



**COMMISSION ON EQUITY AGENDA**  
**JULY 26, 2021**  
**5:30 P.M.**  
**IN-PERSON / REMOTE ATTENDANCE**

You may view the Commission on Equity meeting by watching live through video streaming on [Zoom](#).

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

**(888) 788-0099** or **(877) 853-5247** - when prompted enter Webinar ID **810 3729 1075**  
**press # (participant ID not required)**

**CALL TO ORDER: 5:30 P.M.**

- 1. Approval of Agenda, Previous Meeting Minutes, and Consent Items**
  - Approval of Agenda
  - [Meeting Minutes from June 28, 2021](#)
- 2. Welcome**  
Mayor Ryder
- 3. [Draft Rules of Procedure Overview](#)**
- 4. [Roberts's Rules, Revised Overview and Practice](#)**
- 5. Nominations of Officers (Chair, Vice Chair)**
- 6. Business Items:**
  - A. Strategic Diversity, Equity, and Inclusion Plan Introduction and Work Plan Overview**  
Shannon Kelley-Fong, Assistant City Manager  
Meagan Picard, The Athena Group  
Ronald "Tevin" Medley, The Athena Group
  - B. Overview of Equity Work Group**  
Kelly Adams, Management Analyst
- 7. Commissioner Reports**
- 8. Director Report**
- 9. ADJOURN**

**Next Meeting:** August 23

**MINUTES OF LACEY COMMISSION ON EQUITY  
MONDAY, JUNE 28, 2021  
VIA ZOOM WEBINAR**

EQUITY COMMISSIONERS PRESENT: Cliff Brown  
Annie Clay  
Makieda Hart  
Thelma Jackson  
Kim Sauer  
Kristine Stolberg  
Jon Hegwood

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager (ACM)  
Kelly Adams, Management Analyst (MA)  
Peri Edmonds, City Clerk (CC)  
Dave Schneider, City Attorney (CA)

WELCOME: ACM Shannon Kelley-Fong, opened the meeting at 5:33 p.m. and welcomed the Commissioners. Commissioners and staff introduced themselves.

TRAINING: ACM Kelley-Fong provided an overview of the purpose, structure, and procedures of the Commission on Equity, established by Ordinance 1581.

The Commissioners received Open Government Training Lessons 1-3 using the videos from the Attorney General's Office.

CA Schneider and CC Edmonds provided guidance and answered questions from Commissioners regarding the Open Government Training.

CA Schneider recommended using Deputy City Clerk Elissa Fontaine and CC Edmonds as subject matter experts available to the Commission for guidance on record retention and open public meetings.

CA Schneider recommended that the Commissioners use the official city issued email address for all communications to ensure that messages are captured and retained for public access.

STAFF RECOMMENDATIONS:

ACM Kelley-Fong reviewed the Commissioner terms of service and the Advisory Boards and Commissions Standards, Protocols, and Ground Rules Handbook.

Term Offsetting

Commissioner terms are currently three years. ACM Kelley-Fong presented a staff recommendation to offset the terms of the commissioners. Commissioner Jackson asked to bring the term offsetting issue back to next meeting to allow Commissioners time to consider.

Official Email Accounts

ACM Kelley-Fong asked the Commissioners to send test emails from their official email accounts.

Robert's Rules of Order

ACM Kelley-Fong discussed parliamentary procedures with the recommendation to adopt Robert's Rules of Order at the next meeting.

Chair and Vice Chair Elections

ACM Kelley-Fong recommended the election of a chair and vice chair.

Opportunities for Public Comment

ACM Kelley-Fong recommended the Commission provide opportunities for public comment at Commission on Equity meetings.

Commissioner Stolberg asked if the meeting information would be shared on the City's website. ACM Kelley-Fong confirmed that the Commission's meeting are advertised on the City's website.

Commissioner Sauer asked if Commissioners are considered part of the public making comments. ACM Kelley-Fong clarified that the public comment period would be for members of the public to share information.

Commissioner Jackson strongly supported public comment.

Meeting Frequency

ACM Kelley-Fong asked the Commission if they would want to consider meeting more frequently than once a month.

Next Meeting

The next meeting will be on July 26<sup>th</sup> at 5:30 p.m.  
Staff will prepare draft procedures and rules.

ADJOURN:

Commissioner Brown moved to adjourn the meeting.  
Commissioner Hart seconded.

ACM Kelley Fong adjourned the meeting at 7:41 PM.

