



Meeting Minutes - Draft

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Wednesday, March 28, 2018

5:00 PM

Council Chambers

1. CALL TO ORDER

Chair Bateman called the meeting to order at 5:00 p.m.

2. ROLL CALL

Present: 3 - Chair Jessica Bateman, Committee member Renata Rollins and Committee member Cheryl Selby

3. COMMITTEE BUSINESS

3.A [18-0302](#) Meeting with Advisory Committee/Commission Chairs

Chair Bateman welcomed everyone to the meeting.

In addition to staff, Chairs or representatives were present from the following committees: Arts Commission, Bicycle and Pedestrian Advisory Committee, Design Review Board, Heritage Commission, Parks and Recreation Advisory Committee, Parking & Business Improvement Area Board, Planning Commission, and Utility Advisory Committee.

Each Commission/Committee representative gave a brief overview of their work plan. General Government Committee members asked clarifying questions, but had no changes to the plans. The plans will be forwarded to a future City Council consent calendar for adoption.

The group discussed how the Commissions/Committees work with Council Liaisons. There was agreement to amend the Council Liaison Role Guideline 4.5 to reflect that Council Liaisons are expected to attend a meeting of their appointed Commission/Committee at least twice per year and to meet with the Chair at least once per year. This would not apply to the Design Review Board.

The group touched base regarding Commission/Committee membership recruitment. Current members who want to reapply will continue to be asked to commit to reapplying by October 31. Continuing members will still be asked to fill out the application form for a next term. Chair Bateman suggested a change in the screening of applicants - the Chair and Vice Chair would discuss with their commission/committee members what they are looking for in new members and screen the applications based on that feedback. The Chair and Vice Chair would then forward the names of applicants to the General Government Committee as recommended for an interview.

Several items were suggested to be considered as additions to the Commission/Committee application:

*Language stating appointees will be issued a City email address and are expected to check it regularly.

*Language stating three absences in a year may result in removal from an advisory board.

*Language stating the City values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

The topic of term limits was discussed with the group. Term limits of three full terms, nine years in total was suggested. It was noted partial terms would not count towards this. Members would be free to apply to other committees after reaching the term limit on a particular committee. The Commission/Committee Chairs did not express significant objections to this. The Chairs were asked to forward any concerns regarding term limits to the staff liaisons.

The Commission/Committee Chairs were advised of an upcoming Open Government Training set for June 20. They also discussed training regarding Roberts Rules of Order, there was mixed interest in this as Chairs seemed more interested in effective meeting management versus parliamentary procedure training.

The discussion was completed.

4. ADJOURNMENT

The meeting adjourned at 6:30 p.m.