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# Advisory Board Handbook Standards, Protocols, and Ground Rules

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*Updated 08.06.2024 – Effective 09.02.2024*

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# FOREWORD

The Lacey City Council is very appreciative of community members that serve on City of Lacey (City) Advisory Boards. The work that these volunteers perform in support of our community, and in partnership with the Lacey City Council, is invaluable. City Advisory boards emphasize the Lacey City Council's commitment to community and service.

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

Copies of this document are posted on the City's website, visit <https://cityoflacey.org/government/lacey-city-council/advisory-boards>

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# CHAPTER 1

## Introduction and Overview

### *Municipal Code City*

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

*"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*

- The City's eight (8) guiding themes to implement the City's vision are:
- 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 adopted a set of core values that guide the organization.

- Integrity
- Productivity
- Stewardship
- Empathy
- Leadership
- Collaboration
- Service
- Professionalism
- Innovation
- Diversity
- Accountability
- Honesty

### Motto

*Shaping Our Community Together*

#### **1.01 Advisory Boards**

Community members serve on the City's Advisory Boards in a volunteer, advisory role. Advisory boards make recommendations on issues related to land use, zoning, social services, parks, library services, equity, and historical matters. Advisory Boards include boards, commissions, committees, and other bodies serving in an advisory capacity to the Lacey City Council.<sup>1</sup> Community involvement is a key element in the Council's decision-making process. The duties and responsibilities of advisory boards members are defined in the [Lacey Municipal Code](#) (LMC), the [Revised Code of Washington](#) and through intergovernmental agreements. Prior to serving on one of Lacey's Advisory Boards, the full Council shall confirm all advisory board appointments forwarded by the Mayor.<sup>2</sup>

If a member resigns prior to their term expiration, a letter of resignation will be submitted to the Mayor, or City Manager for the Civil Service Commission. If a member serves a complete term and does not seek reappointment, they will be recognized by the Mayor at a Regular Council meeting. The City Clerk's office coordinates the recruitment process to fill vacancies on Council Advisory Boards. Positions are advertised on the City's website, through local media, and by word of mouth. Potential

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<sup>1</sup> With the exception of Civil Service Commission which is appointed by the City Manager.

<sup>2</sup> Same as above.

candidates are interviewed by the Mayor and staff liaison to the advisory board. The Mayor appoints, subject to confirmation by Council, at a Regular Council meeting.<sup>3</sup>

Codified Advisory Boards are defined in the [Lacey Municipal Code](#) as City law, or in the Revised Code of Washington as state law. Additionally, the [Advisory Boards Standards, Protocols, and Ground Rules Handbook](#) is available online.

For the latest information on Advisory Board meeting times and agendas, visit <https://cityoflacey.org/government/public-meetings/>

To learn more about Advisory Boards, visit <https://cityoflacey.org/government/lacey-city-council/advisoryboards/>

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<sup>3</sup> Same as above.

### Planning Commission

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

Reference:	<a href="#">LMC 2.32</a>
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 Historical 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:	<a href="#">LMC 2.42</a>
Length of Term:	Three Years
Term Limit:	Two Terms
Number of Members:	Seven Commissioners, plus one Lacey Youth Council representative
Residency Requirements:	Five of the seven Commissioners (not including the Lacey Youth Council representative) must be Lacey City residents. Two of the eight 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.  The Mayor appoints the Lacey Youth Council member, subject to confirmation by the Council.



