



**CITY OF LACEY, WASHINGTON
HUMAN SERVICES WORKGROUP AGENDA**

Refer to the bottom of the agenda for meeting information.

Thursday June 13, 2024 5:30 PM Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgement

We, the City of Lacey, are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge, and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the Medicine Creek Treaty of 1854.

4. Welcome to the Workgroup

Shannon Kelley-Fong, Assistant City Manager

5. Approval of Agenda

Michelle Chavez, Human Services Coordinator

6. Public Comment

7. Agenda Items

A. Advisory Board Stipend Program and City Email Addresses

Shannon Kelley-Fong, Assistant City Manager

Elissa Fontaine, City Clerk



B. Open Meeting Law and Public Records

Michelle Chavez, Human Services Coordinator

Elissa Fontaine, City Clerk and Public Records Officer

- <https://www.atg.wa.gov/open-government-training>

- **Lesson 1:**

- [Open Government Overviews and General Principles](#) (13 min)

- **Lesson 2:**

- [Public Records Act Basics - RCW 42.56](#) (30 min)

- **Lesson 3:**

- [Open Public Meetings Act - RCW 42.30](#) (18 min)

- **Lesson 4:**

- [Records Management and Retention Basics - RCW 40.14](#) (18 Min)

C. Workgroup Overview, Boards and Commissions Handbook, and Draft Workgroup Rules of Procedure

Michelle Chavez, Human Services Coordinator

1. Advisory Board Handbook Overview
2. Draft Workgroup Policies and Procedures:
 - a. Conflict of Interest – Recusal
 - b. Roberts Rules of Order
 - c. Excused Absences
 - d. Election of Officers
 - e. Public Comment
 - f. Time of meeting

D. 2024 Draft Meeting Calendar

8. Adjourn

Attendance and Public Comment

Attend Remote or In-Person

The public may attend the meeting in-person, or you may view or listen to the meeting using one of the following platforms:

In-Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503



Zoom: https://us02web.zoom.us/webinar/register/WN_FFDe0u-XR-OtmRZEHEVcbw

Website: <https://cityoflacey.org/government/public-meetings/>

Facebook: <https://www.facebook.com/cityoflacey>

YouTube: <https://www.youtube.com/watch?v=EkoBMJgDW6Y>

Cable: Channel 77 with your local cable provider

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 876 2532 5924)

Verbal Public Comment

Those wishing to provide verbal public comment may do so in-person or by Zoom:

In-Person: Use the sign-up sheet located in the Council Chambers.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:
https://us02web.zoom.us/webinar/register/WN_FFDe0u-XR-OtmRZEHEVcbw
Instructions and access details will be provided once registration is complete.

Written Public Comment

Public comments may also be submitted by email to PublicComment@cityoflacey.org

The commenting period will close two hours before the meeting time. Written comments will be provided to the Human Services Work Group electronically prior to the meeting. Comments will not be addressed during the Work Group meeting; however, comments received will be added to the official record.



Boards and Commissions

Standards, Protocols, and Ground Rules Handbook



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FOREWORD

The City of Lacey has nine Advisory Boards and Commissions that act in an advisory or authoritative capacity to the Lacey City Council. These Boards and Commissions are:

- Planning Commission
- Historical Commission
- Board of Parks Commission
- Library Board
- Commission on Equity
- LEOFF Disability Board
- Civil Service Commission
- Lodging Tax Advisory Committee
- Lacey Youth Council

Additionally, representatives from the community represent the City of Lacey on regional boards and commissions:

- Public Facilities District (PFD)
- Thurston Community Media (TC Media) Board of Directors

The Lacey City Council is very appreciative of those who serve as a member of a Lacey Board or Commission. The work of the Boards and Commissions has a direct contribution to our historical preservation, recreational and educational amenities, communications to our community, zoning and land use development, and oversight of public safety and employees. The work that the volunteer Board and Commission members perform in support of our community and in partnership with the Council is invaluable, and emphasizes the Council's commitment to customer service

As a representative of the City of Lacey and ambassador of our community, members of Lacey's Boards and Commissions are expected to have common and consistent standards, protocols, and ground rules, similar to those that are used by the City Council. This handbook is intended as a comprehensive resource guide for Board and Commission members' interactions.

