



# **PROPOSED CHANGES TO THE RESOLUTION ESTABLISHING RULES OF PROCEDURE**

Public Works Commission

January 11, 2018



# Background

- Resolution #1 Adopted by PWC in 2012
- Provides structure in conducting meetings
- Clarifies how business is managed
- In November 2017:
  - Reviewed by the PWC
  - Amendments were proposed by staff



# 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- Correct erroneous/outdated information



# Feedback Received from PWC

- **Agenda (Section 3)**
  - Clarify Commission's role in Establishing Agenda
- **Communications with Staff (Section 4)**
  - Rework language to provide more flexibility
- **Ad Hoc Subcommittees (Section 27)**
  - Add a section to codify the use and charge of subcommittees



# Amendments Proposed

- **Section 2: Meetings**
  - 8:00 AM on 2<sup>nd</sup> Thursday of the month
- **Section 3: Agenda Items (Refer to Handout)**
  - Determined by Commission majority or Director
  - Prioritization by Chair, Vice Chair, and Director
  - Commission jurisdiction from BHMC (2-2-1102)

Section 3. AGENDA. Any Commissioner may request an item to be placed on a future agenda. Introduction of the request will take place during an appropriate meeting, as determined by the Chairperson and the Director of Public Works, during which the Commissioner shall present the request to the Commission. Staff will develop a standard transmittal form to be used to hold a place for the Commissioner's request in the designated Commission meeting agenda packet. Upon introduction of a topic that takes significant staff time to research and/or analyze, the Commission will be requested to determine, by a majority vote, if such topic is something that it wishes to work on.

The agenda arrangement and scheduling of agenda items will be determined by the Chairperson, in consultation with the Vice Chairperson and the Director of Public Works, or, in matters of urgency or those which relate to ensuring the continuity of City business, the Director of Public Works. **Agenda items shall relate to the Commission's jurisdiction and functions which have been established by the City Council as:**



# Amendments Proposed

- **Section 4: Communication with Staff**
  - Establishes protocol for communicating with staff
  - Limits Commissioner communication with staff to:
    - Director
    - Assistant/Deputy Directors
    - City Engineer
    - City Architect
    - Commission Secretary
  - Establishes protocol for Commissioner contact with subordinate staff, 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
- **Section 27: Ad Hoc Subcommittees**
  - Establishes the use and charge



# Recommendation

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