*Parks, Culture and Recreation Board*

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

Reference:	<a href="#">LMC 2.44</a>
Length of Term:	Three Years
Term Limit:	Two Terms
Number of Members:	Seven Commissioners, plus one Lacey Youth Council youth representative
Residency Requirements:	<p>Five of the seven Commissioners (not including the Lacey Youth Council representative) must be Lacey City residents. Two of the seven Commissioners can be either a Lacey City resident or a resident of Lacey's Urban Growth Area.</p> <p>The Lacey Youth Council appoints one member to serve as the youth representative to the Parks, Culture and Recreation Board.</p>
Who Appoints:	<p>The Mayor appoints Parks, Culture and Recreation Board members, subject to confirmation by the Council.</p> <p>The Mayor appoints the Lacey Youth Council member, subject to confirmation by the Council.</p>

## Library Board

The six-member 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 Library Board selects its own chairperson and officers from its membership. Lacey's Timberland 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:	<a href="#">LMC 2.46</a>
Length of Term:	Five Years
Term Limit:	Two Terms
	Number of Members: Five Board Members, plus one Lacey Youth Council representative.
Residency Requirements:	Four of the five Board Members (not including the Lacey Youth Council representative) 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.
	The Mayor appoints the Lacey Youth Council member, subject to confirmation by the 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 Lacey Youth Council representative.

Residency Requirements: Commissioners (not including the Lacey Youth Council representative) may be a Lacey City resident or reside within Lacey's Urban Growth Area.

Who Appoints: The Mayor appoint Commission on Equity members, subject to confirmation by the Council.

The Mayor appoints the Lacey Youth Council member, subject to confirmation by the Council.

*LEOFF Disability Board (Law Enforcement Officers Fire Fighters)*

The 5-member Law Enforcement Officers and 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 Council. Two members must be active or retired City law enforcement officers. One member must be from the public at large who resides within the City.

Who Appoints: The Mayor appoints two Councilmembers, subject to confirmation by the 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 (Non-Council Advisory Board)*

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:	<a href="#">LMC 2.52.040</a> ; <a href="#">RCW 41.12</a>
Length of Term:	Six Years
Term Limit:	Two Terms
Number of Members:	Three Members
Residency Requirements:	Civil Service Commissioners may be Lacey City residents or residents of 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 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 the Council.

Non-codified Advisory Boards 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.

## Removal of Advisory Board Member:

General or Lacey Youth Council representatives who serve on the LMC codified Advisory Boards (e.g., Commission on Equity, Historical Commission, Library Board, Parks, Culture and Recreation Board, or Planning Commission) may be removed from the Advisory Board prior to the expiration of their term of office by the Council for inefficiency, neglect of duty, an unlawful act, or by violation of the protocols of the Lacey Advisory Boards Standards, Protocols, and Ground Rules Handbook. The Council may remove a general member or Lacey Youth Council representatives who have 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 an Advisory Board member, the Mayor, or their designee, will conduct a fact-finding process to fully assess whether the Advisory Board member's actions meet the criteria for removal.

### **1.02 Interpersonal Standards, Protocols, and Ground Rules**

Advisory Board members value positive and productive working relationships amongst themselves, the City Council, other members of Advisory Boards, 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 Advisory Board, the Lacey City Council, or the City.
- Do not criticize in public. Issues should be addressed in private, when possible.
- Listen attentively. Avoid interrupting. Be respectful even with those you disagree.
- Do not act as a committee of one. Governing a city requires a team effort.
- Remember, we represent all of the people, not a select few interests.
- Never allow conflicts of interest to arise between your public duties and your private interests.
- Deal directly with those individuals affected. Attempt to resolve individual differences privately before involving City Council and/or City staff.

#### **Meetings Protocol**

- Arrive on time. Be prepared for meetings. Read and study your materials.
- Avoid engaging in debates with the public or individual community members. Some meetings may be designed for more community engagement.
- Avoid texting, e-mailing, making, or receiving calls during meetings.
- Strive for consensus as an operating goal.



- When a matter is brought before the Advisory Board 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 Advisory 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 Advisory Board.
- Do not use your title as an Advisory Board member to express your personal opinion.

# CHAPTER 2

## Open Government Requirements

### 2.01 Open Public Meetings Act

All meetings of the Advisory Boards 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 access 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

At all Advisory Board meetings, assigned City staff shall take meeting minutes . A copy of all minutes shall be filed with the City Clerk as the official record. Any rules and regulations adopted by any Advisory Board meeting 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 an Advisory Board 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

Per [Open Government Trainings Act, RCW 42.56.150](#), all members of governing bodies (including Advisory Boards) must be trained regarding the Open Public Meetings Act and the Public Records Act, as well as records retention requirements.

