



GENERAL GOVERNMENT & PUBLIC SAFETY COMMITTEE

TUESDAY, AUGUST 24, 2021

9:30 A.M.

REMOTE ATTENDANCE

The General Government & Public Safety Committee meeting will be conducted remotely, not in person. However, you may view the meeting by watching live through Zoom.

Link: <https://us02web.zoom.us/j/85802026987>

The public may also listen to the meeting via telephone by dialing toll-free:

(888) 788-0099 or **(877) 853-5247** – when prompted, enter Webinar ID: **858 0202 6987**
press # (participant ID not required)

PUBLIC RECORDS ACTIVITY REPORT

PERI EDMONDS, CITY CLERK

ELISSA FONTAINE, DEPUTY CITY CLERK

(PRESENTATION)

BOARDS AND COMMISSIONS STANDARDS, PROTOCOLS, AND GROUND RULES HANDBOOK UPDATE

KELLY ADAMS, MANAGEMENT ANALYST

(STAFF REPORT)

CITY WEBSITE UPDATE

SHANNON KELLEY-FONG, ASSISTANT CITY MANAGER

(PRESENTATION)



**GENERAL GOVERNMENT & PUBLIC
SAFETY COMMITTEE MEETING**
August 24, 2021

SUBJECT: Boards and Commissions Handbook Update

RECOMMENDATION: Bring the updated Boards and Commissions Handbook to the full Lacey Council for approval through a Council resolution.

STAFF CONTACT: Scott Spence, City Manager *SS*
Shannon Kelley-Fong, Assistant City Manager *SKF*
Kelly Adams, Management Analyst *KA*

ORIGINATED BY: City Manager Department

ATTACHMENTS: 1. [Draft Boards and Commission Handbook](#)
2. [Draft Boards and Commission Handbook with redlines](#)

FISCAL NOTE: None

PRIOR REVIEW: See Background

BACKGROUND:

On February 12, 2015, the Lacey City Council adopted the Boards and Commissions Handbook ("Handbook") to ensure that appointed representatives from the community operate with the same standards and protocols adopted and used by the Lacey City Council in their own Policies and Procedures Manual.

Per the existing Handbook's Forward, a review of the Handbook is performed by the General Government Committee as needed. The last update to the Boards and Commissions Handbook occurred on March 8, 2018. Significant changes have taken place since the last update, including the creation of the Commission on Equity and the Lacey Youth Council.

RECOMMENDATION:

To increase readability, accessibility (consistent formatting and organization), inclusivity, and to incorporate new advisory bodies and specific guidance from existing bodies, staff recommends that the City Council adopt the updated Handbook provided in **Attachment 1**. This includes the addition of an *Appendices* section which contains guidance specific to the Planning Commission, Historical Commission, Board of Parks Commissioners, and Lacey Library Board.

A redline copy of the changes reflected in **Attachment 1** is provided in **Attachment 2**.

ADVANTAGES:

1. The draft updated Handbook is more accessible and incorporates new advisory bodies created by the City Council since 2018.
2. The draft updated Handbook establishes a consistent approach for future updates to the Handbook through City Council resolution.

DISADVANTAGES:

1. None.

Boards and Commissions

Standards, Protocols, and Ground Rules Handbook

Draft Update: August 2021



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FOREWORD

The City of Lacey has eight 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
- Public Facilities District (PFD)
- Thurston Community Media (TC Media) Board of Directors
- Lacey Youth Council

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: Date of Adopted Update

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.

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. The Lacey Youth Council appoints one member to serve as the youth representative to the Historical Commission.

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 six-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: 3 years

Term Limit: Two terms

Number of Members: Five Commissioners, plus one youth representative

Residency Requirements: Four of the five Commissioners must be Lacey City residents. One of the five can be either a Lacey City resident or a resident of Lacey's Urban Growth Area. The Lacey Youth Council appoints one member to serve as the youth representative to the Board of Parks Commissioners.

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 and recommends building improvements for the Lacey Timberland Library. 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:

Length of Term: 5 years

Term Limit: 2 terms

Number of Members: 5 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. The Lacey Youth Council appoints a Lacey Youth Councilmember to serve as the youth representative.

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 each room rental night. 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.

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

Public Facilities District (PFD)

The seven-member Public Facilities District 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 Public Facilities District 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

Residency Requirements: The Public Facilities District Board must have one member from each jurisdiction, and three regional 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:	3 years
Term Limit:	No term limit
Number of Members:	15 total (One member and one alternate from Lacey)
Residency Requirements:	None
Who Appoints:	Mayor appoints, 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.

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.
- 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.

Appendices

Planning Commission

- A. Rules of Procedure

Historical Commission

- B. Attendance Policy
- C. Meeting Policy
- D. Election of Officers Procedure
- E. Historian of the Year Procedure
- F. Mitigation Policy for Proposed Demolition or Significant Alteration of Historic Properties
- G. Parliamentary Procedure
- H. Pioneer Award Procedure

Board of Parks Commissioners

- I. Parliamentary Procedure
- J. Public Hearing Procedure

Library Board

- K. By-Laws

RULES OF PROCEDURE

LACEY PLANNING COMMISSION

We, the members of the Planning Commission of the City of Lacey, State of Washington, created by Chapter 2.32 of the City of Lacey City Council, pursuant to Revised Code of Washington 35A.63 do hereby adopt, publish and declare the following Rules of Procedure.

I. Name

The official name shall be the "Lacey Planning Commission".

II. Meetings

- A. Regular Meetings – The Planning Commission shall meet regularly on the first and third Tuesday of each month from 7:00 p.m. to 9:00 p.m..
- B. Special Meetings – May be called by the Chair of the Planning Commission when a certain case, question or matter of interest arises where it would be necessary and proper for the Planning Commission, or committee, to meet.
- C. All Planning Commission meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Planning Commission.
- D. When a regular meeting falls on a legal holiday, the Planning Commission will meet on the day following that legal holiday or as scheduled.
- E. If no matter over which the Planning Commission has jurisdiction is pending on its calendar, a meeting may be cancelled at the notice of the Chair, and notice should be posted at the meeting place.
- F. Except as modified by these Rules of Procedure, Robert's Rules of Order, Revised, shall guide the formal decision process by the Planning Commission in making their recommendation to Council.
- G. Planning Commission work sessions, public meetings and deliberations should be conducted in an informal manner, inclusive of all meeting attendees, facilitated by the Planning Commission Chair.

III. Election of Officers

- A. The officers of the Planning Commission shall be a Chair and a Vice-Chair elected by the appointed members of the Planning Commission, and such other officers as the Planning Commission may elect.
- B. The election of officers shall take place each year on the occasion of the last regular meeting in December of each calendar year. The term of each officer shall begin each year on the occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.

- C. 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 Planning Commission.

IV. Chair

- A. The Chair shall preside over the meetings of the Planning Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Planning Commission.
- B. The Chair shall have power to create temporary committees of one or more members. Committees of the Planning Commission shall be created at the direction of the Planning Commission 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 Planning Commission. No committee shall have the power to commit the Planning Commission to the endorsement of any plan, case or program without the approval of the Planning Commission.
- C. 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.

V. Chair's Absence

The Vice-Chair shall, in the absence of the Chair, perform all duties of the Chair. The Chair and Vice-Chair, both being absent, the members present may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

VI. Secretary

The Staff shall perform the usual and necessary secretarial functions of the Planning Commission including preparation of minutes of each meeting.

VII. Quorum

A majority of the membership of the Planning Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Planning Commission, shall be deemed and taken as the action of the Commission.

VIII. Absence of Members

In the event of a member being absent from three consecutive regular meetings, or being absent from 35 percent of all meetings (including committee) in any six-month period, the member's record shall be forwarded by the Chair to the Mayor for consideration of asking for the member's resignation.

IX. Conflict of Interest

Any member of the Planning Commission who has a conflict of interest with a particular case should publicly announce this conflict of interest at the earliest possible opportunity or when

the conflict is realized. This member shall recuse themselves from participation and decisions on the particular case in question.

X. Application and Petition

- A. Applications and petitions will be accepted by the Planning Commission only when properly filed as in XII-B. below.
- B. In order that proper deliberations and consideration be given to any application, the Planning Commission reserves the right to withhold any decision on any application for a period not to exceed the time set forth in the governing ordinance.

XI. Organization and Responsibility

A. Regular Meetings – Public Hearings

- 1. All recommendations of the Planning Commission shall be forwarded to the Lacey City Council for final action. Cases for which no action is taken by the Planning Commission shall be forwarded to a City Council committee for review and recommendation.
- 2. On matters requiring public hearings, such hearings shall be held only after complying with State Environmental Policy Act procedures. A matter may be heard at the public hearing pending the threshold determination, but such matter shall not be referred from the Planning Commission to the City Council prior to the rendering of the threshold determination or the preparation of a Final Environmental Impact Statement if one is required.
- 3. Presentation of each item of business at the public hearing will be done by the Staff. Following the public hearing and necessary discussion, a recommendation for action will be made to the Planning Commission by the Staff, or committee, if the case has been so referred.
- 4. No official action from the Planning Commission 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.
- 5. 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.

B. Filing Date Deadlines for Planning Commission Agendas

- 1. Public Hearings: Ten days prior to the regular meeting date, to allow for legal advertising, posting, notification and administrative processing of application.
- 2. Other Business: Five days prior to the regular meeting.
- 3. Information Items: Any additional information, charts, maps, etc., that is to be considered for any case or question before the Planning Commission shall be submitted to the Commission staff at least five working days prior to the meeting for which the matter has been scheduled. Failure by an applicant to meet this deadline will result in consideration of the matter being continued to a subsequent meeting. This rule may be waived by the concurrence of two-thirds of the members of the commission present and voting.

4. Other Agency Reports: Reports from consulted agencies when appropriate, should be forwarded to the Planning Commission at the earliest possible date, but not later than five working days prior to a commission meeting on the subject matter.

All informational items and reports to be presented shall be referred to the Commission members as soon as possible.

XII. Amendment

The Rules of Procedure may be amended at any regular or called meeting of the Planning Commission by a majority vote of the entire membership.

XIII. Approval

APPROVED by the City of Lacey Planning Commission this 6 day of August 2019.



Paul Enns
Chair

Sharon Kophs

Vice Chair



ATTENDANCE

Approved by the Lacey Historical Commission on October 21, 2015

This policy shall apply to the attendance by the Lacey Historical Commissioners at monthly meetings, ad hoc committee meetings, and Commission events.