Copies of the document are posted on the City's website.

The General Government Committee will review and revise the Boards and Commissions Standards, Protocols and Ground Rules Handbook annually, or as needed.

Corrections: City staff are authorized to make necessary corrections including, but not limited to, the correction of clerical errors, references, section numbers, and any references thereto.

Boards & Commissions Standards, Protocols and Ground Rules Handbook

Approved: February 12, 2015
Amended: March 18, 2018
October 7, 2021

CHAPTER 1

Introduction and Overview

Municipal Code City

The City of Lacey was incorporated in December 1966 and is designated as an optional municipal code city. The optional municipal code, RCW 35A, was devised as an alternative to the existing statutory system of municipal government in Washington. The basic objective of the code was to increase the abilities of cities to cope with complex urban problems provided by broad statutory home rule authority in matters of local concern to all municipalities, regardless of population.

Under the optional municipal code, cities may take any action on matters of local concern so long as that action is neither prohibited by the State Constitution nor in conflict with the general law of the state. The powers granted to code cities includes all the powers granted to any other class of city in any existing or future legislative enactment, unless the legislature specifically makes a statute inapplicable to code cities.

City of Lacey Mission Statement

The City has adopted a Mission Statement that guides the actions of the organization, defines the City's overall goals, provides a sense of direction and purpose, and guides decision-making.

*Quality Service
Community Leadership
Innovation in Local Government*

“Our mission is to enrich the quality of life in Lacey for all our citizens... to build an attractive, inviting and secure community. We pledge to work in partnership with our residents to foster community pride, to develop a vibrant, diversified economy, to plan for the future, and to preserve and enhance the natural beauty of our environment.”

City of Lacey Vision Themes

In 1990, the City of Lacey developed eight guiding themes to implement the City's vision.

- Environmental Stewardship
- A Vibrant Place to Live, Work and Play
- Coordinated and Collaborative Planning
- Excellence in Programs and Services
- An Engaged Community
- Quality Transportation and Utility Infrastructure
- A Safe and Secure Community
- Financial Stewardship and Accountability

Organizational Values

The City of Lacey has adopted a set of core values that guide the organization, its behavior, beliefs, and performance.

- Integrity
- Productivity
- Stewardship
- Empathy

- Leadership
- Collaboration
- Service
- Professionalism
- Innovation
- Diversity
- Accountability
- Honesty

1.01 Advisory Boards and Commissions

The City Council appoints community representatives to a variety of Boards and Commissions to serve in an advisory capacity to the Council. Board and Commission members review and make recommendations on issues related to land use, zoning, social services, parks, library services, and historical matters. Community involvement is a key element in the City Council’s decision-making process. The duties and responsibilities of advisory boards and commission members are defined in the Lacey Municipal Code (LMC), the Revised Code of Washington and through interlocal agreements.

If a member resigns prior to their term’s expiration, a letter of resignation will be submitted to the Mayor. If a member serves a complete term and does not seek reappointment, they will be recognized by the Mayor, or City Manager for the Civil Service Commission.

The City Clerk’s office coordinates the recruitment process to fill vacancies on Council Boards and Commissions. Positions are advertised on the City’s website, through local media, and by word of mouth. Prior to interviews, copies of applications, letters of interest, and resumes are forwarded to Council to provide an opportunity to comment to the Mayor. Potential candidates are interviewed by the Mayor and staff liaison to the Board/Commission. The Mayor appoints with the approval of Council at the next regular Council meeting, with the exception of the Civil Service Commission.

For the latest information on advisory board and commission meeting times, agendas, and membership, visit www.ci.lacey.wa.us.

Planning Commission

The nine-member Planning Commission develops recommendations for long-range comprehensive planning goals and policies in the City of Lacey and areas outside the City which may seek annexation. The Planning Commission determines its own meeting times and locations.