All Advisory Board members must receive this 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 with assigned City staff.

### 2.04 External Communications including Social Media

Advisory Board members should exercise caution when speaking publicly regarding City business to ensure that they accurately reflect the position of their respective Advisory Board. Individual members should clearly indicate when they are speaking as an individual and not representing the position of the City or of their respective Advisory Board.

Members are strongly discouraged from using private social media sites and 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 Advisory Board 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 shall provide Advisory Board members with official City email addresses. City issued email accounts may not be used for personal communication. 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 Advisory Board members with City-owned electronic devices, such as tablets, to better facilitate sharing of city documents with members. The City Manager will determine Advisory Boards or members that are provided City-issued devices. If the City does provide City-owned electronic devices, members are expected to use that device for all City business, rather than a personal device. City-owned 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 Advisory Board members in fulfilling the functions of their appointments and serving the public. The City's technology resources and equipment are to be used for City business purposes only. Advisory Board members with technology issues shall contact the assigned City-staff to resolve the issues.

Prohibited Uses

Use of City devices and technologies 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 devices and technologies 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.
- Any activity that could adversely affect the City'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**

Advisory Board members who fail to comply with the requirements of this chapter and any of the applicable open government statutes may be removed.

## **2.08 Public Comment**

The Lacey City Council adopted the following Public Comment policy. This policy supersedes any Advisory Board adopted policy and is applicable to all Advisory Boards:

### *Public Comment*

During Public Comment, individuals may address the [Advisory Board] regarding matters connected to City business, including on specific agenda items.

The [Advisory Board] accepts public comment in the following ways:

**In-person:** All individuals providing public comment in-person should sign-in on the City-approved sign-in sheet in the Council Chambers prior to the start of the meeting. Provided there is time, the Presiding Officer will invite individuals that did not sign-in to provide public comment.

**Remotely:** All individuals providing public comment remotely shall pre-register at least two-hours prior to the meeting using the City-approved tools provided on the Meeting agenda. The Presiding Officer will not invite individuals that did not pre-register at least two-hours prior to the meeting to provide public comment.

**Written:** Individuals providing written public comment must do so by mail or email to the City Clerk two hours in advance of the meeting. Comments received will be provided to the [Advisory Board] prior to the meeting. Written comments will not be addressed during the meeting. Comments will be added to the official meeting record.

The City will include information on this policy on the sign-in table for in-person public comment. For remote comment, the City will include information on this policy at the point of pre-registration.

The following rules apply to public comment:

1. The Presiding Officer will determine the order of receiving comments (e.g., individuals that signed-in in-person first, individuals that pre-registered remotely second, etc.). Speakers are called forward in the order in which they signed-in or pre-registered.
2. All individuals providing comment must provide:
  - a. Name,
  - b. City of residence or connection to the City, and
  - c. Topic or subject matter of their comments.
3. Individuals providing comment in-person or remotely are limited to three minutes. Individuals may not donate time to another speaker. The City will mute the microphone of individuals that continue beyond this time limit. The Presiding Officer may provide a verbal reminder that the time limit is exhausted and that the individuals must end their comments (e.g., "Thank you for your comment, your time has expired and we need to now move on to the next comment [or agenda item]. A city staff member will connect with you regarding your comments.").

Public Comment is allotted for a total of thirty minutes. This period may end before this time if all registered individuals have had the opportunity to speak.

This time allotment may be extended at the discretion of the Presiding Officer, with the consent of the [Advisory Board]. The Presiding Officer, with the consent of the [Advisory Board], may also add an additional Public Comment period as the final agenda item of a Regular meeting.

The Presiding Officer, provided there is time, with the consent of the [Advisory Board], may ask individuals that did not sign-in in-person to provide public comment.