1. Monthly meetings
 - a. Lacey Historical Commissioners are expected to attend all regularly scheduled monthly meetings, usually 12 a year, held once a month on a regularly scheduled day and time.
 - b. Attendance shall be recorded in the minutes of the meeting as excused or unexcused. Excused absences include illness, vacations, funerals, work and school obligations, family commitments, etc.
 - c. In the event a Commissioner will miss a monthly meeting, that absence shall be reported to staff or the Chair of the Commission prior to the meeting. Excused absences shall be made known to the Chair prior to or during the monthly meeting.
 - d. When a Commissioner misses two (2) or more monthly meetings with an unexcused absence, or a total of four (4) or more unexcused or excused absences in a calendar year, the Commissioner will be contacted by the Chair to determine the cause of the absence and to discuss this policy.
 - e. When a Commissioner misses three (3) or more regular meetings with an unexcused absence, or a total of five (5) unexcused or excused absences in a calendar year, the Chair will contact that Commissioner to determine their desire to continue on the Commission. The Historical Commission will then consider the attendance record of the member at its next regular meeting, the impact the absences have on the ability of that person to fulfill the duties of a Commissioner, and the commitment by the Commissioner to attend future regular meetings. If the majority of the Commissioners present at the regular meeting recommend action relative to the removal of the Commissioner from the Historical Commission, such action shall be forwarded to the Mayor for consideration at a City Council meeting.
 - f. In accordance with Section 1.03 of the Boards & Commissions Standards, Protocols, and Ground rules handbook Commissioners may be removed for neglect of duty.
2. Ad Hoc Committee Meetings
 - a. Lacey Historical Commissioners either volunteer to serve or are asked by the Chair to serve on an ad hoc committee. The Chair either appoints a committee chair, or the ad hoc committee members may elect their own chair.
 - b. Ad hoc committee members are expected to attend all regularly scheduled committee meetings, held on a regularly scheduled day and time.
 - c. In the event a Commissioner will miss an ad hoc committee meeting, that absence shall be reported to staff or the Chair of the ad hoc committee prior to the meeting. Excused absences shall be made known to the committee chair prior to or during the meeting.
 - d. When a Commissioner misses two (2) or more ad hoc committee meetings in a calendar year with an unexcused absence, the Commissioner will be contacted by the committee chair to determine the cause of the absence, and to determine their desire to continue serving on the committee.
3. Commission Events
 - a. Attendance is encouraged at events; however attendance is not taken.
 - b. If a Commissioner commits to attending or volunteering at an event, the individual is expected to fulfill that commitment.

MEETINGS

Approved by the Lacey Historical Commission on October 21, 2015

1. Monthly Meetings

- a. All regular monthly Commission meetings shall be held at the Lacey City Hall unless a special location is approved by the Commission no less than one monthly meeting in advance. Appropriate notice shall be given of any location change.
- b. Regular Commission meetings shall be held the third Wednesday of each month at 6:00pm, be open to the public and comply with provisions of the Washington State Open Public Meetings Act (RCW 42.30).
- c. Written minutes of the meeting shall be recorded. An audio recording may be made of the meeting.

2. Ad Hoc Committee Meetings

- a. Ad hoc committee meetings may be held at either Lacey City Hall or the Lacey Museum.
- b. All ad hoc committee meetings shall be open to the public and comply with provisions of the Washington State Open Public Meetings Act (RCW 42.30).
- c. Notes of the meeting shall be recorded.
- d. Work product of the Ad Hoc Committee is subject to review and approval by the Lacey Historical Commission.

ELECTION OF OFFICERS

Approved by the Lacey Historical Commission on October 21, 2015

- a. The officers shall consist of a Chair and Vice Chair elected from the members of the Historical Commission.
- b. Nominations for officers shall be made at the regular monthly meeting in October, with the election at the November regular monthly meeting.
- c. Terms for officers shall run for one year, beginning January 1 and expiring December 31 of each year.
- d. Vacancies of an office caused by resignation, removal, or expiration of term of any officer during the term of office shall be filled for the remainder of the term by a majority vote of a quorum of the Historical Commission.
- e. The Chair shall preside over meetings of the Historical Commission, with the Vice Chair presiding when the Chair is absent. In the event both are absent, members present at the meeting may elect a temporary Chair.

HISTORIAN OF THE YEAR
Approved by the Lacey Historical Commission on October 21, 2015

Accepting nominations for and selecting a "Historian of the Year" is a process by which the Mayor and Lacey City Council can recognize an individual or a group who has made a significant contribution to preserving the history and heritage of the citizens of Lacey.

This policy shall apply to the nomination and selection process by the Lacey Historical Commission to name a "Historian of the Year".

1. Nomination
 - a. The call for nominations should be made at least two months prior to the first day of Lacey History month.
 - b. Nomination forms may be submitted by Lacey Historical Commissioners, the Museum Curator, the Lacey Historical Society, city council members, and the public at large.
 - c. Nomination forms shall be submitted to the Lacey Historical Commission, due one month prior to the first day of Lacey History Month. This allows sufficient time for copies of nomination forms to be included in the monthly agenda packet.
 - d. All nomination forms submitted shall be reviewed by the Lacey Historical Commission at the regular monthly Commission meeting.
2. Selection
 - a. The criteria for selection shall be based on the individual's or group's significant contribution to the promotion or preservation of Lacey's history.
 - a. Criteria may include but is not limited to: hours/time, duration, significance, donation of tangible property or monetary contribution.
 - b. The selection shall be made by the majority vote of commissioners, provided a quorum is present.
 - c. No individual shall be selected more than once.
 - d. The preference is to select only one Historian of the Year each year. (Two or more individuals or a group (family, corporation, etc.) may be nominated on the same nomination form for a joint contribution, project or program).
3. Presentation
 - a. The honoree will be recognized as the Lacey Historian of the Year at a City Council meeting.

This procedure shall apply to the nomination and selection process by the Lacey Historical Commission to name a "Historian of the Year".

1. Nomination Process
 - a. A call for Nominations shall be announced by press release, on the City website, and by making nomination forms available at the museum and city hall.
 - b. The nomination form is a standard form, which may be altered upon the majority vote of the Commission, at least 90 days prior to the call for nominations.
 - c. Nomination forms shall be available on the city website, at events and in community buildings.
2. Selection Process
 - a. The honoree selected shall not be named publicly before the presentation.
3. Presentation
 - a. A presentation of the accomplishments and/or activities of the Historian of the Year that led to selection shall be made at a City council meeting.
 - b. The city shall issue a press release the day following the city council meeting presentation announcing the Historian of the Year, and post the announcement on the city web site.

**MITIGATION POLICY FOR PROPOSED DEMOLITION OR SIGNIFICANT
ALTERATION OF HISTORIC PROPERTIES**

Approved by the Lacey Historical Commission on April 15, 2015

Mitigation is a process used to moderate adverse effects by documenting the property before it is lost or significantly altered.

This policy shall apply to Properties listed on the local and state register, Properties on the Local Inventory of Historic Properties, and Properties eligible for listing on the Lacey Historic Register.

When city staff becomes aware of a Historic Property that may be moved from its original or current site, demolished or significantly altered (hereinafter "action"), mitigation shall be initiated, in accordance with the levels A - C. If the Property is on the Lacey Historic Register, the action must be reviewed by the Lacey Historical Commission in accordance with LMC 16.53.040, prior to mitigation.

Level C: Properties eligible for the Lacey Historic Register. The Property should meet criteria for determining designation in LMC 16.53.030.

1. A written report shall contain the following information:
 - A. Name of Structure
 - B. Location (street, city or vicinity, county, state)
 - C. Parcel number and legal description
 - D. If available, copies of images of the building from an earlier period
 - E. Date of construction
 - F. Bibliographic citation for historic views
 - G. Images taken with a digital camera having a high resolution.
2. Required images:
 - A. Each exterior elevation (minimum of four) with indication of scale.
 - B. Close-ups of historical architectural elements or features.
 - C. Significant interior spaces or elements.
 - D. Setting (surrounding area, buildings, street)
 - E. Images should be taken three months or less than the date of action.
 - F. For significantly altered buildings post-alteration images must be taken.
3. Images must be accompanied by the following documentation:
 - A. Brief description of view, including compass orientation
 - B. Day, month, and year of view
 - C. Photographer's name
 - D. Name of photographer's firm, if applicable

Level B: Properties on the Local Inventory of Historic Properties

1. Documentation should include all of the items in Level C plus:
 - A. Original inventory form, with comparative analysis.
 - B. Complete stylistic and/or architectural description of the resource including documentation of changes that have occurred over time
 - C. Description or architectural and/or associative significance using reliable sources
 - D. Contextual information, which equates the significance of the property
 - E. Original and current function
 - F. History of conveyance (ownership) and occupancy
 - G. Name and biographical information of architect and/or builder

Level A: Properties on the Local Register of Historic Properties

1. Documentation should include all of the items in Level B plus:
 - A. Maps, including location map, parcel map, and plat map.
 - B. Aerial photograph
 - C. The application for nomination, with comparative analysis.
2. An interpretive marker should be considered for display on the site after action.

The report and images should be added to the permanent collection in the Lacey Museum, and a copy offered to the appropriate state agency.

Lacey Historical Commission

Parliamentary Procedures

Parliamentary procedure provides the process for proposing, amending, approving and defeating legislative motions. Following these procedures potentially reduces Commission actions being declared illegal or challenged procedurally. The Lacey City Council has adopted and will follow *Robert's Rules of Order, Revised* unless the same is superseded by provisions of the Lacey Municipal Code; the Historical Commission will do the same.

Order of Discussion

The presiding officer, usually the Chair, should follow the prepared agenda as much as possible. However, for those occasions when deviations are necessary or convenient, the presiding officer will clearly announce that the Commission has decided to rearrange the agenda. When changing the order of discussion, it must be done so as not to prevent or deny any member of the public the opportunity to listen to the discussion of any agenda item.

Obtaining the Floor

A Commissioner shall address the presiding officer and gain recognition prior to making a motion or engaging in debate. The presiding officer will recognize Commissioners by their last name, such as "Commissioner Jones." Commissioners will address each other as Commissioner, followed by last name, such as "Commissioners Jones." Cross-exchange between Commissioners and the public should be avoided. This is to prevent general conversation and to keep the order necessary to maintain decorum and accomplish the business of the Commission.

