the committee's work plan. Members of a subcommittee serve at the pleasure of the committee and are subject to the same conditions as Council-appointed committee members. Any standing or temporary committees shall be chaired by a member of the committee. Temporary or standing committees of the committee may have ad hoc members, provided the names of the ad hoc members are reported to the full committee for their review and approval prior to appointment. The Chair of the City Council's General Government Committee shall be notified when ad hoc members who are not a current member of the committee are appointed to a subcommittee.

ARTICLE 3. COMMITTEE OPERATIONS

3.a. Quorum

A simple majority of the committee members is required to be present at a meeting in order for the committee to conduct business and reach a decision. Meetings with less than a simple majority may be conducted; however, no official actions may be taken. If action is taken by a vote of the committee, it shall consist of a simple majority of the quorum (members present).

3.b. Robert's Rules of Order

The committee process for taking action will generally be guided by the latest revised version of Robert's Rules of Order. However, a meeting need not become unduly cumbersome due to strict adherence to Robert's Rules.

3.c. Testimony at Public Hearings

Testimony at Public Hearings shall be conducted in a manner similar to the Olympia City Council. Individuals wishing to testify at a public hearing shall register in advance of the start of the meeting on a form provided by the committee. Testimony shall be limited to a maximum of three minutes per speaker or to a lesser duration with simple majority consent of the committee members present at the meeting. Speakers may not cede all or a part of their time to another speaker. The Chair or Co-Chair has the discretion to determine the overall length of time for the public hearing and the order in which speakers shall testify, to ask speakers to confine their comments to the Public Hearing topic, and to take other actions to conduct the Public Hearing in a fair manner and within a reasonable length of time. If the overall length of time for the public hearing appears to the Chair to be insufficient for all present to provide oral testimony, the Chair should announce before adjourning the meeting the alternative forms in which testimony will be accepted by the committee from those present and any deadline for testimony submittal. In quasi-judicial proceedings, the chairs of the Planning Commission and Heritage Commission may deviate from these rules so that there may be a fair hearing in light of the specifics of the proposal.

3.d. Testimony at Public Communication during Committee Meetings

Testimony at Public Communication shall be conducted in a manner similar to the Olympia City Council. Testimony will not be accepted on items for which the committee has held a public hearing in the previous forty-five (45) days or for which the committee has scheduled a public hearing in the upcoming forty-five (45) days. The Chair or Co-Chair has the discretion to determine the overall length of time for Public Communication and the order in which speakers shall testify, to ask speakers to confine their comments to committee business, and to take other actions to allow the public to communicate with the committee in a fair manner and within a reasonable length of time.

3.e. Work Plan and Reports

The committee shall provide an annual work plan within guidelines and in a format established by the City Council's General Government Committee and a copy of any other appropriate reports to the City Council for review and approval. The Committee Chair shall notify the Chair

of the City Council's General Government Committee if the committee anticipates a change in timing or substance of an approved work plan item.

3.f. *Recommendations*

The committee may make recommendations to the City Council, the City Manager's office, City staff, and other City committees as may be appropriate, with the City Council copied on all written communication. The Chair shall determine whether the committee's recommendation and opinion is to be stated solely within the body of the staff transmittal memorandum to City Council or as a separate memorandum approved by the Chair. The memorandum shall indicate the committee vote on the item. The Chair shall determine who will present the committee's recommendation to the City Council in public meeting.

3.g. *Majority and Minority Opinions*

A minority report may accompany any voted decision. Majority and minority opinions will be stated in the committee's minutes. When a recommendation from the committee is forwarded to the City Council, the vote tally and majority and minority opinions will be disclosed.

3.h. *Act as a Body*

The committee shall act as a body. A member, when representing the committee, may speak or act for the committee in accordance with action previously taken by the committee. The Chair, or Chair's designee, shall serve as official spokesperson of the committee.

3.i. *City Administrative Guidelines*

The City of Olympia Administrative Guidelines for 1) Compliance with State and Federal Discrimination Laws, including Olympia Administrative Policy #3, 2) Standards of Conduct (#20), 3) Records Management and Disclosure (#19 and 27), and the 4) Technology Policy (#26) apply to committee members in their capacity as a City of Olympia volunteer.

3.j. *Rules of Procedure and Ordinance Review*

The committee shall annually review its ordinance and Rules of Procedure. The committee Chair shall report any recommendations to the Chair of the City Council's General Government Committee.

3.k. *E-mail.*

If a City email address is provided, advisory committee members shall use such email address for the conduct of their advisory committee business.

E.I. *Open Government Training*

Consistent with the Open Government Training Act, all committee members must complete basic training in public records and the Open Public Meetings Act by October 1, 2014, or within 90 days of being appointed or re-appointed to a committee.