4. The following are prohibited at Public Comment:
  - A. Addressing topics that have specified Public Hearings.
  - B. Electronic or physical presentations, recordings, or props are not allowed. Banners and signs are allowed along the back wall as long as they do not impede the view or the [Advisory Board]'s work.
  - C. Disruptions or interruptions (including, clapping, cheering, booing, interrupting speakers, candidate endorsements) are not allowed. The Body maintains the ability to stop people from speaking to the Body when not recognized by the Body to speak.
  - D. Specific threats of violence targeted against a person or group with a reasonable fear of harm to person or property, or sexual harassment.

## 2.09 Public Hearings

The Lacey City Council adopted the following Public Hearings policy. This policy supersedes any Advisory Board adopted policy and is applicable to all Advisory Boards:

[ADVISORY BOARD] holds Public Hearings at the time specified on their meeting agenda.

The [ADVISORY BOARD] accepts testimony in the following ways:

**In-person:** All individuals providing testimony in-person should sign-in on the City-approved sign-in sheet in the [Advisory Board] Chambers prior to the start of the meeting. Provided there is time, the Presiding Officer will invite individuals that did not sign-in to provide testimony.

**Remotely:** All individuals providing testimony remotely shall pre-register at least two-hours prior to the meeting using the City-approved tools provided on the Meeting agenda. The Presiding Officer will not invite individuals that did not pre-register at least two-hours prior to the meeting to provide testimony.

**Written:** Individuals providing written testimony must do so by mail or email to the City Clerk two hours in advance of the meeting. Testimony received will be provided to the [Advisory Board] prior to the meeting. Written testimony will not be addressed during the meeting. Written testimony will be added to the official meeting record.

The City will include information on this policy on the sign-in table for in-person testimony. For remote testimony, the City will include information on this policy at the point of registration.

Procedure:

1. The Presiding Officer opens the Public Hearing.
2. The Presiding Officer will determine the order of receiving testimony (e.g., individuals that signed-in in-person first, individuals that pre-registered remotely second, etc.). Speakers are called forward in the order in which they signed-in. The Presiding Officer, with the consent of the [Advisory Board], may separate commenters into groups favoring or opposing a proposed action, such as when the hearing is called to endorse or oppose a ballot measure.
3. All individuals providing testimony are required to provide:
  - a. Name
  - b. City of residence or connection to the City.
4. Testimony is limited to the specific matter for which the Public Hearing occurs and are limited to three minutes. Individuals may not donate time to another speaker. The City will mute the microphone of individuals that continue beyond this time limit. The Presiding Officer will provide a verbal reminder that the time limit is exhausted and that the individuals must end their testimony (e.g., "Thank you for your testimony your time has expired and we need to now move on to the next individual [or agenda item].")
5. After the Public Hearing closes, individuals are not permitted to address the [Advisory Board] or staff on that specific issue during the meeting.
6. The following are prohibited at Public Hearings:
  - A. Addressing topics unrelated to the Public Hearing item or other items that have specified Public Hearings.
  - B. Electronic or physical presentations, recordings, or props are not allowed. Banners and signs are allowed along the back wall as long as they do not impede the view or the [Advisory Board]'s work.

- C. Disruptions and interruptions (including, clapping, cheering, booing, interrupting speakers, candidate endorsements) are not allowed. The Body maintains the ability to stop people from speaking to the Body or the audience when not recognized by the Body to speak.
  
- E. Specific threats of violence targeted against a person or group with a reasonable fear of harm to person or property, or sexual harassment.

The Presiding Officer closes the Public Hearing.

## 2.10 Meeting Disruptions

In cases of serious disruption, Washington state law allows governing bodies, like Advisory Boards, to:

1. Remove the disrupters (RCW [42.30.050](#))
2. Have the room cleared (RCW [42.30.050](#))
3. Adjourn the meeting (RCW [42.30.090](#))
  - a. The following must occur in this order:
    - A. The [ADVISORY BOARD] must vote to adjourn the meeting and vote on the new location; the presiding officer cannot do this unilaterally.
    - B. The [ADVISORY BOARD] must provide the media in attendance with notice of the new location; the media has a right to attend unless they were part of the disruption.
    - C. The [ADVISORY BOARD] must post an order of adjournment, citing the new time and location, at the doorway of the location of the disrupted meeting.
    - D. The [ADVISORY BOARD] may only take final action on items listed on the agenda for the adjourned meeting.
    - E. The [ADVISORY BOARD] is authorized to adopt procedures for allowing members of the public into the reconvened meeting.