After a member has concluded comments and yielded the floor, if two or more members are trying to obtain the floor at the same time, the general rule is that the person who addresses the chair first is entitled to be recognized. When a motion is open to debate, however, there are three instances in which the presiding officer should assign the floor to a person who may not have been the first to address the Chair. These are:

1. The Commissioner who made the motion currently under debate is entitled to be recognized in preference to other members if that individual is claiming the floor and has not already spoken on the question.
2. No member is entitled to the floor a second time in the meeting on the same motion as long as another member who has not spoken on the motion desires the floor.
3. In instances where the person to be recognized is not determined by (1) or (2) above, and where the presiding officer knows that members who are seeking the floor have opposite opinions on the motion, the chair should let the floor alternate as much as possible between those favoring and those opposing the motion.

Questions to Staff

A Commissioner may, after recognition by the presiding officer, address questions to staff members.

Interruptions

Once recognized, a Commissioner should not be interrupted while speaking, except to make a point of order or personal privilege. If a Commissioner is called to order while speaking, the individual shall cease speaking until the question order is determined. Upon being recognized by the presiding officer, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the presiding officer.

Discussion Limit

A Commissioner should not speak more than once on a particular subject until every other Commissioner has had the opportunity to speak. Commissioners are encouraged to discuss items during the decision-making process.

Basic Steps to Conducting Business

Specific requests or proposals that are presented to Commissioners for consideration and possible action must be introduced in the form of a motion. For the proper presentation and disposition of most motions, certain steps are generally required. The basic steps to conducting business include:

The Presiding Officer (Chair)

- Introduces the item to be considered as presented on the agenda, and if appropriate, asks for a staff presentation
- If the agenda calls for a public hearing, opens a public hearing
- Closes the public hearing after receiving comments (if any) from the public
- Calls for discussion

A Commissioner

- Addresses the Chair
- Is recognized by the Chair
- Proposes the motion

A second Commissioner

- Seconds the motion

The Presiding Officer (Chair)

- States the motion
- Calls for any further discussion or debate
- Restates the motion and puts the motion to a vote

Recording Secretary (Staff)

- Records the vote

Making a Motion

Under parliamentary procedure, there are three steps required to bring a motion before the Commission for its consideration:

- A Commissioner makes a motion;
- Another Commissioner seconds the motion, and
- The Chair states the motion.

Unless the motion can interrupt a speaker as explained in *Robert's Rules of Order, Revised* a member must obtain the floor to make a motion. Once the chair has recognized a Commissioner, the individual makes the motion by saying, "I move that..." or "I move to..." and announcing what is proposed.

Commissioners should attempt as much as possible to state motions in the positive form---that is, "I move to..." rather than "I move not to..." Motions where one must vote "yes" to vote against a proposal are confusing not only for Commissioners, but also for staff and citizens.

If a proposal has only minimal support, a Commissioner might state "I make this motion in order to put it on the floor for discussion. I am not sure of my position on it at the present time."

Seconding a Motion

After a motion has been made, and if it requires a second, another Commissioner who wishes to see the motion considered says, without obtaining the floor, "I second the motion," or simply, "Second." A second merely implies that the member agrees the motion should come before the meeting, not necessarily that the member favors it. If another member of the Commission does not second the motion, the chair normally asks, "Is there a second to the motion?" If there is no second, the chair should say, "Since there is no second, the motion is not before this meeting." If seconded, the maker of the motion should then be regarded as having the refusal of the floor in preference to all other members.

The purpose of a second is to prevent time being spent on motions that only one person wants to discuss. After the Commission makes a motion, no person shall address the Commission without first securing the permission of the Chair or Commission to do so.

Stating the Question

Under parliamentary procedure, making and seconding a motion does not put it before the Commission for consideration. This can be done only when the presiding officer repeats the motion and indicates that the motion is open for debate by stating: "It has been moved and seconded that ... Is there any discussion?"

Right to Withdraw or Modify a Motion

Until the Chair has stated the question, the maker has the right to modify or withdraw the motion. After the motion has been stated, however, it can be withdrawn only with the Commission's consent. If any objection is made, it will be necessary to obtain leave to withdraw by a motion for that purpose. When a motion is withdrawn, the effect is the same as if it had never been made.

Pending Motions

When the Chair has stated a motion, it is said to be *pending*. When several motions are pending, the last one stated by the chair, and the first to be disposed of, is called the *immediately pending question*. Thereafter, other pending motions are considered in descending order of rank.

Amendment of the Main Motion

When the main motion does not exactly suit the members of the Commission, it may be changed by means of amendment *before* it is finally voted upon. Once recognized by the Chair, a Commissioner may

make the motion to amend by stating, "I move to amend the motion by..." ---adding, striking out, inserting, or substituting. An amendment to the main motion requires a second; it is debatable, requires a majority vote, and must be germane---that is, closely related to or having bearing on the subject of the motion to be amended. If the motion on the amendment passes, the Chair puts the main motion, as amended, to a vote. If the motion on the amendment fails, the chair puts the main motion, as originally presented, to a vote.

The member, who offers the motion, until it has been stated by the chair, can modify the motion, or withdraw it entirely; after it is stated, he/she can do neither without the consent of the Commission (majority). For example, the mover may state, "With the consent of the Commission, I will modify my motion to state as follows..." If no one objects, it shall be deemed that he/she has the consent of the body to modify his/her motion. When the mover modifies his/her motion, the one who seconds it can withdraw his/her second.

Postponement of Business

Postpone to a Time Certain

The Commission may delay action on a pending question by making a motion to postpone the item either indefinitely or to a time certain. This motion can be made regardless of how much debate has taken place. The question may be postponed either so that it may be considered at a more convenient time or because debate has shown reasons for delaying a decision.

Postpone Indefinitely

The Commission may decline to take a position on a pending question by moving to postpone the item indefinitely. Voting to postpone indefinitely kills the main motion and avoids a direct vote on the question. This motion is useful for disposing of a badly expressed main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

Table

Commonly misused in place of a motion to postpone, the Commission may lay the pending question aside temporarily when some other issue of immediate urgency has arisen. *Lay on the Table* is out of order if the evident intent is to kill or avoid dealing with an item. This motion requires a majority vote and halts consideration of a question immediately and without debate. After a question has been laid on the table, it can be taken from the table by a majority vote as soon as the interrupting business is disposed of and when no other question is pending.

Voting Procedures

Each Commissioner shall vote on all questions put to the Commission, unless a conflict of interest under State law or appearance of fairness question is present. Unless a member of the Commission states that he or she is not voting, his or her silence shall be recorded as an affirmative vote.

If it is determined by majority vote of the Commission as a whole, plus one, that a Commissioner has a conflict of interest under state law or would violate the appearance of fairness doctrine by participating in, and/or voting on, a matter coming before the Commission, then the member determined to have the

conflict of interest or appearance of fairness doctrine violation shall not participate in or vote on said matter. In the event a challenged member or members requests additional time prior to the challenge having been voted on by the Commission in order for the Commissioner to present further information to the Commission, then the Commission's determination with respect to the challenge shall be continued to the next regularly scheduled meeting of the Commission, at which time the member or members requesting the additional time shall present such additional information. At the conclusion of the presentation, the Commission shall make its determination as provided above. When the debate appears to be over and if no one indicates a desire to continue discussion, the Chair puts the motion to a vote by stating, "If there is no further discussion, cast your votes."

Only those motions that receive an affirmative vote by the majority of the present and voting members of the Commission who also constitute a quorum shall be passed or become effective unless other voting requirements are provided by Washington State law.

A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected Commissioner will not participate in the discussion and will abstain from the voting process by leaving the meeting location until such time as consideration of the item has been concluded.

Affirmative Vote

Affirmative votes will be cast in an audible tone of voice.

Abstention from Voting

Any member may abstain from voting on any question; provided, at the time of declaring his/her abstention, he/she shall state the reason.

Tie Vote

A tie vote results in the motion having failed. The presiding officer may publicly explain the effect of the tie vote for the audience.

Reconsideration

Reconsideration of an item will be considered by a majority vote of the Commission. A member of the prevailing majority must make a motion for reconsideration when the previous vote was taken, and can be made no later than the next regular meeting after which the previous vote was taken.

Right of Protest

A Commissioner is never required to state reasons for a dissenting vote; provided, however, that any member of the Commission shall have the right to have the reasons for his or her dissent from, or protest against, any action of the Commission entered on the minutes.

Parliamentarian

The Chair, or in the absence of the Chair, the Vice Chair, shall serve as parliamentarian for the Commission and as such shall decide all questions of parliamentary procedure in accordance with the parliamentary rules contained in *Robert's Rules of Order, Revised*.

LACEY PIONEER AWARD
Approved by the Lacey Historical Commission on April 19, 2017

Selecting a recipient for the "Lacey Pioneer Award" is a process by which the Lacey Historical Commission can honor Lacey pioneers or their descendants, who by virtue of this familial connection have made a significant or long-lasting contribution to promote and/or preserve the history and heritage of the citizens of Lacey. This award is only given from time to time whenever the Commission feels that the award is merited.

1. Nomination

- a. Nominations for the Lacey Pioneer Award may be submitted at any time.
- b. Nominations are put forward by Lacey Historical Commissioners in writing to the Commission, outlining their reasons for the nomination and how they meet the criteria outlined below.
- c. Any nominations submitted shall be added to the next regularly scheduled Lacey Historical Commission meeting agenda for consideration.
- d. A decision should be made at a subsequent meeting within 90 days of the original nomination.

2. Selection

- a. The criteria for selection shall first be based on the individual's genealogical connection (by birth or adoption) to Lacey pioneers or be a Lacey pioneer in their own right.
- b. "Lacey pioneer" means either someone who was among the original settlers of what would later become the Lacey area, in 1891 or before; or someone who was instrumental in the formation of Lacey as an incorporated city in 1966.
- c. The second criteria for selection is the contribution to the promotion or preservation of Lacey's history. The contribution should be over a long period of time and/or have a lasting effect on the Lacey community.
- d. The selection shall be made by the majority vote of commissioners, provided a quorum is present.
- e. No individual shall be selected more than once.
- f. The Pioneer Award is awarded at the discretion of the Lacey Historical Commission, as frequently or infrequently as they see fit.
- g. The honoree shall not be named publicly before the presentation.

3. Presentation

- a. The honoree will be recognized at a City Council meeting.

This award was inspired by Zelma Bernd, a relative of the Lacey pioneers, George Himes and Emmeline Ruddell Kilmer, who tirelessly devoted herself to the promotion of Lacey's Oregon Trail history. She was the first recipient of this award in 2015.