ARTICLE 4. STAFF

City staff assigned by the City Manager or designee shall provide technical support to the committee. Staff will provide information, data, trends analysis, etc., necessary for the committee to make decisions. Staff may provide alternatives and professional recommendations to the committee on various matters before the committee. Staff will prepare minutes of each meeting. Staff will also provide, as necessary, tours of the community's infrastructures and prepare information for the committee's review.

APPENDIX A. ARTS COMMISSION.

CONFLICT OF INTEREST

1. The Olympia Arts Commission requires its commissioners to be independent, impartial, and responsible to the people. Commission decisions and policy will be made in the proper channels of the commission structure and the Commission will act as a whole. Commission appointments will not be used for personal gain.
2. The members and staff of the Commission who are a board or staff member of any organization being considered will absent themselves from discussion of or voting on any proposals which would affect directly or are presented for review by that organization.
3. The Commission may accept invitations for members to attend functions as the guest of the sponsoring organization. Tickets will be distributed according to Commission policy. Invitations will be used to introduce the Commission to the activities of the organization. Complimentary tickets received by an individual or staff must be reported to the Commission.
4. Commission members are not eligible to apply for juried art projects and competitions or other juried events sponsored by the Arts Commission or City of Olympia. Commissioners are not eligible to be financially compensated in any project developed during their term of office for one year after their term of office ends.



Committee Roles & Expectations

The General Role of Olympia's Advisory Boards and Committees

Advisory committees are a structured way for individual citizens to share their opinions and perspectives, study issues, and develop recommendations in a focused, small group structure.

The primary purpose of advisory committees is to provide judicious advice, from a citizen perspective, to the City Council which is the City's elected policy-making body.

Advisory committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which is intended so that the committee is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

City Council Decision Making

In making decisions, the Olympia City Council considers general citizen comment, advisory committee recommendations, staff recommendations, Council priorities and goals, research and background information, and individual Councilmember perspectives.

The City Council expects to receive recommendations from advisory committees that reflect the individual and collective knowledge and thinking of the committee, particularly from a citizen perspective. Your recommendations may be transmitted as part of the staff report or as a distinct memo or report either attached to the staff report or transmitted separately to the City Council. The staff liaison for your committee can assist with this effort; and in all cases, a copy of your recommendation or report should be filed with both the staff liaison for your committee and with the City Council Executive Office as it is a public record.

The City Council also expects that City staff will present recommendations from a professional perspective. There may be times when the professional opinions and recommendations of City staff differ in part or in whole from yours or that of the committee, and that's okay. Differences of perspective are inherent in policy formulation and deliberation work of an organization that welcomes diverse perspectives.

There also may be times when your advisory committee's recommendations will not prevail or will be modified by the City Council. It is important to recognize that this is not a rejection of the integrity of the recommendation, but is an inevitable part of the process of municipal decision making where a variety of views, perspectives, and recommendations are considered.

Advisory Committee Work Plans

Each Committee is expected to propose an annual work plan to the City Council for consideration early each year. In developing the work plans, committees are to consider:

- City Council established or adopted goals and priorities, including the City's Comprehensive Plan, annual Council goals, master plans, budget, and so on.
- Resource availability - budget, staff support, committee member time.
- Departmental work priorities.
- Committee member knowledge, interest, and expertise.

The work plans are formally reviewed and adopted by the City Council. The Council has asked that when the plans are transmitted, each be accompanied by a letter from:

- The committee chair outlining the past year accomplishments and highlighting the top two proposed priorities;
- The respective department director or staff liaison addressing resource availability to accomplish the work items and relationship of the proposed items to planned departmental activities for the year.

During its review, the City Council may change or modify a committee's proposed work plan so that it reflects Council priorities, available resources, and emerging issues. Once adopted by City Council, the work plan serves as the basis for a committee's focus and effort during the year, although the Council may, from time-to-time, refer other issues to the committee during the course of a year.

Expectations for Advisory Committee Members

The Council's General Government Committee has adopted general Rules of Procedure for Olympia's advisory committees/commissions.

It is expected that:

- All advisory board and committee meetings are to be conducted in public session and noticed in accordance with State law, unless otherwise advised by Olympia's 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 are "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.

Please be careful to not deliberate about Committee work and issues via e-mail or in unnoticed "side meetings or gatherings" as these actions may be in violation of open meeting laws. The City attorney is available to consult with or provide advice to committees in this regard and on any other legal issue.

Required Open Government Training

All Olympia elected and appointed officials including advisory committee/commission members) are required to receive Open Government Training within 90 days of appointment and a refresher training every 4 years. Each committee's staff liaison will work with new members to schedule the training.