Reference:	LMC 2.32
Length of Term:	Three Years
Term Limit:	Two Terms
Number of Members:	Nine Commissioners
Residency Requirements:	Seven of the nine Planning Commissioners must be Lacey City residents. The remaining two Commissioners may be either Lacey residents or residents of Lacey’s Urban Growth Area.
Who Appoints:	The Mayor appoints Planning Commissioners, subject to confirmation by the Council.

Historical Commission

The eight-member Historical Commission provides leadership in raising awareness of Lacey's history and preservation of local historic resources. The commission guides creation of public education and interpretive programs, encourages conservation of items and properties that are of historic significance, and reviews nominations to the Lacey Register of Historic Places. The Historical Commission determines its own meeting times and location.

Reference:	LMC 2.32
Length of Term:	Three Years
Term Limit:	Two Terms
Number of Members:	Seven Commissioners, plus one youth representative
Residency Requirements:	Five of the seven Commissioners must be Lacey City residents. Two of the seven Commissioners must be professionals with a background in history, architecture, planning, or American studies.
Who Appoints:	The Mayor appoints Historical Commissioners, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

Board of Parks Commissioners

The eight-member commission makes recommendations to the City Council regarding planning, promotion, acquisition, construction, and development of parks and open spaces, recreation facilities and recreation programs. The Board of Parks Commissioners determines its own meeting times and location.

Reference:	LMC 2.44
Length of Term:	Three years
Term Limit:	Two terms
Number of Members:	Seven Commissioners, plus one youth representative
Residency Requirements:	Five of the seven Commissioners must be Lacey City residents. Two of the seven can be either Lacey City residents or residents of Lacey's Urban Growth Area.
Who Appoints:	The Mayor appoints Board of Parks Commissioners, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

Library Board

The six-member Lacey Library Board, comprised of five general members and one youth representative, assists in facilitating long-range planning for library capital facility needs. The Board selects its own chairperson and officers from its membership. Lacey's Library has one

of the highest circulations of the 27 libraries in the Timberland Regional Library system. The Library Board determines its own meeting times and location.

- Reference: [LMC 2.46](#)
- Length of Term: Five years
- Term Limit: Two terms
- Number of Members: Five Board Members, plus one youth representative
- Residency Requirements: Four of the five Library Board Members must be Lacey City residents. One of the five Board Members can be either a Lacey City resident or a resident of Lacey's Urban Growth Area.
- Who Appoints: The Mayor appoints Library Board Members, subject to confirmation by the Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

Commission on Equity

The eight-member Commission on Equity, comprised of seven general members and one youth representative, work to identify and advance opportunities that will create a more welcoming community, continue critical conversations on race and equity, seek greater participation from underrepresented community members, and identify existing gaps and barriers which could prevent full participation in government and public policy.

- Reference: [LMC 2.34](#)
- Length of Term: Three years
- Term Limit: Two, if there are no applicants for a vacant term on month prior to the expiration of the term, the incumbent may be reappointed to an additional three-year term
- Number of Members: Seven Commissioners, plus one youth representative
- Residency Requirements: Commissioners may be a Lacey City resident or reside within Lacey's Urban Growth Area.
- Who Appoints: The Mayor appoints Equity Commissioners, subject to confirmation by Council. A member of the Lacey Youth Council serves as the Youth Representative, as appointed by the Mayor and confirmed by Council.

LEOFF Disability Board (Law Enforcement Officers-Fire Fighters)

The five-member Law Enforcement Officers & Fire Fighters (LEOFF) Disability Board administers LEOFF I benefits and entitlements. The LEOFF Disability Board determines its own meeting times and location.

- Reference: [RCW 41.26.110](#)
- Length of Term: Two years
- Term Limit: No term limit

Number of Members: Five Board Members

Residency Requirements: Two members must currently serve on the Lacey City Council. Two members must be active or retired City of Lacey law enforcement officers; and one member from the public at large who resides within the City.

Who Appoints: The Mayor appoints two Councilmembers, subject to confirmation by Council. Law enforcement officers employed by or retired from the city who are subject to the jurisdictions of the board elect and appoint the two law enforcement Board Members. The remaining Board Members appoint the one at-large Board Member.