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. **Robert's Rules** will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of **Robert's Rules**, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion, *stand and address the chair.***
- **If you approve the motion as is, *vote for it.***
- **If you disapprove the motion, *vote against it.***
- **If you approve the idea of the motion but want to change it, *amend it or submit a substitute for it.***
- **If you want advice or information to help you make your decision, *move to refer the motion to an appropriate quorum or committee with instructions to report back.***
- **If you feel they can handle it better than the assembly, *move to refer the motion to a quorum or committee with power to act.***
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered, *move to lay the motion on the table.***
- **If you want time to think the motion over, *move that consideration be deferred to a certain time.***
- **If you think that further discussion is unnecessary, *move the previous question.***
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee, *move the motion be recalled.***
- **If you think that the assembly should give further consideration to a matter already voted upon, *move that it be reconsidered.***
- **If you do not agree with a decision rendered by the chair, *appeal the decision to the assembly.***
- **If you think that a matter introduced is not germane to the matter at hand, *a point of order may be raised.***
- **If you think that too much time is being consumed by speakers, *you can move a time limit on such speeches.***
- **If a motion has several parts, and you wish to vote differently on these parts, *move to divide the motion.***

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . . , is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."

Another member seconds the motion.

The Chair repeats the motion and says,
"Is there any discussion?"

To improve the motion, a member rises,
receives recognition and says, "I move
to amend the motion by . . ."

Another member seconds the amendment.

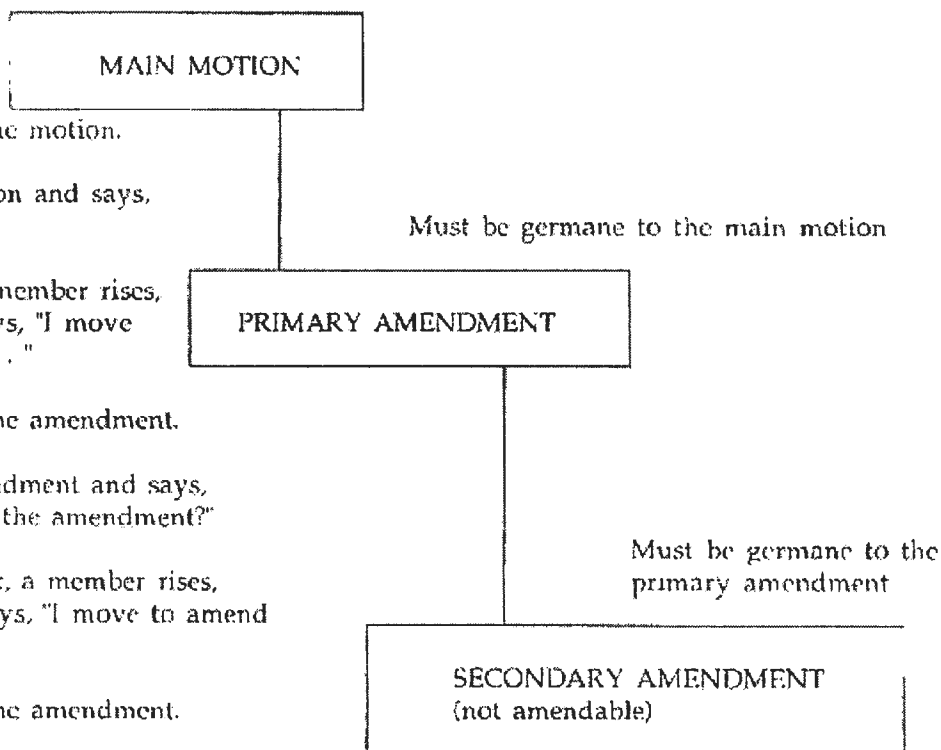
The Chair repeats the amendment and says,
"Is there any discussion on the amendment?"

To improve the amendment, a member rises,
receives recognition, and says, "I move to amend
the amendment by . . ."

Another member seconds the amendment.

The Chair repeats the amendment to the amendment
and says, "Is there any discussion on the
amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.



PUBLIC HEARING PROCEDURE

Chair will announce, "Individuals who wish to address the Board of Park Commissioners should sign in".

The Chair will open the public hearing, and state the purpose/issue.

Recording secretary will note the time for the record.

Speakers will be called forward in the order in which they signed in.

Speakers are required to state their name and address.

Comments are limited to the specific matter for which the public hearing is being held and are limited to 3 minutes, unless a longer period is permitted by the Chair.

Written comments are permitted prior to and during the public hearing, and should be submitted to the recording secretary before the public hearing is closed.

Comment cards are provided on the sign –in table for that purpose.

Written documents will be entered into the record, but will not be read aloud, unless time permits. Written documents will be announced by name and address of the author, and may be summarized by the Chair.

Once everyone on the list has spoken and been heard, the Chair will ask three times if there are any additional citizens who wish to speak at the public hearing.

The Chair announces that the public hearing is closed and the recording secretary records the time.

After the public hearing is closed, no member of the public shall be permitted to address the Board of Park Commissioners on that specific issue.

If desired, or an issue is raised during testimony, the record could be held open for a defined period of time for submittal of additional written testimony if motion made and approved by the commissioners.

LACEY LIBRARY BOARD BY-LAWS

Article I. Identification

This organization is the Lacey Library Board of the Lacey Timberland Library, in Lacey, WA, established by the municipality of Lacey, WA., according to the provisions of Chapter 2.46 of the Lacey, WA Municipal Code, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office

Appointments and terms of Office are defined in Chapter 2.46.020 of the Lacey Municipal Code.

Section 2. Meeting Attendance

Board members shall be expected to attend all meetings. If a board member should find it necessary to be absent from any meeting, the board member is expected to notify the chair of the board prior to that meeting.

Article III. Officers

Section 1. Election of Officers

The officers shall be a chair and a vice-chair/secretary, elected annually from among the appointed board members.

Section 2. Duties of the Chair

The chair shall preside at meetings of the board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committees except the nominating committee, issue notice of all regular and special meetings, and generally perform all duties associated with the office of the chair.

Section 3. Duties of Vice-Chair/Secretary

The vice-chair in the event of the absence, disability of the chair, or a vacancy in that office, shall assume and perform the duties and functions of the chair.

The secretary shall keep true and accurate minutes of all meetings of the board and shall perform such other duties as are generally associated with the office of secretary.

Section 4. Role of Library Manager

The library manager shall be staff advisor to the board. The manager shall be invited to attend all board meetings (but may be excused from a closed session) and shall have no vote.

Article IV. Meetings

Section 1. Regular Meetings

The regular meetings shall be held on the second Wednesday of each month at 5:30 p.m. There shall be at least four regular meetings per year. A consensus of the board shall determine the date of each regular meeting. Additional meetings shall be determined at the pleasure of the board.

Section 2. Annual Meeting

The annual meeting, which shall be for the purpose of the election of officers, shall be held in January of each year.

Section 3. Agendas and Notices

The chair shall prepare all meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The chair will provide copies of the agendas and notices to the Lacey City Manager.

Section 4. Minutes

Minutes of all meetings shall, at a minimum, name all board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Copies of the approved board minutes shall be given to the Lacey City Manager. Current board minutes shall be available to the public upon request.

Section 5. Special Meetings

Special meetings, other than regular and annual meetings, may be called at the discretion of the chair. At least 48 hours' notice shall be given.

Section 6. Quorum

A quorum for the transaction of business at any meeting shall constitute three (3) members.

Section 7. Open Meetings Law Compliance

All Board meetings and all committee meetings shall be held in compliance with Lacey, WA Municipal Code and WA State Open Meetings Act.

Section 8. Parliamentary Authority

The rules contained in Robert's Rules of Order, latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this board.

Article V. Committees

Section 1. Standing Committees

The following committees: by-laws committee shall be appointed by the chair promptly after the annual meeting and shall make recommendations to the board as pertinent to board meeting agenda items.

Section 2. Ad Hoc Committees

Ad hoc committee(s) shall be appointed by the chair, with the approval of the board, to serve until the final report of the work for which it was created has been completed. These committees also may include staff and public representatives, as well as outside experts.

Section 3. Power of Committees

No committee shall have other than advisory powers.

Article VI. Purview of the Board

Section 1. Defined

All powers and duties of the board are defined in Chapter 2.46.050 of the Lacey Municipal Code.

Section 2. Annual Capital Budget

In order to conduct the responsibilities of the board, the library manager shall provide all necessary information in a timely manner. The board shall review with the library manager the facility needs and make appropriate capital budget recommendations to the Lacey City Council for the ensuing budget year.

Section 3. Facility Policies and Procedures

The board may adopt policies and procedures that pertain to the use of the facility. However, any adopted board policies and procedures are subject to the current facility

policies and procedures of Timberland Regional Library system and the Lacey City Council.

Article VII. General

Section 1. Majority Vote

An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board.

Section 2. Suspension of the Rules

Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension to be valid, may be taken only at a meeting at which two-thirds of the members of the board are present and two-thirds of those present so approve.

Section 3. Amendment of By-Laws

These by-laws may be amended at any regular meeting of the board by majority vote of all members of the board, provided written notice of the proposed amendment shall have been given to all members at least ten days prior to the meeting at which such action is proposed to be taken.

These bylaws were approved at a meeting of the Lacey Library Board meeting by a two thirds majority vote on October 10, 2012.

Minor modifications to these bylaws were approved at a meeting of the Lacey Library Board by unanimous vote on November 13, 2019.



Scott T. Robinson – Board Chair
November 13, 2019

Boards and Commissions

Standards, Protocols, and Ground Rules Handbook

Draft Update: August 2021



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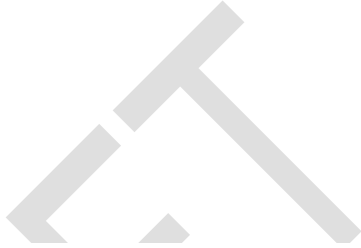
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Boards & Commissions

Standards, Protocols, and Ground Rules Handbook

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FOREWORD

The City of Lacey has ~~eight~~^{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
- Public Facilities District (PFD)
- Thurston Community Media (TC Media) Board of Directors
- Lacey Youth Council

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 ~~citizens~~^{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: Date of Adopted Update

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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

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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

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1.01 Advisory Boards and Commissions

The City Council appoints ~~citizen-community~~ representatives to a variety of Boards and Commissions to serve in an advisory capacity to the Council. ~~Citizen-Board and Commission~~ members review and make recommendations on issues related to land use, zoning, social services, parks, library services, and historical matters. ~~Citizen-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 ~~his/her~~^{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~~^{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.