Staff Liaisons

Each Olympia advisory board, commission, or committee has an assigned staff liaison. In addition, the City's Communication Manager serves as a general liaison with the committees on behalf of the City Council and the City Manager.

The word liaison is used deliberately by the City to describe the nature of the staff role in relation to the committee, instead of the phrase "committee staff." A liaison is defined as "one who maintains communication."

While Olympia's committee liaisons have some differing duties, depending on past committee practice, time availability, and departmental resources, in general Olympia's staff liaison are responsible for:

- Ensuring that meeting notifications and recordkeeping occurs consistent with applicable State laws.
- Serving as a communication link between the committee, City administration, departments, and the City Council, as appropriate.
- Providing professional guidance, issue analysis and recommendations.
- Assisting the committee with research, report preparation, and correspondence in keeping with the committee's Council-approved work plan and depending on their work load and time availability.
- Making sure the intent of the advisory committee is not lost after a decision, and that it is conveyed to the City Council in a timely manner.
- Assisting the advisory committee in staying on track and focused.
- Presenting advisory committee recommendations to the City Council, if requested to do so by either the committee or the City Council.
- Maintaining a positive working relationship with the Chair and committee members.

The liaisons are staff professionals with significant work responsibilities in addition to their committee liaison activities. In general, the liaisons are individuals who have significant staff responsibilities that relate to the same work area as the committee. The liaisons do not work "for" or "at the direction of" the committee. They are professionals who work with the committee to develop information and recommendations for Council consideration.

The Olympia City Council's General Government Committee prepared this document.
The most recent review and update was in 2005.

Chapter 2.100

Community-Member Advisory Boards, Commissions and Committees

Article I. COMMUNITY-MEMBER ADVISORY BOARDS, COMMISSIONS AND COMMITTEES APPOINTED BY THE OLYMPIA CITY COUNCIL

2.100.010 Purpose Revised 5/25

The purpose of this chapter is to create specific community-member advisory boards, commissions and committees appointed by the City Council, and provide uniform policies for the boards, commissions and committees enabled herein, to the extent possible. From time to time, the City Council may create advisory ad hoc boards, commissions and committees and appoint community members to such advisory groups. Ad hoc boards, commissions and committees shall be of a limited duration determined by the Olympia City Council. Community members appointed to the City Council's ad hoc boards, commissions and committees shall serve without compensation unless specifically retained as consultants, except for the stipend provided in OMC [2.100.040.C](#) below. (Ord. 7426 §1, 2025).

2.100.020 Boards, Commissions and Committees Established Revised 5/25

All community-member boards, commissions and committees appointed by the City Council shall be established by Ordinance of the City Council and which shall contain a statement of purpose and of duties. Except as may be otherwise provided by ordinance, the boards, commissions and committees appointed by Council are advisory in nature. (Ord. 7426 §1, 2025).

2.100.030 List--Community--Member Boards, Commissions and Committees Appointed by the Olympia City Council Revised 5/25

The boards, commissions and committees appointed by the City Council are:

- A. Arts Commission (See OMC [2.100.100](#) - [2.100.240](#))
- B. Bicycle and Pedestrian Advisory Committee (See OMC [2.100.250](#) - [2.100.270](#))
- C. Design Review Board (See OMC [18.76](#))
- D. Heritage Commission (See OMC [18.12](#))
- E. Lodging Tax Advisory Committee (See OMC [2.100.280](#) - [2.100.310](#))
- F. Parks and Recreation Advisory Committee (See OMC [2.100.320](#) - [2.100.340](#))
- G. Planning Commission (See OMC [2.100.350](#) - [2.100.410](#))
- H. Utility Advisory Committee (See OMC [2.100.420](#) - [2.100.440](#))
- I. Home Fund Advisory Board (See OMC [2.100.450](#) - [2.100.480](#))
- J. Community Policing Board (See OMC [2.100.500](#) - [2.100.530](#)).
- K. Social Justice and Equity Commission (See OMC [2.100.600](#) - [2.100.630](#))
- L. Cultural Access Program Advisory Board (See OMC [2.100.700](#) - [2.100.710](#))

(Ord. 7426 §1, 2025).

2.100.040 Members Revised 5/25

- A. Number of Members. Except as may be otherwise provided by ordinance, each board, commission or committee shall consist of nine members appointed by the City Council.
- B. Residency. Except as may be otherwise provided in the Olympia Municipal Code regarding a specific board, commission or committee, the majority of members on each

board, commission and committee shall reside within the corporate limits of the City of Olympia or the City of Olympia Urban Growth Area.

