

**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

REVISED: February 26, 2025

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, August 2, 2007 and February 26, 2025.

I. NAME

The official name is "The Olympia Heritage Commission."

II. MEETINGS

A. All meetings shall be at Olympia City Hall unless otherwise directed by the Heritage Commission Chair or the City Staff Liaison. Meetings are now held in a hybrid format. The community can attend the meeting and participate in public comment either in person or online.

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 5:30 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).

1. 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.

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. Except as modified by these rules of procedure, the latest edition of Robert's Rules of Order shall govern the conduct of the meetings.

G. Joint Review Committee (JRC): The Chair shall appoint four members of the Commission to the Joint Review Committee. At least one member being appointed to the JRC must also be part of the Heritage Review Committee. Staff will provide historical background materials and a Staff recommendation to JRC members when a project is brought forth.

H. Community volunteers may not serve on committees with regulatory oversight, such as the Heritage Review Committee.

### III. ATTENDANCE

A. Members are expected to attend Commission and sub-committee meetings and to fully participate in and contribute to the work. If a member is absent for three consecutive Commission meetings or 35% of meetings within the calendar year, whether excused or unexcused, the Chair shall notify and discuss the situation with the appropriate City Council advisory body and related support staff.

### 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. In the event of vacancy of any officer position during the term of office, the Heritage Commission shall elect a successor from its membership.

- D. 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.
- E. Duty of the Vice Chair is to serve as Chair in the event the Chair is unable to do so.
- F. 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.
- D. 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 the Commission. Volunteers shall not vote on Commission matters.

#### 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 the Community Planning and Economic Development Department and any other City department as necessary.

## VIII. AGENDA

- A. An agenda for each regular meeting shall be prepared by Staff in consultation with the Chair.
- B. The agenda and any accompanying materials shall be sent to the Heritage Commission members one week in advance of the scheduled meeting.
- C. The agenda shall meet the guidelines set forth by the Council Advisory Body's Rules of Procedure for Advisory Committees, Boards, and Commissions Created by Ordinance and Appointed by the Olympia City Council.

## IX. AMENDMENT

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