

Rules of Procedure – Draft Liaison Guidebook – March 2023

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 Community Livability and Public Safety Committee.

Wherever there is a conflict between the State 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-publicized location in a City of Olympia facility, or online unless otherwise scheduled and noticed by the committee’s staff liaison on behalf of the Chair. In the case of an alternative meeting location (including changes between virtual and in-person meetings), or meeting cancellation, the staff liaison shall:

- Issue a press-media release
- Post physical notice on the former and new meeting locations at least 24 hours in advance of the meeting
- Notify, in writing, the committee’s members, City Council, the City Manager’s office, and any other pertinent City staff.

Commented [DC1]: Legal: How do we encompass remote meetings in this phrasing?

Commented [DC2]: CLPS: Does CLPS committee want/expect notification of meetings for committees and any changes that happen?

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. Regular meetings may be cancelled by request of the Chair, Staff Liaison, or by majority approval of the committee at a regular or special meeting.

Special meetings, workshops, and community tours may be held at the committee’s discretion by request of the Chair, Staff Liaison 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. Special meetings can only be scheduled if City Staff is able to support them.

Commented [DC3]: Michelle Swanson (MS): Suggested addition.

Any regular or special meeting may 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.

Commented [DC4]: Joyce Phillips (JP): Can the staff liaison cancel a meeting? If the meeting is cancelled, does the staff liaison have to send notice of the cancellation - or can InSite be updated to show "No Meeting"?

Any changes in date or time of the meeting must be posted to the City's website at least 24 hours in advance of the meeting time.

1.c. Meeting Notice and Agenda

According to the City's best practices, written notice of all meetings with an agenda of matters to be considered by the committee shall be sent at least five (5) 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 staff and other interested parties identified by the committee. Notices of public meetings and agendas are posted on the City's website at least five (5) days prior to the scheduled meeting.

Commented [DC5]: CLPS: What is the best practice and preference of the committee for this?

Commented [DC6]: Jay B. question: Yes? Who?

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

Commented [DC7]: Doesn't happen, remove? Logic?

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

AGENDA

Commented [DC8]: Review and standardize order

- I. Call to Order
 - a. Attendance
 - b. Approval of Minutes
 - ~~c. Announcements from Members and City Staff~~
 - c. Acceptance of Agenda
 - ~~d. Announcements from Members and City Staff~~
- ~~d.~~
- II. ~~Comments from the Public in Attendance~~ Public Comment (limited to 2 minutes per community member)
- III. ~~The Business of the Evening~~ Items
- IV. Reports and Updates
- V. Other Business
 - ~~a. Future Agenda Items~~
 - ~~b. Next Meeting~~
 - ~~c. Other Topics~~
- VI. ~~Announcements~~ Adjournment

Commented [DC9]: Change to "Reports and Updates"

1.d. Public Hearings

Committees who are empowered to hold public hearings and 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.

Commented [DC10]: Legal: Clarify and outline which committees/commissions are able to hold/call Public Hearings. Who, why, etc.

Commented [DC11R10]: JP: The Planning Commission is required to hold public hearings on some business items.

1.e. Minutes

Meeting minutes ~~should must~~ be kept ~~if a quorum of committee members is present~~. The minutes must ~~indicating-indicate~~ the committee action or recommendation ~~and record, indicating~~ the individual votes on the ~~agenda-business~~ 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 resignations/vacancies to their committee's staff liaison, with a copy to the City Manager's office designate (Strategic Communications Director).

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.~~ Each committee ~~will may~~ outline its own attendance policy ~~within their committee bylaws,~~ based on their committee's meeting ~~frequency/schedule~~ and needs.

The City Council may choose to revoke the committee member's appointment due to inadequate attendance.

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.

~~As will all votes the advisory committee makes, votes must be public. Secret ballots are not allowed.~~

If a Chair or Vice Chair is unable to complete their term, or resigns prior to the end of their term, a new officer is to be voted in at the next regularly scheduled meeting.

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/befitting of~~ the office, including coordination of meeting agendas with the City's ~~designated staff liaison~~ ~~staff~~ and facilitating committee meetings. ~~The Chair, or consensus of the~~ The committee, may create standing or temporary ~~sub~~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 Chair ~~or Co-Chairs are is~~ responsible for presenting the committee's annual workplan recommendations ~~at the annual meeting of the Advisory Committee Chairs and the to the~~ Community Livability and Public Safety committee, ~~and City Council as requested.~~

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.

Commented [DC12]: Add a section about "Cause for Dismissal" (2.e)

Commented [DC13]: CLPS: Base this language around the language decided by the Council for their guidebook?

Commented [DC14]: Original Language

Commented [DC15]: CLPS: Do we want to require bylaws for all committees?

Commented [DC16R15]: MS Comment: I recommend not. The BPAC is already frustrated by how much of its time is spent on housekeeping items. It only meets six times a year, so time spent on stuff like this is time not spent doing what they signed up to do.

