



A Primer Board and Commissions Roles and Expectations

Role of City Council

- City Council is the elected, policy-making body of the City of Olympia
- Advisory Committees provide advice in the form of recommendations
- Council sets policy
- Staff Implement council policy

Council Decision Making

- Sometimes recommendations do not prevail or are modified by Council.
- The same thing happens with staff
- That's part of the process of municipal decision making

Role of General Government Committee

- General Government is one of three standing subcommittees of City Council
- By ordinance, GGC is responsible for an array of issues, including Boards and Commissions
- The Strategic Communications Director serves as the executive liaison to GGC
- Regularly meet with the staff liaisons

Work Plans

- Each advisory committee must submit an annual work plan to be formally reviewed and adopted by City Council
- City Council may change or modify the proposed work plan to reflect Council priorities, available resources and emerging issues
- The work plan then serves as the basis of the committee's focus for the year, but Council may refer other issues over the course of the year.

General Government's Rules of Procedure

- All meetings are conducted in public session and are noticed
 - be careful to not deliberate via e-mail or in unnoticed "side meetings or gatherings"
- Committee members will respect the limitations of their authority
 - The role of the committee is to advise the City Council and/or staff.
 - Appointment does not empower you to make final decisions or to supervise staff.
- Council should have "No surprises" from the Committee

Staff Liaisons

- Each Olympia advisory committee has an assigned staff liaison.
- The Strategic Communication Director is a general liaison with the committees on behalf of the City Council and the City Manager.
- Liaison "one who maintains communication" vs "committee staff."
- The liaisons do not work "for" or "at the direction of" the committee.
- They are professionals who work with the committee to develop information and recommendations for Council consideration.

One City, One Voice

- Staff and advisory committees all work in support of the City Council
- Easy to blur the lines between private citizen and city volunteer
- Sausage making inside. One voice on the outside
- The City does not fight with itself in public
- Coming soon: Media and Social Media guidelines of advisory committees

**THANK YOU FOR YOUR
SERVICE!**