Council Advisory Boards and Commissions:

Planning Commission:

- The ~~9~~^{nine}-member ~~Planning C~~^{Planning}ommission 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 m~~^{The Planning Commission determines its own m}Meeting times and locations. ~~will be determined by the Commission. (LMC 2.32)~~

Reference: LMC 2.32

Length of Term: ~~3~~^{Three} Years

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Term Limit: Two Terms²

Number of Members: Nine Commissioners⁹

—Residency Requirements: Seven of the nine Planning commissioners Commissioners must be a Lacey City residents, and The remaining two Commissioners can may be either a Lacey residents or residents of in Lacey's Urban Growth Area.

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Who Appoints: The Mayor appoints Planning Commissioners, subject to confirmation by the Council.
Mayor appoints with approval of Council

Historical Commission:

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• The ~~8~~^{eight}-member Historical Ceommission 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. Meeting times and locations will be determined by the Commission. (LMC 2.42)

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Reference: LMC 2.32

Length of Term: 3-Three Years

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Term Limit: Two Terms²

Number of Members: Seven Commissioners⁷, plus one youth representative

Residency Requirements: Five of the seven Ceommissioners must be a Lacey City residents. Two of the seven Commissioners must be professionals with a background in history, architecture, planning, or American studies. The youth member shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston School District, or enrolled in a private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth member shall be appointed to serve for a term of one year, and may be reappointed to an additional one year term. The Lacey Youth Council appoints one member to serve as the youth representative to the Historical Commission.

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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. Mayor appoints with approval of Council

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Board of Parks Commissioners:

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• The ~~six~~⁶-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

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~~its own meeting times and location. Meeting times and locations will be determined by the Commission. (LMC 2.44)~~

Reference: LMC 2.44

Length of Term: 3 ~~Years~~years

Term Limit: 2Two terms

Number of Members: 5Five Commissioners, plus one youth representative

Residency Requirements: Four of the five ~~commissioners~~Commissioners must be a Lacey City residents. ~~One of the five can be either a Lacey City resident or a resident of within Lacey's Urban Growth Area. The youth commissioner shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston Public School District, or enrolled in a private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth commissioner shall be appointed to serve for a term of one year, and may be reappointed to an additional one year term. The Lacey Youth Council appoints one member to serve as the youth representative to the Board of Parks Commissioners.~~

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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.

~~Mayor appoints with approval of Council~~

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Library Board:

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The ~~6~~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 and recommends building improvements for the Lacey Timberland Library. 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.

~~Meeting times and locations will be determined by the Board. (LMC 2.46)~~

*—Reference:

Length of Term: 5 ~~Years~~years

Term Limit: 2terms

Number of Members: 5Board Members, plus one youth representative

Residency Requirements: Four of the five ~~commissioners~~Library Board Members must be a Lacey City residents. ~~One of the five Board Members can be either a Lacey City resident or a resident of within Lacey's Urban Growth Area. The Lacey Youth Council appoints a Lacey Youth Councilmember to serve as the youth~~

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~~representative. The youth commissioner shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston Public School District, or enrolled in a private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth commissioner shall be appointed to serve for a term of one year, and may be reappointed to an additional one-year term.~~

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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. Mayor appoints with approval of 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.

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LEOFF Disability Board (Law Enforcement Officers-Fire Fighters)

The ~~five~~ 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. Meeting times and locations will be determined by the Board. (RCW 41.26.110)

Reference: RCW 41.26.110

Length of Term: ~~2 Two Years~~ years

Term Limit: No term limit

Number of Members: ~~Five Board Members~~5

Residency Requirements: Two members must currently serve on the Lacey City Council. ~~Two~~ 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.

~~Two City Councilmembers appointed by the Mayor with approval of Council.~~

~~Two law enforcement members appointed by the law enforcement officers employed by or retired from the city who are subject to the jurisdictions of the board.~~

~~One at-large member appointed by the other remaining board members.~~

Civil Service Commission:

* By statute, the City Manager appoints members to the Civil Service Commission ~~(LMC 2.52.040)~~. The ~~three~~ 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. Meeting times and locations will be determined by the Commission. (RCW 41.12)~~

Reference: LMC 2.52.040; RCW 41.12

Length of Term: ~~6 Six~~ years

Term Limit: ~~2 Two~~ terms

Number of Members: ~~3 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 each room rental night. The Lodging Tax Advisory Committee determines its own meeting times and location.

Reference: RCW 67.28.1817; LMC 13.03.045

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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.

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

Public Facilities District (PFD)

The seven-member Public Facilities District 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 Public Facilities District 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

Residency Requirements: The Public Facilities District Board must have one member from each jurisdiction, and three regional 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

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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: 3 years
Term Limit: No term limit
Number of Members: 15 total (One member and one alternate from Lacey)
Residency Requirements: None

Who Appoints: Mayor appoints, 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.

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1.02 Interpersonal Standards, Protocols, and Ground Rules

Board and Commission members value ~~a~~ positive and productive working relationships amongst ~~itself themselves, and with~~ the City Council, other members of Boards and Commissions, elected officials, neighboring colleagues, City staff, and the general public. Toward that end, the Council ~~has~~ 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, ~~and or~~ the City.
- Do not criticize in public. ~~Issues~~ should be addressed in private, when possible.
- Listen attentively. ~~A~~ avoid interrupting. ~~B~~ be respectful even with those you disagree.
- Do not act as a committee of one. ~~G~~ 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. ~~A~~ attempt to resolve individual differences privately before involving City Council and/or City staff.

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Meetings Protocol

- Arrive on time. ~~B~~ be prepared for meetings. ~~R~~ read and study your materials.
- Avoid engaging in debates with the public or individual ~~citizens~~ community members.
- 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 ~~and~~ support 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~~ Find the long-term public interest of the community as a whole.
- Do ~~not~~ rush to judgment. ~~s~~ 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. ~~M~~ many decisions and actions require the approval of the governing body or must be consistent with adopted policy.
- Be respectful of differences. ~~A~~ accept disagreements. ~~V~~ 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. ~~I~~ 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.
- ~~Don't~~ 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.

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Communication Protocol

- Always be respectful of one another, the public, and City staff.

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- *• Be open, honest, and diplomatic when communicating.
- *• Accept and give constructive input and feedback.
- *• Return calls and emails ~~and respond to inquiries~~ in a timely manner. Be responsive to inquiries.
- *• ~~Don't~~ Do not ~~spring~~ surprises ~~on~~ colleagues and staff, especially at formal meetings.
—~~Notify~~ others of issues and concerns ahead of time.
- *• Know your ~~neighbors~~ peers. —~~g~~Get to know other professionals and officials in local and state government as it pertains to your Board or Commission.
- *• ~~Do not~~ Do not use your title as a Board or Commission member to express your personal opinion.
- *•

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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 ~~his/her~~ 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.

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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~~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~~City Clerk as the official record. Any rules and regulations adopted by any board, commission, or committee shall be filed with the ~~city~~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~~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 ~~insure~~ensure that they ~~are~~ accurately reflecting 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.

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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).

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2.05 City Issued Email Addresses

The city may provide ~~board~~ Board and ~~commission~~ 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 ~~B~~board and ~~C~~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~~ 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.

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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.

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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

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- *• 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.

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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.

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Appendices

Planning Commission

A. Rules of Procedure

Historical Commission

B. Attendance Policy

C. Meeting Policy

D. Election of Officers Procedure

E. Historian of the Year Procedure

F. Mitigation Policy for Proposed Demolition or Significant Alteration of Historic Properties

G. Parliamentary Procedure

H. Pioneer Award Procedure

Board of Parks Commissioners

I. Parliamentary Procedure

J. Public Hearing Procedure

Library Board

K. By-Laws

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RULES OF PROCEDURE

LACEY PLANNING COMMISSION

We, the members of the Planning Commission of the City of Lacey, State of Washington, created by Chapter 2.32 of the City of Lacey City Council, pursuant to Revised Code of Washington 35A.63 do hereby adopt, publish and declare the following Rules of Procedure.

I. **Name**

The official name shall be the "Lacey Planning Commission".

II. **Meetings**

- A. **Regular Meetings** – The Planning Commission shall meet regularly on the first and third Tuesday of each month from 7:00 p.m. to 9:00 p.m..
- B. **Special Meetings** – May be called by the Chair of the Planning Commission when a certain case, question or matter of interest arises where it would be necessary and proper for the Planning Commission, or committee, to meet.
- C. All Planning Commission meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Planning Commission.
- D. When a regular meeting falls on a legal holiday, the Planning Commission will meet on the day following that legal holiday or as scheduled.
- E. If no matter over which the Planning Commission has jurisdiction is pending on its calendar, a meeting may be cancelled at the notice of the Chair, and notice should be posted at the meeting place.
- F. Except as modified by these Rules of Procedure, Robert's Rules of Order, Revised, shall guide the formal decision process by the Planning Commission in making their recommendation to Council.
- G. Planning Commission work sessions, public meetings and deliberations should be conducted in an informal manner, inclusive of all meeting attendees, facilitated by the Planning Commission Chair.

III. **Election of Officers**

- A. The officers of the Planning Commission shall be a Chair and a Vice-Chair elected by the appointed members of the Planning Commission, and such other officers as the Planning Commission may elect.
- B. The election of officers shall take place each year on the occasion of the last regular meeting in December of each calendar year. The term of each officer shall begin each year on the occasion of the first regular meeting in January of each calendar year. The term of each officer shall run until the subsequent election.

- C. 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 Planning Commission.

IV. Chair

- A. The Chair shall preside over the meetings of the Planning Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Planning Commission.
- B. The Chair shall have power to create temporary committees of one or more members. Committees of the Planning Commission shall be created at the direction of the Planning Commission 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 Planning Commission. No committee shall have the power to commit the Planning Commission to the endorsement of any plan, case or program without the approval of the Planning Commission.
- C. 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.

V. Chair's Absence

The Vice-Chair shall, in the absence of the Chair, perform all duties of the Chair. The Chair and Vice-Chair, both being absent, the members present may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

VI. Secretary

The Staff shall perform the usual and necessary secretarial functions of the Planning Commission including preparation of minutes of each meeting.

VII. Quorum

A majority of the membership of the Planning Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Planning Commission, shall be deemed and taken as the action of the Commission.