# Appendices

1. Planning Commission
    - a. Rules of Procedure
  
  2. Historical Commission
    - a. Attendance Policy
    - b. Meeting Policy
    - c. Election of Officers Procedure
    - d. Historian of the Year Procedure
    - e. Mitigation Policy for Proposed Demolition or Significant Alteration of Historic Properties
    - f. Pioneer Award Procedure
  
  3. Board of Parks Commissioners (now Parks, Culture, and Recreation Board)
    - a. Public Hearing Procedure
  
  4. Library Board
    - a. By-Laws
  
  5. Commission on Equity
    - a. Policies and Procedures
- Additional Meeting Resources*
6. Public Comment Script
  7. Notes regarding Public Comment
  8. Disruption Script

## Appendix 1(a)

### 5.29.19 Draft Revisions 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 \_\_\_\_ day of \_\_\_\_\_, 2019.

Paul Enns  
Chair

Sharon Kophs  
Vice Chair

## Appendix 2(a)

### 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.

## Appendix 2(b)

### *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.



## Appendix 2(c)

### *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.

## Appendix 2(d)

### 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.

## Appendix 2(e)

### 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.

## Appendix 2(f)

### 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.

#### 4. Nomination

- e. Nominations for the Lacey Pioneer Award may be submitted at any time.
- f. 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.
- g. Any nominations submitted shall be added to the next regularly scheduled Lacey Historical Commission meeting agenda for consideration.
- h. A decision should be made at a subsequent meeting within 90 days of the original nomination.

#### 5. Selection

- e. 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.
- f. “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.
- g. 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.
- h. The selection shall be made by the majority vote of commissioners, provided a quorum is present.
- i. No individual shall be selected more than once.
- j. The Pioneer Award is awarded at the discretion of the Lacey Historical Commission, as frequently or infrequently as they see fit.
- k. The honoree shall not be named publicly before the presentation.

#### 6. Presentation

- c. 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.

## Appendix 3(a)

### Parks Board Public Hearing Procedure

#### 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.



## Appendix 4(a)

### 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.

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Scott T. Robinson - Board Chair  
November 13, 2019

## Appendix 5(a)

### COMMISSION ON EQUITY RULES OF PROCEDURE

Adopted 7.26.2021

#### 1. Meetings

##### 1.1. General:

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

##### 1.2. Regular Meetings:

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

##### 1.3. Worksessions and Special Meetings:

- 1.3.1. The Chair of the Commission may call for a Worksession or special meeting when a certain case, question or matter of interest arises where it would be necessary and proper for the Commission, or committee, to meet.
- 1.3.2. Although most formal Commission action occurs at Regular Meetings, the Commission may make decisions and take official action at Worksessions or Special Meetings.
- 1.3.3. In general, Worksession and special meetings will include the following elements:
  - Call to Order
  - Commission Business (includes, reports, presentations, etc.)
  - Adjourn

## **2. Terms of Office**

2.1. Terms for Commissioners shall be for three years, with the following exception:

2.1.1. Initial terms appointed in 2021 for Commissioner Positions One (1), Two (2), and Three (3) will be appointed until 2024, all subsequent terms will be appointed on a three-year cycle.

2.1.2. Initial terms appointed in 2021 for Commissioner Positions Four (4), Five (5), Six (6), and Seven (7) will be appointed until 2025, all subsequent terms will be appointed on a three-year cycle.

## **3. Election of Officers**

3.1. The officers of the Commission shall be a Chair and a Vice-Chair elected by the appointed members of the Commission, and such other officers as the Commission may elect.

