



**HUMAN SERVICES COMMISSION  
RULES OF PROCEDURE**  
Adopted February 6, 2025

**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 first Thursday of each month at 5:30 p.m. Commission members will attempt to conduct business at all Regular Meetings in a manner, which will allow for adjournment no later than 8:30 p.m.
- 1.2.2. When a regular meeting falls on a legal holiday, the 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
  - City of Lacey - Land Acknowledgement (abbreviated)
  - Approval of agenda, previous meeting minutes, and consent items
  - Public Comment
  - Commission Business (includes, reports, presentations, etc.)
  - Commission Member Reports
  - Director's Report
  - Adjourn

### 1.3. Work sessions and Special Meetings:

1.3.1. The Chair of the Commission may call for a Work session or special meeting when a certain case, question or matter of interest arises where it would be necessary and proper for the 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 Work sessions or Special Meetings.

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

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

## 2. Terms of Office

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

A. Initial terms appointed in 2025 for Commissioner positions One (1), Two (2), and Three (3) will be appointed until 2027.

B. Initial terms appointed in 2025 for Commissioner positions Four (4), Five (5), Six (6), and Seven (7) will be appointed until 2028. All subsequent terms will be appointed on a three-year cycle.

## 3. Nomination of Presiding Officer(s)

3.1. The officer(s) 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. 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 between one and three Commission Members.

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 Commission Members may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

## **5. City Staff Support**

5.1. City staff shall perform the usual and necessary administrative support functions of the 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 Work session 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.

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 Work session 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.
- 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.

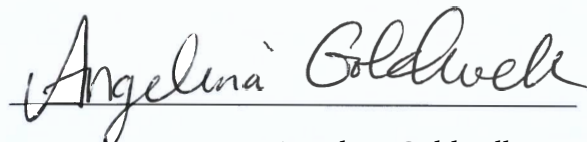
**10. Amendment:**

- 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 Human Services Commission on February 6, 2025.



Chair      Brandon Stephens



Vice-Chair      Angelina Goldwell