VIII. Absence of Members

In the event of a member being absent from three consecutive regular meetings, or being absent from 35 percent of all meetings (including committee) in any six-month period, the member's record shall be forwarded by the Chair to the Mayor for consideration of asking for the member's resignation.

IX. Conflict of Interest

Any member of the Planning Commission who has a conflict of interest with a particular case should publicly announce this conflict of interest at the earliest possible opportunity or when

the conflict is realized. This member shall recuse themselves from participation and decisions on the particular case in question.

X. Application and Petition

- A. Applications and petitions will be accepted by the Planning Commission only when properly filed as in XII-B. below.
- B. In order that proper deliberations and consideration be given to any application, the Planning Commission reserves the right to withhold any decision on any application for a period not to exceed the time set forth in the governing ordinance.

XI. Organization and Responsibility

A. Regular Meetings – Public Hearings

- 1. All recommendations of the Planning Commission shall be forwarded to the Lacey City Council for final action. Cases for which no action is taken by the Planning Commission shall be forwarded to a City Council committee for review and recommendation.
- 2. On matters requiring public hearings, such hearings shall be held only after complying with State Environmental Policy Act procedures. A matter may be heard at the public hearing pending the threshold determination, but such matter shall not be referred from the Planning Commission to the City Council prior to the rendering of the threshold determination or the preparation of a Final Environmental Impact Statement if one is required.
- 3. Presentation of each item of business at the public hearing will be done by the Staff. Following the public hearing and necessary discussion, a recommendation for action will be made to the Planning Commission by the Staff, or committee, if the case has been so referred.
- 4. No official action from the Planning Commission 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.
- 5. 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.

B. Filing Date Deadlines for Planning Commission Agendas

- 1. Public Hearings: Ten days prior to the regular meeting date, to allow for legal advertising, posting, notification and administrative processing of application.
- 2. Other Business: Five days prior to the regular meeting.
- 3. Information Items: Any additional information, charts, maps, etc., that is to be considered for any case or question before the Planning Commission shall be submitted to the Commission staff at least five working days prior to the meeting for which the matter has been scheduled. Failure by an applicant to meet this deadline will result in consideration of the matter being continued to a subsequent meeting. This rule may be waived by the concurrence of two-thirds of the members of the commission present and voting.

4. Other Agency Reports: Reports from consulted agencies when appropriate, should be forwarded to the Planning Commission at the earliest possible date, but not later than five working days prior to a commission meeting on the subject matter.

All informational items and reports to be presented shall be referred to the Commission members as soon as possible.

XII. Amendment

The Rules of Procedure may be amended at any regular or called meeting of the Planning Commission by a majority vote of the entire membership.

XIII. Approval

APPROVED by the City of Lacey Planning Commission this 6 day of August 2019.



Paul Enns
Chair

Sharon Kophs

Vice Chair



ATTENDANCE

Approved by the Lacey Historical Commission on October 21, 2015

This policy shall apply to the attendance by the Lacey Historical Commissioners at monthly meetings, ad hoc committee meetings, and Commission events.

1. Monthly meetings
 - a. Lacey Historical Commissioners are expected to attend all regularly scheduled monthly meetings, usually 12 a year, held once a month on a regularly scheduled day and time.
 - b. Attendance shall be recorded in the minutes of the meeting as excused or unexcused. Excused absences include illness, vacations, funerals, work and school obligations, family commitments, etc.
 - c. In the event a Commissioner will miss a monthly meeting, that absence shall be reported to staff or the Chair of the Commission prior to the meeting. Excused absences shall be made known to the Chair prior to or during the monthly meeting.
 - d. When a Commissioner misses two (2) or more monthly meetings with an unexcused absence, or a total of four (4) or more unexcused or excused absences in a calendar year, the Commissioner will be contacted by the Chair to determine the cause of the absence and to discuss this policy.
 - e. When a Commissioner misses three (3) or more regular meetings with an unexcused absence, or a total of five (5) unexcused or excused absences in a calendar year, the Chair will contact that Commissioner to determine their desire to continue on the Commission. The Historical Commission will then consider the attendance record of the member at its next regular meeting, the impact the absences have on the ability of that person to fulfill the duties of a Commissioner, and the commitment by the Commissioner to attend future regular meetings. If the majority of the Commissioners present at the regular meeting recommend action relative to the removal of the Commissioner from the Historical Commission, such action shall be forwarded to the Mayor for consideration at a City Council meeting.
 - f. In accordance with Section 1.03 of the Boards & Commissions Standards, Protocols, and Ground rules handbook Commissioners may be removed for neglect of duty.
2. Ad Hoc Committee Meetings
 - a. Lacey Historical Commissioners either volunteer to serve or are asked by the Chair to serve on an ad hoc committee. The Chair either appoints a committee chair, or the ad hoc committee members may elect their own chair.
 - b. Ad hoc committee members are expected to attend all regularly scheduled committee meetings, held on a regularly scheduled day and time.
 - c. In the event a Commissioner will miss an ad hoc committee meeting, that absence shall be reported to staff or the Chair of the ad hoc committee prior to the meeting. Excused absences shall be made known to the committee chair prior to or during the meeting.
 - d. When a Commissioner misses two (2) or more ad hoc committee meetings in a calendar year with an unexcused absence, the Commissioner will be contacted by the committee chair to determine the cause of the absence, and to determine their desire to continue serving on the committee.
3. Commission Events
 - a. Attendance is encouraged at events; however attendance is not taken.
 - b. If a Commissioner commits to attending or volunteering at an event, the individual is expected to fulfill that commitment.

MEETINGS

Approved by the Lacey Historical Commission on October 21, 2015

1. Monthly Meetings

- a. All regular monthly Commission meetings shall be held at the Lacey City Hall unless a special location is approved by the Commission no less than one monthly meeting in advance. Appropriate notice shall be given of any location change.
- b. Regular Commission meetings shall be held the third Wednesday of each month at 6:00pm, be open to the public and comply with provisions of the Washington State Open Public Meetings Act (RCW 42.30).
- c. Written minutes of the meeting shall be recorded. An audio recording may be made of the meeting.

2. Ad Hoc Committee Meetings

- a. Ad hoc committee meetings may be held at either Lacey City Hall or the Lacey Museum.
- b. All ad hoc committee meetings shall be open to the public and comply with provisions of the Washington State Open Public Meetings Act (RCW 42.30).
- c. Notes of the meeting shall be recorded.
- d. Work product of the Ad Hoc Committee is subject to review and approval by the Lacey Historical Commission.

ELECTION OF OFFICERS

Approved by the Lacey Historical Commission on October 21, 2015

- a. The officers shall consist of a Chair and Vice Chair elected from the members of the Historical Commission.
- b. Nominations for officers shall be made at the regular monthly meeting in October, with the election at the November regular monthly meeting.
- c. Terms for officers shall run for one year, beginning January 1 and expiring December 31 of each year.
- d. Vacancies of an office caused by resignation, removal, or expiration of term of any officer during the term of office shall be filled for the remainder of the term by a majority vote of a quorum of the Historical Commission.
- e. The Chair shall preside over meetings of the Historical Commission, with the Vice Chair presiding when the Chair is absent. In the event both are absent, members present at the meeting may elect a temporary Chair.

HISTORIAN OF THE YEAR
Approved by the Lacey Historical Commission on October 21, 2015

Accepting nominations for and selecting a "Historian of the Year" is a process by which the Mayor and Lacey City Council can recognize an individual or a group who has made a significant contribution to preserving the history and heritage of the citizens of Lacey.

This policy shall apply to the nomination and selection process by the Lacey Historical Commission to name a "Historian of the Year".

1. Nomination
 - a. The call for nominations should be made at least two months prior to the first day of Lacey History month.
 - b. Nomination forms may be submitted by Lacey Historical Commissioners, the Museum Curator, the Lacey Historical Society, city council members, and the public at large.
 - c. Nomination forms shall be submitted to the Lacey Historical Commission, due one month prior to the first day of Lacey History Month. This allows sufficient time for copies of nomination forms to be included in the monthly agenda packet.
 - d. All nomination forms submitted shall be reviewed by the Lacey Historical Commission at the regular monthly Commission meeting.
2. Selection
 - a. The criteria for selection shall be based on the individual's or group's significant contribution to the promotion or preservation of Lacey's history.
 - a. Criteria may include but is not limited to: hours/time, duration, significance, donation of tangible property or monetary contribution.
 - b. The selection shall be made by the majority vote of commissioners, provided a quorum is present.
 - c. No individual shall be selected more than once.
 - d. The preference is to select only one Historian of the Year each year. (Two or more individuals or a group (family, corporation, etc.) may be nominated on the same nomination form for a joint contribution, project or program).
3. Presentation
 - a. The honoree will be recognized as the Lacey Historian of the Year at a City Council meeting.

This procedure shall apply to the nomination and selection process by the Lacey Historical Commission to name a "Historian of the Year".

1. Nomination Process
 - a. A call for Nominations shall be announced by press release, on the City website, and by making nomination forms available at the museum and city hall.
 - b. The nomination form is a standard form, which may be altered upon the majority vote of the Commission, at least 90 days prior to the call for nominations.
 - c. Nomination forms shall be available on the city website, at events and in community buildings.
2. Selection Process
 - a. The honoree selected shall not be named publicly before the presentation.
3. Presentation
 - a. A presentation of the accomplishments and/or activities of the Historian of the Year that led to selection shall be made at a City council meeting.
 - b. The city shall issue a press release the day following the city council meeting presentation announcing the Historian of the Year, and post the announcement on the city web site.

**MITIGATION POLICY FOR PROPOSED DEMOLITION OR SIGNIFICANT
ALTERATION OF HISTORIC PROPERTIES**

Approved by the Lacey Historical Commission on April 15, 2015

Mitigation is a process used to moderate adverse effects by documenting the property before it is lost or significantly altered.

This policy shall apply to Properties listed on the local and state register, Properties on the Local Inventory of Historic Properties, and Properties eligible for listing on the Lacey Historic Register.

When city staff becomes aware of a Historic Property that may be moved from its original or current site, demolished or significantly altered (hereinafter "action"), mitigation shall be initiated, in accordance with the levels A - C. If the Property is on the Lacey Historic Register, the action must be reviewed by the Lacey Historical Commission in accordance with LMC 16.53.040, prior to mitigation.

Level C: Properties eligible for the Lacey Historic Register. The Property should meet criteria for determining designation in LMC 16.53.030.