3.2. The election of officers shall take place each year on the occasion of the last regular meeting in December of each calendar year.

3.3. The term of each officer shall begin 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.

3.4. 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 Commission.

## **4. Duties of Officers**

- 4.1. The Chair shall preside over the meetings of the Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Commission.
- 4.2. The Chair shall have power to create temporary committees of one or more Commissioners.
  - 4.2.1. Committees of the Commission shall be created at the direction of the 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 Commission. No committee shall have the power to commit the Commission to the endorsement of any plan, case or program without the approval of the full Commission.
- 4.3. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, conflict of interest, appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.
- 4.4. In the absence of the Chair, the vice-chair will perform all duties of the Chair.
- 4.5. Absences of Chair and Vice-Chair: The Chair and Vice-Chair, both being absent, the present Commissioners may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

## **5. City Staff Support**

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

## **6. Quorum**

- 6.1. Four members the Commission, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Commission business. If a quorum is not present, the Commission meeting is cancelled.
- 6.2. Any action taken by a majority of those present, when those present constitute a quorum, at any Regular, Special meeting, or Worksession of the Commission, is deemed and taken as the action of the Commission.

## **7. Conflict of Interest**

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

## **8. Organization and Responsibility**

8.1. All recommendations of the Commission shall be forwarded to the Lacey City Council for final action. Cases for which no action is taken by the Commission will be forwarded to a City Council committee for review and recommendation.

8.2. No official action from the 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.

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

## **9. Public Comment**

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

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

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

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

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

## **10. Amendment:**

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



APPROVED by the City of Lacey Commission on Equity on this day 26 of July 2021.

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Thelma Jackson  
Chair

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Clifford Brown  
Vice-Chair

## Appendix 6

### Public Comment Script

Announcement prior to the start of the Meeting:

1. "All individuals who would like to provide public comment in-person to [ADVISORY BOARD], please sign-up using the sign-up sheet located on the table near the Council Chamber entrance."

Public comment Item:

1. Now is the time to hear from our community. We welcome your comments which are very important to us.
2. Public comment is not a dialogue. The purpose of this agenda item is for YOU, to inform US, about your views. Comments made by members of the public are theirs alone and are not endorsed by the City.
3. Please address your comments to the board as a whole, not to individuals. Courtesy is appreciated.
4. Each speaker is limited to three minutes. You may not donate your time to another speaker. The total time allotted for public comment is thirty minutes. The [ADVISORY BOARD] will hear comments in the following order: 1) those listed on the in-person sign-in sheet; 2) those on that registered remotely using pre-registration; 3) provided there is time, the Presiding Officer will invite individuals in-person that did not sign-up to provide comment.

**PRESIDING OFFICER:** For comments over three minutes: "Thank you for your comment, your time has expired and we need to now move on to the next comment [or agenda item]."

5. Prior to starting your comments, please provide your:
  - a. Name
  - b. City of residence or connection to the City, and
  - c. topic or subject matter of your comments.

**PRESIDING OFFICER:** Please interject and request individuals provide this information if they do not at the beginning of their comments.

**Example:** "Excuse me, prior to starting, please provide your name and City of residence..."

6. Comments are welcome on matters connected to City business or specific agenda items (unless matter has specified Public Hearing or relates to a quasi-judicial matter).
7. **If there is a Public Hearing:** Comments/Testimony related to an agenda item with a public hearing will be provided during that specified Public Hearing, not during Public Comment or some other Public Hearing.
8. If you have specific factual questions or complaints, please check in with City staff. They are here to assist you.
9. Demonstrations (clapping, cheering, booing, interrupting speakers, candidate endorsements) are not allowed. They disrupt the meeting and inhibit free speech rights.
10. Electronic or physical presentations, recordings, or props are not allowed. Banners and signs are allowed along the back wall as long as they do not impede the view or the [ADVISORY BOARD]'s work.
11. Our first individual signed-up for Public Comment is... [Start public comment].

