



# **REVIEW OF THE RESOLUTION ESTABLISHING RULES OF PROCEDURE**

Public Works Commission

November 9, 2017



# Background

- Resolution #1 Adopted by PWC in 2012
- Provides structure in conducting meetings
- Clarifies how business is managed



# Nature of Proposed Amendments

- Specify how agendas are determined
- Clarify procedures for conflicts of interest
- Improve commission-staff communication
- Ensure conformance with Council policy
- Correct erroneous/outdated information



# Amendments Proposed

- **Section 2: Meetings**

- 8:00 AM on 2<sup>nd</sup> Thursday of the month

- **Section 3: Agenda Items**

- Determined by Commission majority or Director
  - Prioritization by Chair, Vice Chair, and Director
  - Commission jurisdiction from BHMC (2-2-1102)



# Amendments Proposed

- **Section 4: Communication with Staff**
  - Clarifies Commission's advisory role
  - Limits Commissioner communication with staff to:
    - Director
    - Assistant/Deputy Directors
    - City Engineer
    - City Architect
    - Commission Secretary
  - Prohibits Commissioner initiation of contact with consultants/attorneys



# Amendments Proposed

- **Section 6: Consideration and Disposition of Business**
  - Includes Reading of the Civility Statement
- **Section 7: Duties of Presiding Officer**
  - Conformance with Council rotation policy
- **Section 21: Persons Authorized to Behind the Dais**
  - Reflects the features of the room



# Amendments Proposed

- **Section 24: Conflict of Interest**
  - Adds notification procedures



# Recommendation

Staff recommends that the PWC review and discuss this resolution and provide direction as to any amendments that should be made.