1. A written report shall contain the following information:
 - A. Name of Structure
 - B. Location (street, city or vicinity, county, state)
 - C. Parcel number and legal description
 - D. If available, copies of images of the building from an earlier period
 - E. Date of construction
 - F. Bibliographic citation for historic views
 - G. Images taken with a digital camera having a high resolution.
2. Required images:
 - A. Each exterior elevation (minimum of four) with indication of scale.
 - B. Close-ups of historical architectural elements or features.
 - C. Significant interior spaces or elements.
 - D. Setting (surroundings, area, buildings, street)
 - E. Images should be taken three months or less than the date of action.
 - F. For significantly altered buildings post-alteration images must be taken.
3. Images must be accompanied by the following documentation:
 - A. Brief description of view, including compass orientation
 - B. Day, month, and year of view
 - C. Photographer's name
 - D. Name of photographer's firm, if applicable

Level B: Properties on the Local Inventory of Historic Properties

1. Documentation should include all of the items in Level C plus:
 - A. Original inventory form, with comparative analysis.
 - B. Complete stylistic and/or architectural description of the resource including documentation of changes that have occurred over time
 - C. Description or architectural and/or associative significance using reliable sources
 - D. Contextual information, which equates the significance of the property
 - E. Original and current function
 - F. History of conveyance (ownership) and occupancy
 - G. Name and biographical information of architect and/or builder

Level A: Properties on the Local Register of Historic Properties

1. Documentation should include all of the items in Level B plus:
 - A. Maps, including location map, parcel map, and plat map.
 - B. Aerial photograph
 - C. The application for nomination, with comparative analysis.
2. An interpretive marker should be considered for display on the site after action.

The report and images should be added to the permanent collection in the Lacey Museum, and a copy offered to the appropriate state agency.

Lacey Historical Commission

Parliamentary Procedures

Parliamentary procedure provides the process for proposing, amending, approving and defeating legislative motions. Following these procedures potentially reduces Commission actions being declared illegal or challenged procedurally. The Lacey City Council has adopted and will follow *Robert's Rules of Order, Revised* unless the same is superseded by provisions of the Lacey Municipal Code; the Historical Commission will do the same.

Order of Discussion

The presiding officer, usually the Chair, should follow the prepared agenda as much as possible. However, for those occasions when deviations are necessary or convenient, the presiding officer will clearly announce that the Commission has decided to rearrange the agenda. When changing the order of discussion, it must be done so as not to prevent or deny any member of the public the opportunity to listen to the discussion of any agenda item.

Obtaining the Floor

A Commissioner shall address the presiding officer and gain recognition prior to making a motion or engaging in debate. The presiding officer will recognize Commissioners by their last name, such as "Commissioner Jones." Commissioners will address each other as Commissioner, followed by last name, such as "Commissioners Jones." Cross-exchange between Commissioners and the public should be avoided. This is to prevent general conversation and to keep the order necessary to maintain decorum and accomplish the business of the Commission.

After a member has concluded comments and yielded the floor, if two or more members are trying to obtain the floor at the same time, the general rule is that the person who addresses the chair first is entitled to be recognized. When a motion is open to debate, however, there are three instances in which the presiding officer should assign the floor to a person who may not have been the first to address the Chair. These are:

1. The Commissioner who made the motion currently under debate is entitled to be recognized in preference to other members if that individual is claiming the floor and has not already spoken on the question.
2. No member is entitled to the floor a second time in the meeting on the same motion as long as another member who has not spoken on the motion desires the floor.
3. In instances where the person to be recognized is not determined by (1) or (2) above, and where the presiding officer knows that members who are seeking the floor have opposite opinions on the motion, the chair should let the floor alternate as much as possible between those favoring and those opposing the motion.

Questions to Staff

A Commissioner may, after recognition by the presiding officer, address questions to staff members.

Interruptions

Once recognized, a Commissioner should not be interrupted while speaking, except to make a point of order or personal privilege. If a Commissioner is called to order while speaking, the individual shall cease speaking until the question order is determined. Upon being recognized by the presiding officer, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the presiding officer.

Discussion Limit

A Commissioner should not speak more than once on a particular subject until every other Commissioner has had the opportunity to speak. Commissioners are encouraged to discuss items during the decision-making process.

Basic Steps to Conducting Business

Specific requests or proposals that are presented to Commissioners for consideration and possible action must be introduced in the form of a motion. For the proper presentation and disposition of most motions, certain steps are generally required. The basic steps to conducting business include:

The Presiding Officer (Chair)

- Introduces the item to be considered as presented on the agenda, and if appropriate, asks for a staff presentation
- If the agenda calls for a public hearing, opens a public hearing
- Closes the public hearing after receiving comments (if any) from the public
- Calls for discussion

A Commissioner

- Addresses the Chair
- Is recognized by the Chair
- Proposes the motion

A second Commissioner

- Seconds the motion

The Presiding Officer (Chair)

- States the motion
- Calls for any further discussion or debate
- Restates the motion and puts the motion to a vote

Recording Secretary (Staff)

- Records the vote

Making a Motion

Under parliamentary procedure, there are three steps required to bring a motion before the Commission for its consideration:

- A Commissioner makes a motion;
- Another Commissioner seconds the motion, and
- The Chair states the motion.

Unless the motion can interrupt a speaker as explained in *Robert's Rules of Order, Revised* a member must obtain the floor to make a motion. Once the chair has recognized a Commissioner, the individual makes the motion by saying, "I move that..." or "I move to..." and announcing what is proposed.

Commissioners should attempt as much as possible to state motions in the positive form---that is, "I move to..." rather than "I move not to..." Motions where one must vote "yes" to vote against a proposal are confusing not only for Commissioners, but also for staff and citizens.

If a proposal has only minimal support, a Commissioner might state "I make this motion in order to put it on the floor for discussion. I am not sure of my position on it at the present time."

Seconding a Motion

After a motion has been made, and if it requires a second, another Commissioner who wishes to see the motion considered says, without obtaining the floor, "I second the motion," or simply, "Second." A second merely implies that the member agrees the motion should come before the meeting, not necessarily that the member favors it. If another member of the Commission does not second the motion, the chair normally asks, "Is there a second to the motion?" If there is no second, the chair should say, "Since there is no second, the motion is not before this meeting." If seconded, the maker of the motion should then be regarded as having the refusal of the floor in preference to all other members.

The purpose of a second is to prevent time being spent on motions that only one person wants to discuss. After the Commission makes a motion, no person shall address the Commission without first securing the permission of the Chair or Commission to do so.

Stating the Question

Under parliamentary procedure, making and seconding a motion does not put it before the Commission for consideration. This can be done only when the presiding officer repeats the motion and indicates that the motion is open for debate by stating: "It has been moved and seconded that ... Is there any discussion?"

Right to Withdraw or Modify a Motion

Until the Chair has stated the question, the maker has the right to modify or withdraw the motion. After the motion has been stated, however, it can be withdrawn only with the Commission's consent. If any objection is made, it will be necessary to obtain leave to withdraw by a motion for that purpose. When a motion is withdrawn, the effect is the same as if it had never been made.

Pending Motions

When the Chair has stated a motion, it is said to be *pending*. When several motions are pending, the last one stated by the chair, and the first to be disposed of, is called the *immediately pending question*. Thereafter, other pending motions are considered in descending order of rank.

Amendment of the Main Motion

When the main motion does not exactly suit the members of the Commission, it may be changed by means of amendment *before* it is finally voted upon. Once recognized by the Chair, a Commissioner may

make the motion to amend by stating, "I move to amend the motion by..." ---adding, striking out, inserting, or substituting. An amendment to the main motion requires a second; it is debatable, requires a majority vote, and must be germane---that is, closely related to or having bearing on the subject of the motion to be amended. If the motion on the amendment passes, the Chair puts the main motion, as amended, to a vote. If the motion on the amendment fails, the chair puts the main motion, as originally presented, to a vote.

The member, who offers the motion, until it has been stated by the chair, can modify the motion, or withdraw it entirely; after it is stated, he/she can do neither without the consent of the Commission (majority). For example, the mover may state, "With the consent of the Commission, I will modify my motion to state as follows..." If no one objects, it shall be deemed that he/she has the consent of the body to modify his/her motion. When the mover modifies his/her motion, the one who seconds it can withdraw his/her second.

Postponement of Business

Postpone to a Time Certain

The Commission may delay action on a pending question by making a motion to postpone the item either indefinitely or to a time certain. This motion can be made regardless of how much debate has taken place. The question may be postponed either so that it may be considered at a more convenient time or because debate has shown reasons for delaying a decision.

Postpone Indefinitely

The Commission may decline to take a position on a pending question by moving to postpone the item indefinitely. Voting to postpone indefinitely kills the main motion and avoids a direct vote on the question. This motion is useful for disposing of a badly expressed main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

Table

Commonly misused in place of a motion to postpone, the Commission may lay the pending question aside temporarily when some other issue of immediate urgency has arisen. *Lay on the Table* is out of order if the evident intent is to kill or avoid dealing with an item. This motion requires a majority vote and halts consideration of a question immediately and without debate. After a question has been laid on the table, it can be taken from the table by a majority vote as soon as the interrupting business is disposed of and when no other question is pending.

Voting Procedures

Each Commissioner shall vote on all questions put to the Commission, unless a conflict of interest under State law or appearance of fairness question is present. Unless a member of the Commission states that he or she is not voting, his or her silence shall be recorded as an affirmative vote.

If it is determined by majority vote of the Commission as a whole, plus one, that a Commissioner has a conflict of interest under state law or would violate the appearance of fairness doctrine by participating in, and/or voting on, a matter coming before the Commission, then the member determined to have the

conflict of interest or appearance of fairness doctrine violation shall not participate in or vote on said matter. In the event a challenged member or members requests additional time prior to the challenge having been voted on by the Commission in order for the Commissioner to present further information to the Commission, then the Commission's determination with respect to the challenge shall be continued to the next regularly scheduled meeting of the Commission, at which time the member or members requesting the additional time shall present such additional information. At the conclusion of the presentation, the Commission shall make its determination as provided above. When the debate appears to be over and if no one indicates a desire to continue discussion, the Chair puts the motion to a vote by stating, "If there is no further discussion, cast your votes."

Only those motions that receive an affirmative vote by the majority of the present and voting members of the Commission who also constitute a quorum shall be passed or become effective unless other voting requirements are provided by Washington State law.