Civil Service Commission

By statute, the City Manager appoints members to the Civil Service Commission. The three-member Civil Service Commission adopts rules for the regulation of personnel matters and competitive examinations for classified employees of the Lacey Police Department. It also hears appeals arising from the administration of the Civil Service rules and regulations. The Civil Service Commission determines its own meeting times and location.

Reference: [LMC 2.52.040](#); [RCW 41.12](#)

Length of Term: Six years

Term Limit: Two terms

Number of Members: Three Commissioners

Residency Requirements: May be a Lacey City resident or reside within Lacey's Urban Growth Area.

Who Appoints: The City Manager appoints Civil Service Commissioners.

Lodging Tax Advisory Committee (LTAC)

The five-member Lodging Tax Advisory Committee recommends to the Council how best to use lodging tax revenues. Lodging tax revenues are generated through a 4% hotel-motel tax imposed by the City on room rentals. The Lodging Tax Advisory Committee determines its own meeting times and location.

Reference: [RCW 67.28.1817](#); [LMC 13.03.045](#)

Length of Term: Three years

Term Limit: No term limit

Number of Members: Five Committee Members

Residency Requirements: One member must be an elected official of the City, and will serve as Chair. Two Committee Members must represent businesses that collect the lodging tax, and two Committee Members must represent activities authorized to be funded by lodging tax revenues.

Who Appoints: The Mayor appoints Lodging Tax Advisory Committee Members, subject to confirmation by Council.

Lacey Youth Council

The Lacey Youth Council serves as an avenue for the Lacey Council to proactively engage with our community's youth and empower Lacey's youth to become future leaders. The Lacey Youth Council serves as an advisory body to the Lacey Council on youth perspectives related to community matters. The Lacey Youth Council determines its own meeting times and location.

Length of Term:	One year
Term Limit:	Three terms
Number of Members:	Fifteen Youth Councilmembers (maximum)
Residency Requirements:	Must be a student of North Thurston High School, River Ridge High School, South Sound High School, Timberline High School, Northwest Christian High School, Pope John Paul II High School, or a home school organization in Lacey.
Who Appoints:	The Mayor appoints Lacey Youth Councilmembers.

Non-codified Boards and Commissions are *not* enacted as law in the LMC.

Public Facilities District (PFD)

The seven-member PFD Board has fiduciary responsibility for the appropriate use of sales tax revenue it collects and distributes. The Board meets annually to review financial statements and to issue an annual report to the public on the use of those funds. The PFD Board determines its own meeting times and location.

Reference:	RCW 82.14.390
Length of Term:	Four years
Term Limit:	No term limit
Number of Members:	Seven Board Members
Who Appoints:	Four members are representatives from each jurisdiction (Lacey, Olympia, Tumwater, and Thurston County). The Mayor appoints Lacey's representative, subject to confirmation by the Council. Each jurisdiction appoints their own representative. Three members are regional representatives, subject to recommendations from local business and community organizations, and appointed by the elected bodies of all four jurisdictions.

Thurston Community Media (TC Media) Board of Directors

Lacey representatives fill one position and one alternate position on the 15-member TC Media Board of Directors. The Board sets policy for TC Media to assist residents and organizations to communicate information and exchange ideas through the medium of community access television. The TC Media Board of Directors determine their own meeting times and location.

Length of Term:	Three years
Term Limit:	No term limit
Number of Members:	Fifteen total (One member and one alternate from Lacey)
Residency Requirements:	None
Who Appoints:	Mayor appoints, subject to confirmation by Council

1.02 Interpersonal Standards, Protocols, and Ground Rules

Board and Commission members value positive and productive working relationships amongst themselves, the City Council, other members of Boards and Commissions, elected officials, neighboring colleagues, City staff, and the general public. Toward that end, the Council adopted a set of interpersonal standards, protocols, and ground rules to foster and promote collaborative, respectful, and healthy working relationships as follows:

General Protocol

- Always conduct oneself in a professional, courteous, and respectful manner
- Never compromise your personal integrity or the honor and good faith of the Board or Commission, the Lacey City Council, or the City.
- Do not criticize in public. Issues should be addressed in private, when possible.
- Listen attentively. Avoid interrupting. Be respectful even with those you disagree.
- Do not act as a committee of one. Governing a city requires a team effort.
- Remember, we represent all of the people, not a select few interests.
- Never allow conflicts of interest to arise between your public duties and your private interests.
- Deal directly with those individuals affected. Attempt to resolve individual differences privately before involving City Council and/or City staff.