## Appendix 7

### Notes regarding Public Comment:

1. The public has the right to make personal, critical, or harsh remarks, including vulgarity, obscenity, and hate speech. The courts have found that members of local governments must follow the rules of decorum, but members of the public are not bound by them.
2. **Responding to Problematic Comments:** [ADVISORY BOARD] can address problematic comments (including discriminatory statements and Hate Speech) as soon as the person has concluded their remarks or at the end of the public comment period.

**Example:** “The comments that were just made are deeply problematic, harmful to the community, contain hate speech, and are wholly inconsistent with our community’s values. The City is committed to eradicating all forms of racism and oppression, and working to change that leads to more equitable society for ALL community members.”

Hate speech is any form of expression through which speakers intend to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color sexual identity, gender identity, ethnicity, disability, or national origin.

Hate Crimes (RCW 9A.36.080): Words alone do not constitute a hate crime offense unless the context or circumstances surrounding the words indicate the words are a threat. Threatening words do not constitute a hate crime offense if it is apparent to the victim that the person does not have the ability to carry out the threat.

3. **Responding to Comment:** Public comment is an opportunity to hear from the public, not to engage in dialogue with the Public. However, at times, there may be a need to clarify or provide additional information. Wait until the individual has provided their comment and then respond generally to the comment not the individual.

**Example:** “The comments that were made contain erroneous and false information. For correct information on this topic, please see City staff.”

**Example:** “Comments about the School District’s policies should be provided to the School District Board. The School District is a separate government body from the City and has its own policy makers.”

4. Members of the public do not have the right to DISRUPT the meeting. **However, mere words likely do not constitute a disruption in themselves.**

5. In cases of serious disruption, Washington state law allows you to:
- a. Remove the disrupters (RCW [42.30.050](#))
  - b. Have the room cleared (RCW [42.30.050](#))
  - c. Adjourn the meeting (RCW [42.30.090](#))
    - i. The following must occur in this order:
      1. The governing body must vote to adjourn the meeting and vote on the new location; the presiding officer cannot do this unilaterally.
      2. The governing body must provide the media in attendance with notice of the new location; the media has a right to attend unless they were part of the disruption.
      3. The governing body must post an order of adjournment, citing the new time and location, at the doorway of the location of the disrupted meeting.
      4. The governing body may only take final action on items listed on the agenda for the adjourned meeting.
      5. The governing body is authorized to adopt procedures for allowing members of the public into the reconvened meeting.

See draft script below.

## Appendix 8

### DISRUPTION SCRIPT for City Council or Advisory Boards:

#### INDIVIDUAL

The speaker's time has elapsed, and I've asked them to conclude their remarks. If possible, would staff please silence the public microphone and [SPEAKER'S NAME], please return to your seat. [See below for non-compliance]

#### LARGE-SCALE

Can I get a motion to adjourn the meeting to [OTHER LOCATION] to reconvene at [RESTART TIME]?

**Get a Motion and Second, take the vote, announce the results of the vote. If the majority votes to approve the motion, then the Presiding Office announces:**

"At this time, our meeting is being disrupted. [ADVISORY BOARD] is adjourning the meeting to [OTHER LOCATION] to reconvene at [RESTART TIME]. All persons in the meeting room must exit, including members of this body.

Anyone refusing to vacate the room may be escorted out of the premises by law enforcement.

We are adjourned as ordered. [GAVEL]"

[Board, staff, and public exit and law enforcement is called]

**REMINDER:** Other steps required by RCW [42.30.090](#):

- A. The [ADVISORY BOARD] must provide the media in attendance with notice of the new location; the media has a right to attend unless they were part of the disruption.
- B. The [ADVISORY BOARD] must post an order of adjournment, citing the new time and location, at the doorway of the location of the disrupted meeting.
- C. The [ADVISORY BOARD] may only take final action on items listed on the agenda for the adjourned meeting.

The [ADVISORY BOARD] is authorized to adopt procedures for allowing members of the public into the reconvened meeting. **In cases of perceived or actual danger, use the panic button(s) and/or call/text 911.**