1. This provision shall not apply to a board, commission or committee member when there is a member vacancy during a term of office resulting in less than a majority of the remaining members residing within the corporate limits of the City of Olympia or the Urban Growth Area. In this case, the residency requirement may be suspended for the remainder of the term that was vacated.

C. Compensation. All board, commission and committee members shall serve without compensation, but shall receive a stipend of \$25.00 per meeting attended to defray expenses such as transportation, meals and childcare. A member may waive receipt of any stipend offered by the City of Olympia. If a member certifies in writing they are a low-income person, as administratively determined by the City of Olympia, the stipend shall be \$50.00 per meeting attended.

D. Appointment.

1. Members are appointed by majority vote of the Olympia City Council in an open public meeting.

2. Members serve at the discretion of the City Council and may be removed from office for any reason by majority vote of the City Council in a public meeting.

3. City employees are not eligible for appointment to a board, commission or committee during the term of their employment with the City.

E. Recruitment. The City Council's Community Livability and Public Safety Committee shall develop and implement a public process to recruit potential board, commission and committee members, with special attention to recruitment requirements of any particular board, committee, or commission.

F. Diversity. Given the applicant pool and qualifications at the time of member recruitment, the City Council shall strive, to the best of its ability, to achieve diversity in geographic residence within the City, gender, age, profession, race and ethnicity on each board, commission and committee. No geographic, gender, age, profession, race, nor ethnicity restrictions shall be placed on applicant eligibility.

G. Non-Partisan. All board, commission and committee positions are non-partisan. (Ord. 7426 §1, 2025).

2.100.050 Term of Office Revised 5/25

A. The term of office for board, commission and committee positions shall be three (3) years, except as modified by the City Council, and such terms shall commence on April 1.

B. The terms shall be staggered so that as near as possible one-third of the membership of each board, commission and committee shall expire each year.

C. Terms shall be limited to three full terms, nine years, on any one board, commission or committee (except for the Design Review Board and the Heritage Commission). Partial terms will not be counted toward the number of terms considered. Community Members or residents who have reached the term limit on any one board, commission or committee remain eligible to apply and serve on a different board, commission or committee. Upon a motion properly made and seconded, the City Council may waive a term limit restriction upon a vote of a majority of the City Council.

(Ord. 7426 §1, 2025).

2.100.060 Vacancies Revised 5/25

A. Vacancies on boards, commissions or committees occurring during the term of office shall be filled based upon a timeline determined by the City Council's Community Livability and Public Safety Committee.

B. Any person appointed to fill a vacancy shall be appointed for the remainder of the unexpired term.

(Ord. 7426 §1, 2025).

2.100.070 Rules of Procedure and Bylaws Revised 5/25

The Community Livability and Public Safety Committee of the City Council may establish Rules of Procedure and Bylaws for boards, commissions and committees.

(Ord. 7426 §1, 2025).

2.100.080 Annual Work Plan Revised 5/25

Each board, commission and committee, except the Design Review Board, and Community Policing Board, shall present an annual work plan to the City Council for approval in a format and within parameters determined by the City Council's Community Livability and Public Safety Committee. Substantive changes to the work plan after approval by the City Council shall be submitted to the Community Livability and Public Safety Committee for consideration and recommendation to the full Council.

(Ord. 7426 §1, 2025).

2.100.090 Staff Liaison Support Revised 5/25

The City Manager, or designee, shall appoint a primary staff liaison for each board, commission and committee to ensure that meeting notifications and recordkeeping occurs consistent with applicable State laws; to provide professional guidance, issue analysis and recommendations; to assist the board, commission and committee with research, report preparation, and correspondence in keeping with the board's, commission's or committee's Council-approved work plan; and to perform other board, commission and committee liaison duties as may be assigned by the City Manager or designee.

(Ord. 7426 §1, 2025).

Article IX. COMMUNITY POLICING BOARD

2.100.500 Established--Purpose Revised 5/25

There is hereby established a pool of seven community members to serve in an advisory capacity to the City Council. The purpose of the board is to ensure Olympia Police Department accountability and transparency.

Board members will provide a community perspective on certain police actions and will review and make recommendations relating to Olympia Police Department policy and training, as required by the duties established in this Chapter and policies and procedures developed by the City Manager's office.

(Ord. 7426 §2, 2025).

2.100.515 Recruitment and Selection Revised 5/25

Board members shall be representative of the City of Olympia's diverse population, drawn from different socio-economic backgrounds and racial and ethnic groups, with particular

consideration for those with personal or professional experience in mental health or addiction. Board members will be selected by the Olympia City Council.
(Ord. 7426 §2, 2025).

