

## **RULES OF PROCEDURE**

### **CITY OF OLYMPIA HERITAGE COMMISSION**

ADOPTED: NOVEMBER 30, 1983

REVISED: August 16, 1989

REVISED: January 23, 2002

REVISED: March 26, 2003

REVISED: September 26, 2007

As of the effective dates noted above, the Olympia Heritage Commission, an official part of Olympia City Government, created by the Olympia City Council under Ordinance No. 4438 adopted May 17, 1983, is operating under the following rules of procedure amended August 16, 1989, January 23, 2002, March 26, 2003, and August 2, 2007.

#### **I. NAME**

The official name is "The Olympia Heritage Commission."

#### **II. MEETINGS**

- A. All meetings shall be at the Smith Building or the City Council Chambers unless otherwise directed by the Heritage Commission Chair or the Planning Director.
- B. Regular meetings shall be held on the fourth Wednesday of the month, except for the months of November and December which shall be scheduled by the Chair. Any meeting may be cancelled by the Chair for lack of a quorum or insufficient business of the Commission. Regular meetings will begin at 7:00 p.m.
- C. All meetings shall be open to the public and comply with provisions of the State Open Public Meetings Act (RCW 42.30).
- D. When a regular meeting day falls on a holiday, the Heritage Commission will convene on a day to be called by the Chair.
- E. Special meetings may be called by the Chair.

- F. If no matters over which the Heritage Commission has jurisdiction are pending on its calendar, a meeting may be cancelled at the call of the Chair.
- G. Except as modified by these rules of procedure, the latest edition of Robert's Rules of Order shall govern the conduct of the meetings.
- H. Email sent to the Commission should be used for disseminating information only, including notification of upcoming events. Email should not be used for discussing Commission business. Communications by email amongst the Commission shall be one-way only, and commission members shall not “reply to all” to an email sent to the Commission.
- I. Joint Review Committee (JRC): The Chair shall appoint four members of the Commission to the Joint Review Committee on an annual basis. One member may be the current Commission representative to the Design Review Board. Staff will provide historical background materials and a Staff recommendation to JRC members when a project is brought forth.

### III. ATTENDANCE

- A. If a member has three unexcused absences during the meeting year or two unexcused absences in a row, that person must provide a sufficient explanation of the absences or be subject to recommendation for removal from the Commission.

### IV. OFFICERS -- ELECTION AND DUTIES

- A. The Heritage Commission shall have two officers, a Chair and Vice Chair, to be elected from the members of the Commission.
- B. The election of officers and JRC members shall take place annually in the month of February. The term of office shall run until the subsequent election.
- C. A three-person nominating committee will be appointed by the Chair each January which will report to the Commission in February of each year with a proposed slate of officers for chair, vice-chair, and JRC. Other nominations can also be received at the time of the elections.
- D. In the event of vacancy of any officer position during the term of office, the Heritage Commission shall elect a successor from its membership.
- E. Duties of the Chair shall include the following:
  - 1. Preside over meetings, with the exercise of all powers usually incident to the office of Chair, retaining the right to have a vote recorded in all deliberations of the Heritage Commission.

2. Initiate committees and appoint committee members. Only Olympia Heritage Commission members may serve on committees that regulate properties. Community volunteers may not serve on committees that have regulatory oversight and shall not vote on Commission matters. Except for the Heritage Review Committee, a committee may not make a decision on behalf of the Commission, and a decision of a committee shall not be a decision of a Commission.
  3. Select a member to chair any meeting the Chair cannot attend.
- F. Duty of the Vice Chair is to serve as Chair in the event the Chair is unable to do so.
- G. JRC members are required to attend JRC meetings as needed.

#### V. QUORUM -- VOTES -- ACTION

- A. A simple majority of appointed Heritage Commission members shall constitute a quorum for the transaction of business.
- B. Action shall be determined by a simple majority vote of the members present.
- C. Voting shall be by voice. A roll call vote may be recorded upon request by any member of the Heritage Commission.

#### VI. NATIONAL REGISTER NOMINATION PROCESS

Upon notification by the State Historic Preservation Officer that a property within the jurisdiction of the City of Olympia may be nominated to the Secretary of the Interior for inclusion in the National Register of Historic Place, the Heritage Commission shall review such nominations in a manner consistent with state regulations adopted for certified local government historic preservation programs.

#### VII. STAFF

The Olympia Heritage Commission shall utilize the services of Community Planning and Development and any other city department as necessary.

#### VIII. AGENDA

- A. An agenda for each regular meeting shall be prepared by the staff in consultation with the Chair.

- B. The agenda and any accompanying materials shall be mailed to the Heritage Commission members one week in advance of the scheduled meeting.
- C. The agenda shall consist at least of the following order of business:
  - 1. Call to Order
    - a. Attendance
    - b. Acceptance of Agenda
    - c. Approval of Minutes or Meeting Notes from previous meeting(s)
  - 2. Work Session and/or Public Hearing Topics
  - 3. Next Meeting(s)--date(s) and subject(s)
  - 4. Adjournment

#### IX. AMENDMENT

The Rules of Procedure may be amended at any regular or called meeting of the Heritage Commission.