DRAFT



## LACEY COMMISSION ON EQUITY July 26, 2021

**SUBJECT:** Draft Rules of Procedure Overview

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**RECOMMENDATIONS:** 1) Adopt the draft Commission on Equity Rules of Procedure.

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**STAFF CONTACT:** Shannon Kelley-Fong, Assistant City Manager *SKF*

**ORIGINATED BY:** City Manager's Department

**ATTACHMENTS:** 1. Draft Commission on Equity Rules of Procedure

**PRIOR REVIEW:** Commission on Equity Meeting – June 28, 2021

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**BACKGROUND:** At the initial Commission on Equity (“COE”) meeting on June 28, 2021, staff provided an overview of procedures, meeting elements, and COE organizational structure that the COE could adopt. **Attachment 1** provides a draft Rules of Procedure which incorporates these elements.

**RECOMMENDATION:** Make a motion to adopt the draft Commission on Equity Rules of Procedure as presented or as modified by this body.

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**ADVANTAGES:** Provides a consistent framework for COE meetings and organization. Rules of Procedure could be modified at a later time by this body.

**DISADVANTAGES:** None foreseen at this time.

**DRAFT – Attachment 1**  
**COMMISSION ON EQUITY**  
**RULES OF PROCEDURE**

**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 Six (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 Planning 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.

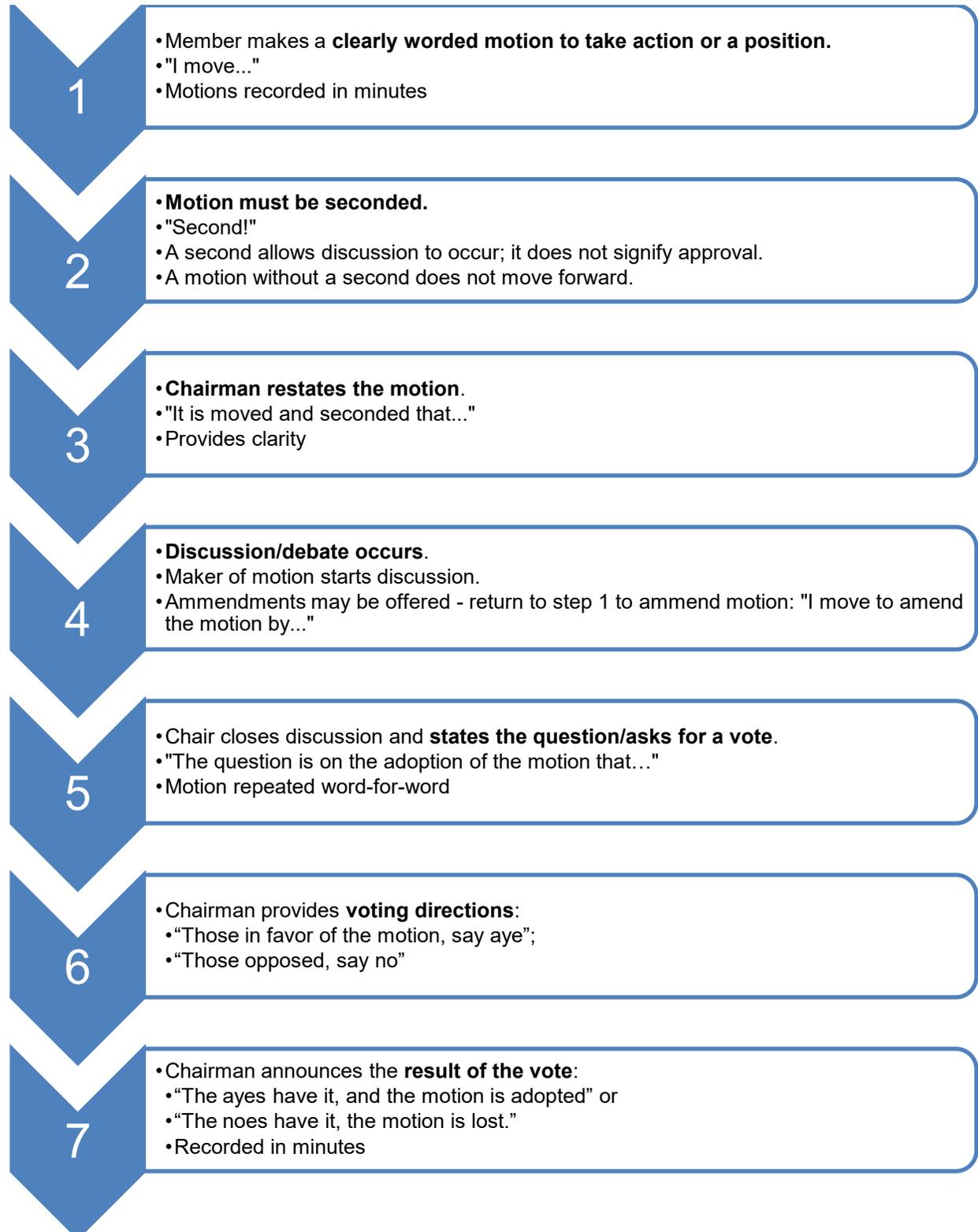
APPROVED by the City of Lacey Commission on Equity on this day \_\_\_\_\_ of July/August 2021.