2.100.520 Qualifications Revised 5/25

Qualifications required to serve as a board member:

A. Every member must have:

1. A reputation for integrity and professionalism;
2. A commitment to the need for and responsibilities of law enforcement, including enforcement, community caretaking, and the need to protect the constitutional rights of all affected parties;
3. The ability to relate, communicate orally and in writing, and engage effectively with all who have a stake in policing, including, but not limited to, the general public, complainants, members of all communities, Olympia Police Department commissioned and civilian employees, City Council Members, representatives of the City Manager's Office, other City of Olympia personnel, the Police Auditor, and other members of the Board;
4. An appreciation for the City of Olympia's ethnic and socioeconomic diversity and experience working with and valuing the perspectives of diverse groups and individuals; and
5. The ability to exercise sound judgment, independence, fairness, impartiality and objectivity in an environment where controversy is common.

B. Must be available to serve on a team that will independently investigate a police use of deadly force event;

C. Must be available to serve during non-traditional working hours;

D. Must be willing and able to attend the City of Olympia Police Department Community Member's Academy as well as other training relevant to participation on an investigative team;

E. Must be able to pass a background check that meets Criminal Justice Information Service (CJIS) requirements, as established by the Federal Bureau of Investigation;

F. Must not have an active arrest warrant and must not have been convicted in any state of:

1. Any felony; or
 2. A gross misdemeanor or misdemeanor involving domestic violence; or
 3. Any other crime that could impact the ability of a board member to impartially serve as part of an independent team of investigators on a police use of deadly force matter;
- G. Must not be a current or former employee of the City of Olympia police department in the twenty years prior to appointment. In addition, board members shall have no other prior relationship with the Olympia police department that might create actual or perceived bias for or against the police department or its officers.

H. Must reside or work within the city limits of Olympia at the time of appointment or reappointment.

I. The ability to exercise professionalism and abide by the requirement to protect from disclosure confidential, nonpublic Olympia Police Department files and records to which members have been provided access.

(Ord. 7426 §2, 2025).

2.100.530 Duties Revised 5/25

- A. As requested, and in accordance with RCW [10.114.011](#) and WAC [139-12-030](#), serve as a “nonlaw enforcement community representative” assisting in independent investigations of use of deadly force that results in substantial harm or great bodily harm to inform whether such use of force meets the good faith standard established in RCW [9A.16.040](#);
- B. Participate on OPD Use of Force Review Boards convened to evaluate whether force was used lawfully, appropriately, and consistent with training and policy;
- C. Assist the City Council with the recruitment and selection of the Police Auditor;
- D. Review Police Auditor’s annual work plan and provide input;
- E. Assess whether the Police Auditor meets expectations regarding interactions with the Community Board;
- F. Provide feedback at least once per quarter, preferably in person, to the Police Auditor on their draft use of force and misconduct complaint investigation audit reports and provide the community’s perspective regarding recommendations for operational, training, or policy changes. Board members are not to engage in review of actions involving individual police officers except as selected to serve as a “nonlaw enforcement community representative” on an independent investigative team organized pursuant to RCW [10.114.011](#);
- G. Collaborate with the Police Auditor on routine public meetings and outreach events about policing, police oversight, and related community concerns;
- H. Each board member must attend the City of Olympia Police Department Community Member’s Academy, as well as other training determined relevant to participation on an investigative team prior to assignment to an investigation, and other training, as required;
- I. Each board member must maintain strict confidentiality throughout any investigation to which they have been assigned until its end and the conclusion of any subsequent trial and appeal period.

(Ord. 7426 §2, 2025).

2.100.540 Term Revised 5/25

- A. All terms shall be staggered, such that no more than three board members’ terms expire in any given year. If a board member is appointed prior to the expiration of the term of their predecessor, the board member may complete that term and then be reappointed to serve up to two, three-year terms.
- B. Termination from participation on any Investigative Review Team or Use of Force Board is at the discretion of those supervising the investigative team or board.
- C. The term of any board member who has been absent from three consecutive regular or special meetings, or who has missed more than one-third of Community Board meetings in a 12-month period, shall automatically terminate. The City Council may remove members with or without cause by a majority vote.

(Ord. 7426 §2, 2025).

2.38.000 Chapter Contents

Sections:

- [2.38.010](#) Civilian Police Auditor. Revised 2/25
 - [2.38.020](#) Purpose. Revised 2/25
 - [2.38.030](#) Selection and Compensation. Revised 2/25
 - [2.38.040](#) Term of Service. Revised 2/25
 - [2.38.050](#) Termination of Service. Revised 2/25
 - [2.38.060](#) Qualifications. Revised 2/25
 - [2.38.070](#) Duties and Responsibilities. Revised 2/25
 - [2.38.075](#) Collaboration with Community Policing Board. Revised 2/25
 - [2.38.080](#) Reporting. Revised 2/25
 - [2.38.090](#) Confidentiality. Revised 2/25
 - [2.38.100](#) Independence of the Civilian Police Auditor. Revised 2/25
- (Ord. 7412 §1, 2024).