If each committee doesn't have its own by-laws, then I'd recommend re-adding the language about not missing more than 35% of meetings in a calendar year, or whatever it was.

Commented [DC17]: MS: Suggesting this, because this vote is awkward...and several people have asked that it be done by secret ballot in the past.

Commented [LW18]: I don't care for "usually incident" but also not sure "befitting" is the correct word. I'm up for suggestions.

Commented [DC19]: MS: I don't think we want to give the chair this power, because their chair is the servant of the group, not the head of a hierarchy. It seems more democratic to leave the power to form a subcommittee in the full committee's purview.

Commented [DC20]: MS: I think we want to take this out, because what happens when the Chair attending a subcommittee meeting makes it a quorum? Then you need a staff liaison there taking minutes.

We don't have capacity to support subcommittees, so I have always asked that they:

1. form a subcommittee during a regular meeting
2. Appoint a chair of that subcommittee. The subcommittee chair is responsible for convening the subcommittee and reporting its work during a regular meeting.
3. Deliver that report in a regular meeting. If it's written, I include it as an attachment to the agenda in the packet.

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 Community Livability and Public Safety Committee shall be notified when ad hoc members who are not a current member of the committee are appointed to a subcommittee.~~

Commented [L21]: I would like more guidance on this; perhaps in the staff liaison guidebook. For example:

- Can staff help to schedule/provide a conference room at a City building?
- Should staff attend meetings to help facilitate?
- Do we need to mention that forming subcommittee must ensure that a quorum is not present.
- I don't think subcommittee meetings need to be noticed (if no quorum is present) so maybe say that here?

Commented [DC22R21]: MS: I agree with Lindsay that we could use more guidance. I'd like for liaisons to be fully out of the business of supporting subcommittees; my own leadership team has said that I am not to support them, due to resource constraints.

2.f. Ad Hoc Members

~~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 Community Livability and Public Safety Committee shall be notified when ad hoc members who are not a current member of the committee are appointed participating on a to a subcommittee.~~

Commented [L23]: I would like more guidance on this; perhaps in the staff liaison guidebook. For example:

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- I don't think subcommittee meetings need to be noticed (if no quorum is present) so maybe say that here?

Commented [DC24R23]: Question for Jay/ELT.

ARTICLE 3. COMMITTEE OPERATIONS

3.a. Quorum

A simple majority of the currently appointed committee members is required to be present at a meeting in order for the committee to conduct business and reach a decision, including approval of the agenda. Meetings with less than a simple majority may ~~be conducted~~continue with scheduled presenters; however, no official actions may be taken. ~~[Phone trick for Quorum/Action?] If action is taken by a vote of the committee, it shall consist of a simple majority of the quorum (members present).~~

Commented [DC25]: Legal: Need clarity on language

Commented [DC26]: Flesh out what CAN happen at meeting with less than a quorum

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.

Commented [DC27]: Include a "Robert's Rules Light" cheatsheet in this guidebook.

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

Commented [DC28R27]: MS: There are some excellent and very affordable resources from Jurassic Parliament. Here's one that features the BPAC and yours truly in the photo: <https://jurassicparliament.com/wp-content/uploads/2019/03/JP-Citizen-Advisory-Committee-Guidelines.pdf>

Commented [DC29]: Define difference between Public Hearing vs. Public Comment? When is a Public Hearing appropriate/necessary, etc.

Commented [DC30]: Include shortened reference to Public Hearings (from Stephanie)

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 Comment~~ during Committee Meetings

~~Testimony at Public Communication comment~~ during Committee Meetings shall be conducted in a manner similar to the Olympia City Council. ~~Testimony Comments~~ 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~~ Speakers shall have 2 minutes or less ~~for per individual testify comment.~~ The Committee Chair may ~~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.

Commented [DC31]: Clearly state amount of time: listed as 2 mins on current agendas. Quantify amount of time?

~~The purpose of an advisory committee's public comment section is to hear from the public, not engage in a conversation. Therefore, the committee may not respond to public comment during the meeting. If committee members wish to take up a topic raised during public comment, they may communicate with the Chair. The Chair may choose to add the topic to a future meeting agenda, provided City staff can support it.~~

Commented [DC32]: MS: Suggested addition.

3.e. Work Plans ~~s~~ and Reports

The committee shall provide ~~to the City Council's Community Livability and Public Safety Committee (CLPS)~~ an annual work plan within guidelines and in a format established by ~~CLPS. the City Council's Community Livability and Public Safety Committee (CLPS) and a~~ Committees will also include copy of ~~any other any~~ appropriate ~~reports attachments~~ to CLPS for review. ~~After the CLPS annual meeting with the advisory committee Chairs who then, CLPS will reviews~~ the work plans and forwards to the City Council for approval. The Council approved work plans are then posted to the respective committee's website. The Committee Chair shall notify the Chair of CLPS if the committee anticipates ~~substantive a~~ change in ~~timing or substance of an an~~ approved work plan item. ~~On occasion, City Council may direct a committee's work by referral.~~

Commented [DC33]: MS: Shouldn't CLPS review the work plans in advance of the meeting and vote to forward them to the full Council during this meeting rather than after? CLPS can't be conducting official business (recommending the work plans) outside of a public meeting, can it?