Meetings Protocol

- Arrive on time. Be prepared for meetings. Read and study your materials.
- Avoid engaging in debates with the public or individual community members. Some meetings may be designed for more community engagement.
- Avoid texting, e-mailing, making, or receiving calls during meetings.
- Strive for consensus as an operating goal.
- When a matter is brought before the Board or Commission for a vote, respect the majority decision regardless of how you voted.
- Make recommendations on the basis of public policy and be consistent.
- Do not be misled by the strong demands of special interest groups. Find the long-term public interest of the community as a whole.
- Do not rush to judgment. Seek out the facts before drawing quick conclusions.
- Do not give quick answers when you are not sure.
- Do not make promises you cannot deliver. Many decisions and actions require the approval of the governing body or must be consistent with adopted policy
- Be respectful of differences. Accept disagreements. Vote and move on.
- Participate in official meetings with the dignity and decorum fitting of those who hold a position of public trust.
- Do not be afraid to ask questions. It is one of the best ways to learn
- Vote yes or no on motions. Do not abstain, except when you have a conflict of interest.
- Respect the letter and the intent of the open meetings law.
- Do not bypass the system. Stay focused on policy decisions and avoid personal involvement in the day-to-day operational decisions of the City
- Do not personally criticize other Commission or Board members who vote against or disagree with you

Communication Protocol

- Always be respectful of one another, the public, and City staff.
- Be open, honest, and diplomatic when communicating.

- Accept and give constructive input and feedback.
- Return calls and emails in a timely manner. Be responsive to inquiries.
- Do not surprise colleagues and staff, especially at formal meetings. Notify others of issues and concerns ahead of time.
- Know your peers. Get to know other professionals and officials in local and state government as it pertains to your Board or Commission.
- Do not use your title as a Board or Commission member to express your personal opinion.

1.03 Removal of a Member

General or youth members who serve on one of the four LMC codified Boards and Commissions (Historical Commission, Library Board, Board of Parks Commission, or Planning Commission) may be removed from the Board or Commission prior to the expiration of their term of office by the Mayor with the approval of the City Council for inefficiency, neglect of duty, an unlawful act, or by violation of the protocols of the Lacey Boards and Commissions Standards, Protocols, and Ground Rules Handbook. The Mayor, with approval of the City Council, may also remove a general or youth member who has three or more unexcused absences at regular meetings in a calendar year. Removal should not occur for disagreement with an official recommendation of the board or its members.

Prior to the decision to remove or not remove a Board or Commission member, the Mayor or their designee will conduct a fact finding process to fully assess and determine whether the Board or Commission member's actions meet the criteria for removal.

CHAPTER 2

Open Government Requirements

2.01 Open Public Meetings Act

All meetings of the Boards and Commissions shall be open to the public, and notice of the meetings shall comply with the Washington Open Public Meetings Act, RCW 42.30. A meeting takes place when a quorum is present and information concerning City business is received, discussed, and/or acted upon.

Under the Americans with Disabilities Act, the City of Lacey provides accommodations to provide accessible meetings for people with disabilities. Assisted-listening devices are available for use upon request. If special accommodations are required, please contact the City Clerk three days prior to the meeting.

2.02 Public Records Act

All Boards and Commissions shall take formal minutes of their meetings and shall delegate the task to a staff liaison assigned to the board, commission, or committee on a regular basis. A copy of all minutes shall be filed with the City Clerk as the official record. Any rules and regulations adopted by any board, commission, or committee shall be filed with the City Clerk.