2.38.010 Civilian Police Auditor Revised 2/25

The City Council may, by contract, retain the services of a Civilian Police Auditor ("Police Auditor"). The Police Auditor shall be totally independent from the Olympia Police Department ("OPD") and shall report to the City Council, serving in an advisory capacity. (Ord. 7412 §1, 2024).

2.38.020 Purpose Revised 2/25

The purpose of retaining a Police Auditor is to ensure OPD accountability and transparency. (Ord. 7412 §1, 2024).

2.38.030 Selection and Compensation Revised 2/25

The Police Auditor shall be selected by the City Council, with involvement from the Community Policing Board ("Board") during the recruitment and selection process. The Police Auditor will be retained under a contract for the term specified in this Chapter, under conditions and for compensation determined appropriate by the City Council. (Ord. 7412 §1, 2024).

2.38.040 Term of Service Revised 2/25

The term of the Police Auditor contract shall be at least one year, and the contract may be extended for further terms as determined appropriate by the City Council. (Ord. 7412 §1, 2024).

2.38.050 Termination of Service Revised 2/25

The contract may be terminated under the conditions set forth by Council in the contract. (Ord. 7412 §1, 2024).

2.38.060 Qualifications Revised 2/25

The following experience and education are desired in a Police Auditor. Any combination of education and experience that will enable the applicant to successfully perform the duties of Police Auditor, together with those qualifications marked "required," may qualify for the position, at the discretion of City Council.

1. Experience in the following:
 - Successful leadership
 - Criminal justice, civil rights, and labor law related to public employees
 - Contemporary investigative techniques
 - Law enforcement monitoring, oversight, auditing
 - Techniques of statistical analysis that show patterns/trends
 - Analyzing systems for the purpose of recommending improvements
 - Policy and procedure creation and review
2. Education:
 - A law degree and, if an attorney, hold a membership in good standing in any state bar association within the United States; or
 - Have a relevant social science degree.
3. Qualities, skills, abilities (REQUIRED):
 - A history of and reputation for exemplary personal and professional conduct and integrity;
 - Ability to appreciate the responsibilities of police, which include but are not limited to enforcement of laws, community caretaking, protection of legal and constitutional rights;
 - Excellent written and oral communication skills with the ability to engage effectively with diverse individuals as well as small and large groups involved on all sides of law enforcement issues;
 - Ability to pass a background investigation that meets the Criminal Justice Information Service (CJIS) requirements, as established by the Federal Bureau of Investigation;
 - Ability to keep non-public Olympia Police Department information, files, and records confidential as required by law and policy;
 - Ability to carry out the Police Auditor duties in a manner that reflects sound judgment, independence, fairness, and objectivity in an environment where controversy is common. (Ord. 7412 §1, 2024).

2.38.070 Duties and Responsibilities Revised 2/25

The Police Auditor has duties and responsibilities in the areas outlined in this section.

A. Alleged Misconduct Complaints

1. The Police Auditor is empowered to receive a complaint of alleged misconduct directly submitted to them and shall expeditiously refer it to OPD with a recommendation as to how it should be handled for investigation.
2. The Police Auditor shall review all complaints received by the Office of Professional Standards to ensure all allegations appropriate to the complaint are included for investigation and/or whether the complaint is appropriate for investigation by the Office of Professional Standards, and to determine if there are other issues of immediate concern.
3. The Police Auditor shall review all investigations, once complete, to audit how they have been resolved, to ensure appropriate allegations were included for each complaint, and to identify any issues or trends related to the investigations reviewed or complaint investigation process to address through recommendations for operational, training, or policy changes.
4. In reviewing completed complaint investigations, the Police Auditor shall determine if each investigation meets the standard of being complete, thorough, fair, and timely.

5. The Police Auditor shall make a written request to the OPD Chief of Police for further investigation if the Police Auditor concludes that further work is needed for a complaint investigation to meet the established standard.

6. The Police Auditor shall regularly share with the Board an overview of misconduct complaint investigations audited, and any recommendations for operational, training, or policy changes made to OPD, so Board members can learn, ask questions, share concerns, and provide the community's perspective regarding the recommendations.

B. Use of Force

1. The Police Auditor shall audit all OPD reportable use of force incidents to determine if each use of force was consistent with applicable OPD policy and to identify any issues or trends related to use of force, which the Police Auditor may address through recommendations for operational, training, or policy changes.