3.f. Recommendations

The committee may make recommendations to the ~~City Council, the City Manager's office, and 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 Chair shall determine who will present the committee's recommendation to the City Council in public meeting. 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.~~ The recommendations may take many forms: they may be formal, written recommendations to the City Council, or they may be verbal recommendations made to City staff during a meeting. Some recommendations may be delivered by the advisory committee Chair (or other representative determined by the advisory committee) in person at a City Council meeting.

Commented [DC34]: Jay/CLPS Question: clarification needed.

Commented [DC35]: Keep? Doesn't currently happen.

Commented [DC36R35]: MS: I think it should be deleted. It seems like it could potentially violate the OPMA if every member of the council is cc'd on a recommendation from an advisory committee.

Commented [DC37]: MS: Let's nix this. It gets so messy when advisory committees start advising other committees. It creates confusion and inevitably leads to disappointment and frustration.

Commented [DC38]: MS: Suggested insertion.

Whether the recommendation is written or spoken, the Chair may describe the issues considered and varying opinions of the topic, so the City Council can better understand the nuances of the recommendation.

Commented [DC39]: MS: Suggested addition.

3.g. Referrals

To be determined content

Commented [DC40]: MS: Several years ago, after a vague referral made to the BPAC that was difficult to interpret, the Council created a referral form. That might be a good source document for this section.

3.g. Majority and Minority Opinions

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

Commented [DC41]: Not included in "action" minutes currently.

Commented [DC42]: MS: Suggests deletion.

3.hi. 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.

ARTICLE 4. ADMINISTRATIVE POLICIES AND TRAININGS

4.a. City Policies

The following City of Olympia ~~Administrative Guidelines policies~~ for apply to committee members in their capacity as a City of Olympia volunteer:

- 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.~~

Commented [DC43]: Outline media contact guidelines

Commented [DC44]: Add a "4.e" around social meeting discussions and use.

4.b. Required Trainings

Consistent with the Open Government Training Act, all committee members must complete basic training in public records and the Open Public Meetings Act within 90 days of being appointed to a committee. This online training needs to be completed every three (3) years.

Commented [DC45]: OPMA is tracked - but is there another training required that we need to be tracking?

- It is recommended that the OPMA training video is shown annually at the first committee meeting after official appointment.

Commented [DC46]: Make it clear that both liaisons and committee members have this requirement.

Commented [DC47]: Include this bullet in the Liaison guidebook only

4.c. Rules of Procedure and Ordinance Review

Each incoming committee/commission member will receive a copy of the Ordinance and Rules of Procedure. The committee-Community Livability and Public Safety Committee shall annually-regularly review its the eOrdinance and Rules of Procedure. The committee-Chair/City Staff shall report-suggest any substantive recommendations-changes to the Chair-of the City Council's Community Livability and Public Safety Committee.

- ~~Review rules of procedure and ordinances every two years with the staff liaison~~

4.d. E-mail.

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

- All emails are subject to Public Record Request disclosure.

- It is a best practice to never “Reply All” on your city emails when having discussions or making decisions due to quorum issues.
- ~~You are able to~~ City Staff may ‘bcc’ a committee member’s personal email or text [their cell phone number](#) informing them ~~when they should to~~ check their City email [address](#) [account](#).

Commented [DC48]: Have IT create a cheatsheet for bookmarking their account and/or adding to their phone. Don't download files, etc.

Commented [DC49]: Legal: Need verification on this. This is critical for conducting of business to have some sort of outlet for this additional communication.

Commented [DC50]: JP: Suggested insertion

4.e. Social Media

Do we want to add anything about replying to posts or comments on sites like NextDoor, Facebook, etc.?

ARTICLE 5. 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 [agendas and](#) minutes of each meeting. Staff will also provide, as necessary, ~~tours of the community’s infrastructures~~ and prepare information for the committee’s review.

Commented [DC51]: JP: What do you mean?

~~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.~~

Commented [LW52]: Remove this section and add to the Arts Commission's bylaws

Commented [DC53R52]: Make this a more generalized “Conflict of Interest” section as it applies to all Committees?

Commented [DC54R52]: JP: Seems like it could include language around disclosing any ex-parte communications, financial interests, or other interests that may require a member to recuse themselves.

Commented [DC55]: Include reasons for committee members needing to be recuse themselves from public hearings/votes/etc.

~~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 ~~at the discretion of the Chair~~ [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.

Commented [DC56]: If someone serves on one board, but not on the board directly choosing project, are they eligible to apply?