\_\_\_\_\_  
NAME  
Chair

\_\_\_\_\_  
NAME  
Vice-Chair

## Robert's Rules of Order Cheat Sheet

### HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process



## Robert's Rules of Order Cheat Sheet

### WHAT DO I SAY?

To Do This	Motion	You Say This	Debate Allowed?	Vote Required
Introduce Business	Main	"I move that..."	Yes	Majority
Second a Motion	Second	"Second!"	No	No
Change the Wording or add Clarity of a Motion	Amend	"I move to amend the motion by..." (adding words; striking out words; substitute words)	Yes	Majority
Send to Committee	Commit/Refer	"I move the motion be referred to ..."	Yes	Majority
Postpone Action until a Specific Time	Postpone	"I move the motion be postponed until..." (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	Lay on the Table	"I move to lay the motion on the table."	No	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one) speech of (two) minutes for each member."	No	Two-thirds
End Debate or Request a Vote	Previous Question	"I move the previous question."	No	Two-thirds
Take Intermission	Recess	"I move to recess for (time)."	No	Majority
Close Meeting	Adjourn	"I move to adjourn."	No	Majority

## **Robert's Rules of Order Additional Information**

### **Why follow Robert's Rules of Order?**

- Allows for democratic speech and action
- Preservers order
- Rights of the organization supersede the rights of individuals
- Facilitates group decisions

### **Meeting Agendas**

1. Approval of Minutes
2. Reports (from officers, committees, task forces)
3. Unfinished Business (replaces term "old business")
4. New Business – items brought forward by motion procedure

### **Meeting Minutes**

- Minutes are a legal record of meetings and the organization.
- Minutes are a record of what is done at a meeting, not what is said.

Minutes should include:

1. Name, date and location of meeting
2. List of attendees (note presence of a quorum)
3. Time meeting was called to order
4. Conflict of Interest & Antitrust Avoidance Affirmation
5. Approval of previous meeting minutes
6. Motion text and name of maker
7. Status/results of motions
8. Time meeting was adjourned

Minutes do not include:

- Discussion
- Personal opinion
- Name of seconder of a motion is not necessary
- Motions withdrawn
- Entire reports (rather attach to minutes)

### **Motion**

- A motion is a formal proposal by a member that the group take a certain action or position.
- A main motion is required to begin the decision making process.
- A motion occurs prior to discussion

### **Ground Rules for Debating**

- Remarks must be germane (relevant and appropriate to the discussion); stay on subject.
- Debate issues, not personalities

## Robert's Rules of Order Additional Information

### Subsidiary Motions

Assist in treating or disposing of a main motion

- **Postpone Indefinitely** = a way to dispose of an embarrassing motion before it can be brought to vote
- **Amend** = a way to clarify or modify wording
  - Amendments should say exactly where in the main motion the change is to be made, and precisely what words to use.
  - Amendments must be germane
  - Follow the motion process for an amendment, then follow procedure to vote on the newly revised main motion.
  - Rather than amend an amendment; ask group to strike down the pending amendment vote then offer a different version.
- **Commit/Refer** = when additional time or information is needed, the item may be sent to a committee or task force (either an existing or newly created)
  - Before voting on a main motion, you may feel the main motion may require additional study and/or redrafting.
  - Motion to commit or refer should specifically state the committee and deadline
  - A special committee may be formed through the motion to commit (motion should include committee make-up and deadline)
  - Motion is debatable, but only about the matters of the referral and not on the main motion
- **Postpone to a Certain Time** = to move to a later time on the agenda or to the next meeting
  - A time is specified when motion will be addressed
  - Preferred over laying on the table
- **Limit or Extend Debate** = when circumstances call for shorter or longer speech
- **Previous Question** = to close debate and bring to an immediate vote
- **Lay on the Table** = lay motion aside temporarily without setting a time for its consideration
  - Taken up again, via motion process, when the majority decides
  - Often misused term for postpone to a certain time