2. In reviewing reportable use of force incidents, the Police Auditor shall determine if each use of force report meets the standard of being completed and reviewed by OPD in accordance with applicable OPD policy and is respectful of the civil rights of all individuals involved.

3. The Police Auditor shall regularly share with the Community Board use of force incident reports audited, and any recommendations for operational, training, or policy changes made to OPD, so Board members can learn, ask questions, share concerns, and provide the community's perspective regarding the recommendations.

C. Operational, Policy, and Training Recommendations for the Olympia Police Department

1. The Police Auditor may make recommendations for operational, training, or policy changes related to routine audit of misconduct complaint investigations, reportable uses of force, and the internal investigation process, or when the Police Auditor identifies instances when OPD does not appear to be aligned with best practices.

2. The Police Auditor may indicate which policy and training topics appear to be relevant to their auditing of complaint, use of force, and internal investigation processes, or topics of particular concern for the community, so the Police Auditor has the opportunity to review and provide comment on specific changes before they are finalized by OPD.

3. Training recommendations may also come from yearly review of OPD policy and training topics provided to the Police Auditor by OPD.

D. Community Engagement

1. The Police Auditor shall implement alternative ways to communicate about the auditing function and information concerning misconduct complaint investigations, use of force, and investigation processes that have been audited, with a goal of fostering widespread understanding of the Police Auditor's work, Olympia's police oversight system, and ways that community members can get involved.

2. The Police Auditor, in collaboration with members of the Community Board and in coordination with OPD, shall engage with the community through routine public meetings and outreach events.

(Ord. 7412 §1, 2024).

2.38.075 Collaboration with Community Policing Board Revised 2/25

A. The Police Auditor shall develop an annual work plan, to include prioritizing the specific police policies, training, and other issues of interest that the Police Auditor intends to review, which shall be reviewed by the Board for input.

B. The Police Auditor shall meet with the Board, regularly, to summarize the misconduct complaint and reportable use of force investigations audited and any recommendations, and for the Community Board to ask questions and share any concerns. These meetings will be scheduled with sufficient time to provide input from the Board so the Police Auditor can consider whether to adjust their mid-year or annual written report prior to filing the report with City Council.

(Ord. 7412 §1, 2024).

2.38.080 Reporting Revised 2/25

The Police Auditor will receive a regular report from OPD that outlines the number of use-of-force incidents and complaints received. From OPD data and audit work, the Police Auditor will File a mid-year and an annual report with the City Council with a copy to the City Manager, Board, and Chief of Police. At a minimum, reports shall include, but not be limited to:

A. A listing of each complaint case audited during the reporting period, indicating the following:

1. The complaint type;
2. When an additional investigation was requested, and, if so, the type of response provided (i.e., compliance with the request or receipt of a written explanation);
3. A finding on each case audited indicating either:
 - a. That the case met the established investigative standard; or
 - b. After response to a request for further investigation, the case failed to meet the investigative standard and the reasons supporting such finding;

B. An analysis of key trends and patterns;

C. Recommendations for revisions to process, policy, procedure or training stemming from the audit process; and

D. A list of the updated policies, procedures, and trainings related to the Police Auditor Scope of Work.

(Ord. 7412 §1, 2024).

2.38.090 Confidentiality Revised 2/25

The Police Auditor shall be bound by and shall comply with all state and federal laws, regulations and policy relating to access to and confidentiality of law enforcement records and information, respecting the privacy rights of all individuals. The Police Auditor shall not disclose or produce any records or reports which contain the name of any individual police employee, complainant, or witness that the Police Auditor is privy to as a part of their Police Auditor role, except with the express permission of the City. Any request for public records that is inadvertently received by the Police Auditor shall be referred to the City Clerk's Office for processing pursuant to City Policy.

(Ord. 7412 §1, 2024).

2.38.100 Independence of the Civilian Police Auditor Revised 2/25

At all times, the Police Auditor shall be totally independent. Findings, requests for further investigations, recommendations, and reports shall reflect the views of the Police Auditor, after careful consideration of input from the Board.

(Ord. 7412 §1, 2024).

What are the 11 duties of the chair?

Under Robert's Rules of Order, the chair of a meeting has 11 duties, listed on the next page.

These duties are listed in *Robert's Rules of Order Newly Revised, 12th edition*, the only official and current version of Robert's Rules, in section 47:7.

THE MEETING may be that of a city council, a nonprofit board, a professional society, a homeowners' association, a fraternal order or any group that is organized as a "voluntary association" (that is, not a hierarchical organization such as the workplace with its "boss.")

THE CHAIR (the person running the meeting) may be called chair, president, presiding officer, or something else.