Members should be aware that any written communication and documents that they create, receive or use as part of their duties related to serving on a board or commission may be considered a public record under RCW 42.56 and may be subject to retention requirements and disclosure. There is no distinction regarding whether or not the record was created or stored on a personal device or account, it will still be a public record subject to retention and disclosure requirements.

2.03 Open Government Training

In 2014 the Legislature passed the Open Government Trainings Act, RCW 42.56.150. The law requires that all members of governing bodies (including Boards and Commissions) must be trained regarding the Open Public Meetings Act and the Public Records Act as well as records retention requirements. The members must receive training no later than 90 days after appointment and participate in refresher training at least every four years thereafter. The City Clerk's office will provide training resources in coordination the staff support person.

2.04 External Communications including Social Media

Members of Boards and Commissions should exercise caution when speaking publicly regarding city business to ensure that they accurately reflect the position of their respective board or commission. Individual members should clearly indicate when they are speaking as an individual and not representing the position of the city or of their respective board or commission.

Members are strongly discouraged from using private social media sites/tools for communicating city business. Members are asked to include the following disclaimer on all personal social media accounts to avoid confusion and potential violations of open government requirements.

Disclaimer

- The views expressed represent the views of the author and may not reflect the views of the City of Lacey.
- Responses to this communication by other Board or Commission members may be limited by the provisions of the Open Public Meetings Act under which a policy discussion must be held in an open public meeting if a quorum participates.
- Posts, comments, or other content posted to this site, may be considered public records subject to public disclosure under the Washington State Public Records Act (RCW 42.56).

2.05 City Issued Email Addresses

The city may provide Board and Commission members with official city email addresses/accounts. The decision to provide official email accounts will be at the direction of the City Manager. If the city does provide city email addresses/accounts, members are expected to use that email account for all city business/correspondence. City issued email accounts may not be used for personal communication nor linked to a personal account. Use of the city email accounts will be archived and retained per the city's public records practices.

2.06 City Issued Electronic Devices

The city may provide Board and Commission members with city owned electronic devices, such as tablets, to better facilitate sharing of city documents with members. The City Manager will direct which Board members would be provided city-issued devices. If the city does provide city owned electronic devices, such as tablets, members are expected to use that device for all city business/correspondence, rather than a personal device. City devices may only be used to conduct city business and may not be used for any personal activities.

Permitted and Prohibited Uses

Permitted Uses

The city's technology resources are provided to assist employees, elected, and appointed officials in fulfilling the functions of their jobs and serving the public. The city's technology resources and equipment are to be used for city business purposes only.

Prohibited Uses

Use of the city's computer system to engage in communication that violates federal, state, or local laws, codes and regulations, and city policies and procedures is strictly prohibited.

In addition, while not an exhaustive list, the following uses of the city's technology resources are inappropriate and are prohibited at all times:

- Accessing pornographic, sexually explicit, or indecent materials, or that are otherwise unreasonably offensive
- Any type of harassment or discrimination, including transmissions of obscene or harassing messages to any individual or group because of their sex, race, creed, religion, national origin, sexual orientation, or other protected class status
- Gambling
- Commercial use for personal business or gain
- Solicitation of others for non-city sponsored profit or non-profit oriented sales, ventures, or fundraisers
- Religious or political causes

- Promotion or distribution of information about outside organizations that is not related to city business functions
- Union activity, unless approved in advance by the city
- Any activity that could adversely affect the City of Lacey's image or reputation
- Usage which precludes or hampers city network performance such as viewing or listening to streaming audio and/or video, except for limited usage for city business such as accessing streaming audio/video for training purposes
- Unauthorized copying of copyrighted material
- Usage which violates software license agreements
- Downloading of software unless approved by the Information Services department
- Transmission of information to unauthorized persons or organizations
- Unauthorized entry or attempt of entry into other city departments sub-directories, files, or resources
- Excessive use of the system so as to unreasonably deprive others of system use or resources, whether with malicious intent or unintentional
- Use of another city official's password or credentials to access or log-on to any city-owned technology resource, or use of another city official's password or credentials to access that employee's files or records on any city-owned technology resource

2.07 Failure to Comply

Members who fail to comply with the requirements of this chapter and any of the applicable open government statutes may be removed under Chapter 1.03.