A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected Commissioner will not participate in the discussion and will abstain from the voting process by leaving the meeting location until such time as consideration of the item has been concluded.

Affirmative Vote

Affirmative votes will be cast in an audible tone of voice.

Abstention from Voting

Any member may abstain from voting on any question; provided, at the time of declaring his/her abstention, he/she shall state the reason.

Tie Vote

A tie vote results in the motion having failed. The presiding officer may publicly explain the effect of the tie vote for the audience.

Reconsideration

Reconsideration of an item will be considered by a majority vote of the Commission. A member of the prevailing majority must make a motion for reconsideration when the previous vote was taken, and can be made no later than the next regular meeting after which the previous vote was taken.

Right of Protest

A Commissioner is never required to state reasons for a dissenting vote; provided, however, that any member of the Commission shall have the right to have the reasons for his or her dissent from, or protest against, any action of the Commission entered on the minutes.

Parliamentarian

The Chair, or in the absence of the Chair, the Vice Chair, shall serve as parliamentarian for the Commission and as such shall decide all questions of parliamentary procedure in accordance with the parliamentary rules contained in *Robert's Rules of Order, Revised*.

LACEY PIONEER AWARD
Approved by the Lacey Historical Commission on April 19, 2017

Selecting a recipient for the “Lacey Pioneer Award” is a process by which the Lacey Historical Commission can honor Lacey pioneers or their descendants, who by virtue of this familial connection have made a significant or long-lasting contribution to promote and/or preserve the history and heritage of the citizens of Lacey. This award is only given from time to time whenever the Commission feels that the award is merited.

1. Nomination

- a. Nominations for the Lacey Pioneer Award may be submitted at any time.
- b. Nominations are put forward by Lacey Historical Commissioners in writing to the Commission, outlining their reasons for the nomination and how they meet the criteria outlined below.
- c. Any nominations submitted shall be added to the next regularly scheduled Lacey Historical Commission meeting agenda for consideration.
- d. A decision should be made at a subsequent meeting within 90 days of the original nomination.

2. Selection

- a. The criteria for selection shall first be based on the individual's genealogical connection (by birth or adoption) to Lacey pioneers or be a Lacey pioneer in their own right.
- b. “Lacey pioneer” means either someone who was among the original settlers of what would later become the Lacey area, in 1891 or before; or someone who was instrumental in the formation of Lacey as an incorporated city in 1966.
- c. The second criteria for selection is the contribution to the promotion or preservation of Lacey's history. The contribution should be over a long period of time and/or have a lasting effect on the Lacey community.
- d. The selection shall be made by the majority vote of commissioners, provided a quorum is present.
- e. No individual shall be selected more than once.
- f. The Pioneer Award is awarded at the discretion of the Lacey Historical Commission, as frequently or infrequently as they see fit.
- g. The honoree shall not be named publicly before the presentation.

3. Presentation

- a. The honoree will be recognized at a City Council meeting.

This award was inspired by Zelma Bernd, a relative of the Lacey pioneers, George Himes and Emmeline Ruddell Kilmer, who tirelessly devoted herself to the promotion of Lacey's Oregon Trail history. She was the first recipient of this award in 2015.

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. **Robert's Rules** will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of **Robert's Rules**, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion, *stand and address the chair.***
- **If you approve the motion as is, *vote for it.***
- **If you disapprove the motion, *vote against it.***
- **If you approve the idea of the motion but want to change it, *amend it or submit a substitute for it.***
- **If you want advice or information to help you make your decision, *move to refer the motion to an appropriate quorum or committee with instructions to report back.***
- **If you feel they can handle it better than the assembly, *move to refer the motion to a quorum or committee with power to act.***
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered, *move to lay the motion on the table.***
- **If you want time to think the motion over, *move that consideration be deferred to a certain time.***
- **If you think that further discussion is unnecessary, *move the previous question.***
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee, *move the motion be recalled.***
- **If you think that the assembly should give further consideration to a matter already voted upon, *move that it be reconsidered.***
- **If you do not agree with a decision rendered by the chair, *appeal the decision to the assembly.***
- **If you think that a matter introduced is not germane to the matter at hand, *a point of order may be raised.***
- **If you think that too much time is being consumed by speakers, *you can move a time limit on such speeches.***
- **If a motion has several parts, and you wish to vote differently on these parts, *move to divide the motion.***

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . . , is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that. . ."

Another member seconds the motion.

The Chair repeats the motion and says,
"Is there any discussion?"

To improve the motion, a member rises,
receives recognition and says, "I move
to amend the motion by . . ."

Another member seconds the amendment.

The Chair repeats the amendment and says,
"Is there any discussion on the amendment?"

To improve the amendment, a member rises,
receives recognition, and says, "I move to amend
the amendment by . . ."

Another member seconds the amendment.

The Chair repeats the amendment to the amendment
and says, "Is there any discussion on the
amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

MAIN MOTION

Must be germane to the main motion

PRIMARY AMENDMENT

Must be germane to the
primary amendment

SECONDARY AMENDMENT
(not amendable)

PUBLIC HEARING PROCEDURE

Chair will announce, "Individuals who wish to address the Board of Park Commissioners should sign in".

The Chair will open the public hearing, and state the purpose/issue.

Recording secretary will note the time for the record.

Speakers will be called forward in the order in which they signed in.

Speakers are required to state their name and address.

Comments are limited to the specific matter for which the public hearing is being held and are limited to 3 minutes, unless a longer period is permitted by the Chair.

Written comments are permitted prior to and during the public hearing, and should be submitted to the recording secretary before the public hearing is closed.

Comment cards are provided on the sign –in table for that purpose.

Written documents will be entered into the record, but will not be read aloud, unless time permits. Written documents will be announced by name and address of the author, and may be summarized by the Chair.

Once everyone on the list has spoken and been heard, the Chair will ask three times if there are any additional citizens who wish to speak at the public hearing.

The Chair announces that the public hearing is closed and the recording secretary records the time.

After the public hearing is closed, no member of the public shall be permitted to address the Board of Park Commissioners on that specific issue.

If desired, or an issue is raised during testimony, the record could be held open for a defined period of time for submittal of additional written testimony if motion made and approved by the commissioners.

LACEY LIBRARY BOARD BY-LAWS

Article I. Identification

This organization is the Lacey Library Board of the Lacey Timberland Library, in Lacey, WA, established by the municipality of Lacey, WA., according to the provisions of Chapter 2.46 of the Lacey, WA Municipal Code, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office

Appointments and terms of Office are defined in Chapter 2.46.020 of the Lacey Municipal Code.

Section 2. Meeting Attendance

Board members shall be expected to attend all meetings. If a board member should find it necessary to be absent from any meeting, the board member is expected to notify the chair of the board prior to that meeting.

Article III. Officers

Section 1. Election of Officers

The officers shall be a chair and a vice-chair/secretary, elected annually from among the appointed board members.

Section 2. Duties of the Chair

The chair shall preside at meetings of the board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committees except the nominating committee, issue notice of all regular and special meetings, and generally perform all duties associated with the office of the chair.

Section 3. Duties of Vice-Chair/Secretary

The vice-chair in the event of the absence, disability of the chair, or a vacancy in that office, shall assume and perform the duties and functions of the chair.

The secretary shall keep true and accurate minutes of all meetings of the board and shall perform such other duties as are generally associated with the office of secretary.

Section 4. Role of Library Manager

The library manager shall be staff advisor to the board. The manager shall be invited to attend all board meetings (but may be excused from a closed session) and shall have no vote.

Article IV. Meetings

Section 1. Regular Meetings

The regular meetings shall be held on the second Wednesday of each month at 5:30 p.m. There shall be at least four regular meetings per year. A consensus of the board shall determine the date of each regular meeting. Additional meetings shall be determined at the pleasure of the board.

Section 2. Annual Meeting

The annual meeting, which shall be for the purpose of the election of officers, shall be held in January of each year.

Section 3. Agendas and Notices

The chair shall prepare all meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The chair will provide copies of the agendas and notices to the Lacey City Manager.

Section 4. Minutes

Minutes of all meetings shall, at a minimum, name all board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Copies of the approved board minutes shall be given to the Lacey City Manager. Current board minutes shall be available to the public upon request.

Section 5. Special Meetings

Special meetings, other than regular and annual meetings, may be called at the discretion of the chair. At least 48 hours' notice shall be given.

Section 6. Quorum

A quorum for the transaction of business at any meeting shall constitute three (3) members.

Section 7. Open Meetings Law Compliance

All Board meetings and all committee meetings shall be held in compliance with Lacey, WA Municipal Code and WA State Open Meetings Act.

Section 8. Parliamentary Authority

The rules contained in Robert's Rules of Order, latest revised edition shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this board.

Article V. Committees

Section 1. Standing Committees

The following committees: by-laws committee shall be appointed by the chair promptly after the annual meeting and shall make recommendations to the board as pertinent to board meeting agenda items.

Section 2. Ad Hoc Committees

Ad hoc committee(s) shall be appointed by the chair, with the approval of the board, to serve until the final report of the work for which it was created has been completed. These committees also may include staff and public representatives, as well as outside experts.

Section 3. Power of Committees

No committee shall have other than advisory powers.

Article VI. Purview of the Board

Section 1. Defined

All powers and duties of the board are defined in Chapter 2.46.050 of the Lacey Municipal Code.

Section 2. Annual Capital Budget

In order to conduct the responsibilities of the board, the library manager shall provide all necessary information in a timely manner. The board shall review with the library manager the facility needs and make appropriate capital budget recommendations to the Lacey City Council for the ensuing budget year.

Section 3. Facility Policies and Procedures

The board may adopt policies and procedures that pertain to the use of the facility. However, any adopted board policies and procedures are subject to the current facility

policies and procedures of Timberland Regional Library system and the Lacey City Council.

Article VII. General

Section 1. Majority Vote

An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board.

Section 2. Suspension of the Rules

Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension to be valid, may be taken only at a meeting at which two-thirds of the members of the board are present and two-thirds of those present so approve.

Section 3. Amendment of By-Laws

These by-laws may be amended at any regular meeting of the board by majority vote of all members of the board, provided written notice of the proposed amendment shall have been given to all members at least ten days prior to the meeting at which such action is proposed to be taken.

These bylaws were approved at a meeting of the Lacey Library Board meeting by a two thirds majority vote on October 10, 2012.

Minor modifications to these bylaws were approved at a meeting of the Lacey Library Board by unanimous vote on November 13, 2019.



Scott T. Robinson – Board Chair
November 13, 2019