

# Olympia City Council

## 2012 Amendments to Council Guidelines

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The Olympia City Council's usual procedures and practices are contained in the Council's Guidebook. Biennially, or as needed, the Council's General Government Committee reviews the Guidebook and recommends changes, if warranted.

Council reviewed 2012 recommended changes at a Special Study Session on Tuesday, November 20, and agreed to forward the following Guidebook changes to a December Council business meeting on the Consent Calendar. The changes are displayed in edit form with ~~strike-through~~ indicating words to remove and underline indicating new words.

The Guidelines changes are presented in the order they appear in the Council's Guidebook.

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### ~~2.5 Representation on Council Committees~~

#### **2.5a. Number and Purpose**

The Olympia City Council has established three (3) ~~four (4)~~ standing committees by City ordinance (OMC 02.06.010):

- ~~• Committee of the Chairs~~
- Finance Committee
- General Government Committee
- Land Use and Environment Committee

Each Council committee has three members.

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### **2.6 Committee Meetings and Agendas** ~~How Committee Agendas are Formed~~

Each committee shall set a regular meeting date at its first meeting of the year following the confirmation of member appointments for that year. The committee chair or a majority of the committee may cancel a regular meeting or schedule a special meeting of the committee.

A draft work plan, including tentative schedule, will be developed by the Committee at its first meeting of the year. The work plan is based on referred items carried over from the prior year, plus committee member and staff knowledge of emerging issues/policies. The draft work plan is forwarded to the full Council for review and approval as a Consent Calendar item.

During the year, items are added to the work plan as a result of referrals from the Council's retreat or by concurrence with a referral request by a majority of Councilmembers at a Council meeting. Requests for *a referral to a committee* may be made by the Mayor, individual Councilmembers, or the City Manager.

Throughout the year, a council majority may refer an item to a committee agenda during the regular meeting. Afterwards, the staff liaison will consult with the committee chair to determine when this referral can be added to the committee's current work plan. Due to time constraints and/or heavy workloads, the committee chair may decide the item should be added to the committee work plan for the next year. In this case, if a majority of Councilmembers still feel the item should go to the committee in the current year, they may request the committee chair add an extra meeting to the committee agenda.

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**2.13a. City Manager Performance Review:** The City Council shall meet annually in December with the City Manager to review performance and establish priority expectations for the coming year. The City Council shall also meet mid-year in June with the City Manager to review performance. The meetings shall be held in Executive Session scheduled according to the Council's Agenda Scheduling procedures.

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### **3.1a Annual and Mid-Year Goal Setting Retreats**

The Council's annual goal setting retreat shall be held as early in January as possible taking into account Councilmember and staff schedules, facility and facilitator availability.

The Council shall also hold a mid-year retreat in June.

The annual and mid-year retreats shall be facilitated by a professional meeting facilitator who is not a member of the current Council or staff.

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### **3.1b Meeting Schedule Established**

The Olympia City Council usually establishes its yearly meeting calendar, including vacation weeks, at its annual goal-setting retreat. Council business meetings are held on Tuesday evenings, 7:00 p.m., at Olympia City Hall Council Chambers, 601 4th Avenue E, unless otherwise noticed.

When any of the above scheduled council meetings occurs on a legal holiday, the next succeeding day shall be the date of the regular meeting. If Council is meeting the week of the General Election Primary (August) and General Election (November), the meeting shall be on Monday instead of Tuesday (see OMC 01.04.050). There are no regular meetings on the 5<sup>th</sup> Tuesday of a month unless scheduled by the City Council at its annual retreat.

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### **3.16 Special Meetings**

A special meeting may be called at any time by the Mayor, ~~or~~ a majority of the Council or the City Manager. Notice will be provided in keeping with [RCW 42.30](#). If more than three Councilmembers attend and participate in an official capacity at any meeting, it shall be considered a special meeting and notice shall be given.

In addition, the City Manager shall follow up with City Councilmembers by telephone, email or such other convenient communication method reasonable to apprise the members of special meetings. The City Manager may also, at his/her discretion, provide notice to interested parties.

Only Agenda items noticed for the Special Meeting may be discussed or considered by the Council at the meeting. The Agenda may not be amended at the Special Meeting to add items.

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### **3.17 Executive Sessions**

Executive Sessions are scheduled at the request or concurrence of the City Manager, Mayor, or by a majority vote of the full Council during a meeting. The Council may hold executive sessions before, after, or during a regular or special meeting to consider such matters permitted by RCW 42.30 or other applicable state law, although the preferred time is before a regular or special meeting. Such matters may include, but are not limited to, national security, purchase or sale of real estate, litigation, collective bargaining, appointment of Councilmembers and/or advisory board members, performance of publicly bid contracts, complaints against or evaluation of the performance of a public employee, and quasi-judicial matters. Decisions on any of the above subjects may be made at a subsequent regular meeting.

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### **3.18 Televised Meetings**

Olympia's weekly City Council meetings, Special Meetings, and Study Sessions when held in the City Council Chambers on Tuesday evenings at 7:00 p.m. are televised live on Thurston Community Television (TCTV) and video streamed through the City's website by a third-party service, barring technical difficulties.

When City Council meetings are held in another location that does not allow for live telecast or on a day other than Tuesday, the meetings are taped for replay on TCTV and the City's video streaming service if requested by Council and if TCTV has staff and equipment available to provide the service.