AD HOC HUMAN SERVICES WORK GROUP RULES OF PROCEDURE

Adopted _____
Amended _____

1. Meetings

1.1. General:

- 1.1.1. All Work Group meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Work Group.
- 1.1.2. A Work Group meeting may be cancelled at the notice of the Chair, and notice should be posted online on the City's website and at the meeting place.
- 1.1.3. Except as modified by these Rules of Procedure or in conflict with state law, ordinances of the city or resolution, Robert's Rules of Order, Revised, shall guide the formal decision process by the Work Group in making their recommendation to Council.

1.2. Regular Meetings:

- 1.2.1. The Work Group shall meet regularly on the first Thursday of each month at 5:30 p.m. Work Group members will attempt to conduct business at all Regular Meetings in a manner, which will allow for adjournment no later than 8:30 p.m.
- 1.2.2. When a regular meeting falls on a legal holiday, the Work Group will meet on the day following that legal holiday or as scheduled by the Work Group.
- 1.2.3. In general, regular meetings will include the following elements:
 - Call to Order
 - City of Lacey - Land Acknowledgement (full or abbreviated)
 - Approval of agenda, previous meeting minutes, and consent items
 - Public Comment
 - Work Group Business (includes, reports, presentations, etc.)
 - Work Group member Reports
 - Director's Report
 - Adjourn

1.3. Work sessions and Special Meetings:

1.3.1. The Chair of the Work Group may call for a Work session or special meeting when a certain case, question or matter of interest arises where it would be necessary and proper for the Work Group, or committee, to meet.

1.3.2. Although most formal Work Group action occurs at Regular Meetings, the Work Group may make decisions and take official action at Work sessions or Special Meetings.

1.3.3. In general, Work sessions and special meetings will include the following elements:

- Call to Order
- City of Lacey - Land Acknowledgement (full or abbreviated)
- Work Group Business (includes, reports, presentations, etc.)
- Adjourn

2. Terms of Office

2.1. Terms for Ad Hoc Work Group members shall be for one year or until the work of the group is complete.

3. Nomination of Presiding Officer(s)

3.1. The officer(s) of the Work Group shall be a Chair and a Vice-Chair elected by the appointed members of the Work Group, and such other officers as the Work Group may elect.

3.2. The term of each officer shall begin on the occasion of the first regular meeting. The term of each officer shall run until the subsequent election.

3.3. In the event of the vacancy of the Chair, the Chair will be replaced by the Vice-Chair, and the Vice-Chair will be replaced by a vote of the members of the Work Group.

4. Duties of Officers

4.1. The Chair shall preside over the meetings of the Work Group and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Work Group.

4.2. The Chair shall have power to create temporary committees of one or more Work Group Members.

4.2.1. Committees of the Work Group shall be created at the direction of the Work Group and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the Work Group. No committee shall have the power to commit the Work Group to the endorsement of any plan, case or program without the approval of the full Work Group.

4.3. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, conflict of interest, appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.

4.4. In the absence of the Chair, the vice-chair will perform all duties of the Chair.

4.5. Absences of Chair and Vice-Chair: The Chair and Vice-Chair, both being absent, the present Work Group Members may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

5. City Staff Support

5.1. City staff shall perform the usual and necessary administrative support functions of the Work Group, including preparation of meeting minutes, drafting meeting agendas, and creating or arranging presentations to the Work Group.

6. Quorum

6.1. Four members the Work Group, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Work Group business. If a quorum is not present, the Work Group meeting is cancelled.

6.2. Any action taken by a majority of those present, when those present constitute a quorum, at any Regular, Special meeting, or Work session of the Work Group, is deemed and taken as the action of the Work Group.

7. Conflict of Interest

7.1. Any member of the Work Group who has a conflict of interest with a particular case must publicly announce this conflict of interest at the earliest possible opportunity or when the conflict is realized. This member must recuse themselves from participation and decisions on the particular case in question.