Note that these duties are all about procedure—running the meeting well. The duties DO NOT INCLUDE lecturing or criticizing group members to make them vote the way you want, trying to convince people that you are right and they are wrong, or exercising your leadership position to determine the outcome of the vote. During the meeting, you are not responsible for the decision the group makes. You are the facilitator and the servant of the group.

It is important to note that in large groups, the chair does not make motions, debate them, or vote (except by ballot). Robert has special rules for small boards (up to about 12 people). In small boards, unless state law, regulations, or the group's bylaws say otherwise, the chair may debate, make motions and vote. Even so, the chair must exercise restraint. In order to achieve this, Jurassic Parliament recommends that on a small board, the chair should speak and vote last. Read our blog post [When does the chair discuss and vote?](#) for more details.

OUTSIDE THE MEETING the chair has other duties which may involve giving orders, making decisions, managing affairs and setting a direction. We encourage all chairs of nonprofit boards and leaders in local government to keep this distinction clear. Outside the meeting, exercise all your proper powers. During the meeting, be the servant of the group, and always remember that you are not responsible for the decision the group makes. The group is responsible, and the group is the final authority.

Read more about how the group's authority is exercised in our book, *Mastering Council Meetings*, and in blog posts about "appeal" on our website.



Open meeting	To open the meeting at the appointed time by taking the chair (sitting in the seat reserved for the presiding officer), after finding that a quorum is present, and calling the meeting to order.
Announce next activity	To announce in proper sequence the next activity before the group in accordance with the prescribed order of business.
Recognize members	To recognize group members who are entitled to the floor (who have the exclusive right to be heard at that time).
State questions and put to vote	To state and put to vote all questions that legitimately come before the group as motions or that otherwise arise in the course of proceedings, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
Refuse to recognize dilatory motions	To protect the group from obviously dilatory (time-wasting or obstructive) motions by refusing to recognize them.
Enforce order and decorum	To enforce the rules relating to debate and those relating to order and decorum within the group.
Expedite business	To expedite business in every way compatible with the rights of group members and the group rules.
Decide all questions of order	To decide all questions of order subject to appeal—unless, when in doubt, the chair prefers initially to submit such a question to the group for decision.
Respond to inquiries	To respond to inquiries of group members relating to parliamentary procedure or factual information bearing on the business of the group.
Authenticate documents	To authenticate by signature, when necessary, all acts, orders and proceedings of the group.
Close meeting	To declare the meeting adjourned when the group so votes or—where applicable—at the time prescribed in the agenda, or at any time in the event of a sudden emergency affecting the safety of those present.

What are the 11 duties of the chair?

© Jurassic Parliament 2021. All rights reserved.

TERMS OF USE

This article is provided for personal use. The user may not modify, publish, license, create derivative works from, transfer or sell any information or services contained in this publication or obtained from our website, or use the content of our website for public or commercial purposes, including any text, images, audio or video, without the written permission of Jurassic Parliament. Jurassic Parliament reserves the right to update our website at any time without notice to you. If you would like to use or quote this material for any purpose other than expressly as authorized herein, contact the Jurassic Parliament office.

DISCLAIMER

This material is provided for general educational purposes. Jurassic Parliament makes no representation about the suitability of the information contained in the documents and related graphics published as part of these services for any purpose. All such documents and related graphics are provided “as is” without warranty of any kind. Jurassic Parliament hereby disclaims all warranties and conditions with regard to this information, including all warranties and conditions of merchantability, whether express, implied or statutory, fitness for a particular purpose, title and non-infringement. Nothing written here constitutes legal or business advice. Readers with specific questions are advised to seek an appropriate credentialed authority to address their issues.

P.O. Box 77553, Seattle, WA 98177

TEL 206.542.8422 | EMAIL info@jurassicparliament.com

www.jurassicparliament.com

PARLIAMENTARY PROCEDURE

A quick guide for the Community Policing Board

Guiding Principles

Every member has an equal voice.
The group is the final authority.
It's ok to disagree.

DISCUSSIONS

- No one speaks twice until everyone has had a chance to speak once
- Members must be recognized by chair before speaking
- Members address the chair, not each other

MOTIONS

- Anyone can make a motion at any time after the chair has recognized them to speak
 - *Chair repeats the motion*
- Anyone can second the motion—no need to wait for chair's recognition
 - *If no second, motion doesn't proceed, yet may be discussed*
- Anyone may suggest an amendment
 - *Chair repeats motion with amendment*

VOTING

- When discussion wanes, chair clearly states motion and any amendments
- Vote
 - *"All in favor, say aye"*
 - *"All opposed, say no"*
- Chair states results of vote
 - *"The ayes/noes have it and the motion passes/fails"*