

## **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 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 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, 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. 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.

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.

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 shall be sent at least five (5) calendar days before the meeting to the committee, the City Manager's office, any other pertinent City 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.

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.

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. Acceptance of Agenda
  - d. Announcements from Members and City Staff
- II. Public Comment (limited to 2 minutes per community member)
- III. Business Items
- IV. Reports and Updates
- V. Other Business
- VI. Adjournment

### ***1.d. Public Hearings***

Committees who are empowered to hold public hearings 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 must be kept if a quorum of committee members is present. The minutes must indicate the committee action or recommendation and record the individual votes on the 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. Each committee 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 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 with 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***

The Chair shall preside over the meetings and will exercise all powers of the office, including coordination of meeting agendas with the City's staff liaison and facilitating committee meetings. The committee may create standing or temporary subcommittees 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 is responsible for presenting the committee's annual workplan recommendations at the annual meeting of the Advisory Committee Chairs and the Community Livability and Public Safety committee.

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

#### ***2.e. Subcommittees***

Subcommittees may be formed by 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.

#### ***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 participating on 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, including approval of the agenda. Meetings with less than a simple majority may continue with scheduled presenters; however, no official actions may be taken.

### ***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 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. Public Comment during Committee Meetings***

Public comment during Committee Meetings shall be conducted in a manner similar to the Olympia City Council. 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. Speakers shall have 2 minutes or less per individual comment. The Committee Chair may ask speakers to confine their comments to committee business and take other actions to allow the public to communicate with the committee in a fair manner and within a reasonable length 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.

### ***3.e. Work Plans, 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. Committees will also include any appropriate attachments to CLPS for review. After the CLPS annual meeting with the advisory committee Chairs, CLPS will review the work plans and forward 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 change in an approved work plan item. On occasion, City Council may direct a committee's work by referral.

### **3.f. Recommendations**

The committee may make recommendations to the City Council, the City Manager's office, and City staff. 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.

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.

### **3.g. Referrals**

To be determined content

### **3.i. 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 policies apply to committee members in their capacity as a City of Olympia volunteer:

- 1) Compliance with State and Federal Discrimination Laws, including Olympia Policy #3, 2) Standards of Conduct (#20)
- 3) Records Management and Disclosure (#19 and 27)
- 4) Technology Policy (#26).

### **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.

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

### **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 Community Livability and Public Safety Committee shall regularly review the Ordinance

and Rules of Procedure. City Staff shall suggest any substantive changes to the City Council's Community Livability and Public Safety Committee.

**4.d. E-mail.**

Advisory committee members shall use city provided email address to conduct 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.
- City Staff may 'bcc' a committee member's personal email or text their cell phone number informing them to check their City email account.

**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.

**CONFLICT OF INTEREST**

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. 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.