8. Organization and Responsibility

8.1. All recommendations of the Work Group shall be forwarded to the Lacey City Council for final action.

8.2. No official action from the Work Group or recommendation of any committee will be considered prior to any required public hearing. Exceptions may be considered only on items which have had prior hearings and which have been resubmitted for consideration, provided that no new conditions or no new information is present.

8.3. It shall be the responsibility of the Chair to present to the City Council, through the Staff, special information regarding those cases or proposals having unusual significance.

9. Public Comment

9.1. The Work Group will provide the opportunity for public comment at Regular Work Group meetings. Public comment at Special Meetings and Work session meetings will be allowed at the discretion of the Work Group.

9.1a Verbal Public Comment

Those wishing to provide verbal public comment may do so in-person or by Zoom:

In-Person: Use the sign-up sheet located in the Council Chambers.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:

https://us02web.zoom.us/webinar/register/WN__3lG149RRaCIIS49f3a1IA

Instructions and access details will be provided once registration is complete.

9.1b Written Public Comment

Public comments may also be submitted by email to PublicComment@cityoflacey.org

The commenting period will close two hours before the meeting time. Written comments will be provided to the Human Services Work Group electronically prior to the meeting. Comments will not be addressed during the Work Group meeting; however, comments received will be added to the official record.

9.2. Members of the public providing public comment must provide their name and city of residence.

9.3. Members of the public providing public comment must limit their address to three minutes, unless the Chair permits a longer period. Groups may be provided up to ten minutes, at the discretion of the Chair.

9.4. If several members of the public wish to speak to the same issue, the Chair may limit the total amount of time dedicated to that specific issue.

9.5. The Chair may interrupt public comments that continue too long, relate negatively to others, or are otherwise inappropriate.

10. Amendment:

10.1. The Rules of Procedure may be amended at a meeting by the Work Group by a majority vote of the entire membership.

APPROVED by the City of Lacey Human Services Ad Hoc Work Group on this day _____.

AMENDED by the City of Lacey Human Services Ad Hoc Work Group on this day _____.

Chair

Vice-Chair



HUMAN SERVICES GRANT PROGRAM (HSGP)

2024 WORK GROUP MEETINGS AND IMPORTANT DATES (Subject to Change)

DATE	AGENDA	TIME	LOCATION
Tuesday June 4 th	City Council Approves Work Group	6:00pm	Council Chambers and Online
Thursday June 13 th	Human Services Workgroup	5:30pm to 7:30pm	Council Chambers and Online
Thursday June 20 th	Human Services Workgroup	5:30pm to 7:30pm	Council Chambers and Online
Thursday June 27 th	Human Services Grant Applicant Workshop (Workgroup attendance Optional) HSGP Applications Open	10:30am to 11:30am	Council Chambers and Online
Friday July 26 th	HSGP Applications Close	4:00pm	
Thursday August 8 th	Human Services Grant Applicant Presentations	5:30pm to 7:30pm	Council Chambers and Online
July 31-August 9 th	Review Applications		
August 9 th	Final Application Scores Due		
Thursday August 22 nd	Human Services Work Group Final Grant Award Recommendations	5:30pm to 7:30pm	Council Chambers and Online
Thursday September 5 th	Human Services Work Group	5:30pm to 7:30pm	Council Chambers and Online
Tuesday September 17 th	City Council votes on Work Group recommendations	6:00pm to 7:30pm	Council Chambers and Online
Thursday October 3 rd	Human Services Work Group	5:30pm to 7:30pm	Council Chambers and Online
Thursday November 7 th	Human Services Work Group	5:30pm to 7:30pm	Council Chambers and Online
Thursday December 5 th	Human Services Work Group	5:30pm to 7:30pm	Council Chambers and Online

Questions please contact: Michelle Chavez, City of Lacey, Human Services Coordinator:

michelle.chavez@cityoflacey.org; 360-486-8746 (o) 564-233-8973 (c)

***Shaded rows are workgroup meetings