### Motions that Bring a Question Before the Assembly Again

1. **Take from the Table** = resume consideration of a main motion
2. **Rescind, Repeal or Annul** = cancel something that has been previously adopted
3. **Amend Something Previous Adopted** = proposal to modify wording or text previously adopted
4. **Discharge a Committee** = if a question has been referred or a task assigned to a committee that has not made a final report the committee may be discharged to allow the Board to take action or to drop the motion
5. **Reconsider** = within the same meeting a motion has been voted on the question may come before the assembly again as if it had not been voted on

## Robert's Rules of Order Information for Chairs

### Effective Presiding

1. Start On Time
2. Stick to the Agenda
3. Memorize Frequently Used Procedures
4. Make Sure All Know What is Being Debated and Voted On
  - a. See that motions are worded clearly
  - b. Repeat wording of motions frequently
  - c. Make the effects of amendments clear
5. Learn How to Conduct Voting

### Voting

#### Types of Votes

1. **Majority\*** = More than half of the votes cast by persons entitled to vote, excluding blanks or abstentions. Whenever a majority vote of the Board of Directors is taken, it shall mean of the quorum present.
2. **Two-Thirds** = two-thirds of the votes cast by persons entitled to vote, excluding abstentions. Whenever a two-thirds vote of the Board is required, it shall mean of the entire Board whether voting or not.
3. **Majority of Entire Membership** = a majority of the total number of those who are members of the voting body at the time of the vote

\*Note: A majority vote is different than a plurality vote, which is the largest number of votes (which may be less than a majority) when there are three or more alternatives. Under Robert's Rules of Order, a plurality vote is not sufficient. Re-vote to achieve a majority.

#### Voting Methods

1. Voice Vote
2. Standing Vote
3. Show of Hands Vote
4. Counted Vote
5. Ballot Vote

#### Putting the Motion to a Vote

When no one seeks the floor to debate, the chairman asks, "Is there any further debate?"

#### Voice Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion, say aye

[pause]

Those opposed, say no

[pause]

The ayes have it and the motion is adopted

- or -

The noes have it and the motion is lost

## **Robert's Rules of Order Information for Chairs**

### **Show of Hands Vote**

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion will raise the right hand

[Pause]

Those opposed will raise the right hand

[Pause]

#### *Majority vote:*

The affirmative has it and the motion is adopted

- or -

The negative has it and the motion is lost

#### *Two-thirds vote:*

There are two-thirds in the affirmative and the motion is adopted.

- or -

There are less than two-thirds in the affirmative and the motion is lost

### **Counted Show of Hands Vote**

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion will raise the right hand and keep it raised until counted

[Pause]

Those opposed will raise the right hand and keep it raised until counted

[Pause]

There are \_\_\_ in the affirmative and \_\_\_ in the negative

#### *Majority vote:*

The affirmative has it and the motion is adopted

- or -

The negative has it and the motion is lost

#### *Two-thirds vote:*

There are two-thirds in the affirmative and the motion is adopted.

- or -

There are less than two-thirds in the affirmative and the motion is lost



**LACEY COMMISSION ON EQUITY**  
**July 26, 2021**

**SUBJECT:** Lacey Workgroup on Equity Background

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

**ORIGINATED BY:** City Manager's Department

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**BACKGROUND:** In 2018, the City Manager's office began a series of exploratory meetings with civic leaders from underrepresented community groups. The purpose of these meetings was to learn about a diversity of experiences in the community and racial inequity issues. The group held around five meets.

The following participants shared experiences in group and individual discussions with staff:

Dr. Thelma Jackson  
*Foresight Consultants*

Tam Q. Dinh, Ph.D., LICSW  
*Saint Martin's University*

Nam D. Nguyen  
*Commissioner, Assistant Attorney General's Office*

Mustafa Mohamedali, PE, PMP  
*Social Secretary, Islamic Center of Olympia*

Antonio Gallegos  
*Commission on Hispanic Affairs (Former Commissioner)*

From these discussions, staff developed a proposal to create an advisory board to the City Council, the Lacey Commission on Equity. On January 21, 2021, the Lacey City Council passed Ordinance 1581, codifying the Commission, and directed staff to begin recruitment. Workgroup on Equity members served an integral role in reviewing and recommending commissioners for the Commission on Equity.