

City of Tacoma

Charter Review Committee

January 11, 2024
5:00 – 8:00 p.m.

Tacoma Municipal Building, 747 Market Street, Tacoma, WA 98402
Conference Room 243

AGENDA

5:00 – 5:05	Call To Order Roll Call
5:05 – 5:10	Welcome
5:10 – 5:15	Opening Remarks
5:15 – 5:45	Introductions
5:45 – 5:55	Charter Review Committee Expectations
5:55 – 6:15	Guiding Principles Discussion
6:15 – 6:25	Break
6:25 – 7:15	Committee Charter Discussion
7:15 – 7:30	Open Public Meetings Act Presentation
7:30 – 7:45	Public Records Act Presentation
7:45 – 7:55	Code of Ethics Presentation
7:55 – 8:00	Homework and Closing Comments

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City of Tacoma 2024 Charter Review Committee

DRAFT CHARTER

While this entire document will be reviewed by the full Charter Review Committee at its January 11, 2024 meeting, the items shaded in grey are scheduled for more detailed discussion at this first meeting.

1. RESPONSIBILITIES OF CHARTER REVIEW COMMITTEE. The Charter Review Committee (CRC) has been tasked with the following responsibilities:
 - A. Review the existing Charter of the City of Tacoma and make such recommendations to the City Council for change as the Committee may deem necessary and proper in order to amend the provisions of the existing City Charter with reference to improving the mode and manner of operation and efficiency in conducting the affairs of the City.
 - B. Provide a report and recommendations to the City Council no later than May 7, 2024 so that adequate and appropriate provisions can be made for the holding of a special municipal election in November 2024, in the event that the City Council determines that recommendations for revisions or changes should be submitted to the electorate.
 - C. The CRC Members understand that the City Council reserves the right to request Committee consideration of charter review topics and provide guidelines to the Committee with reference to the scope of the Committee's review. The City Council may accept, reject or modify the recommended amendments and may submit any recommended charter amendments to the voters in the manner provided in state law.
 - D. The CRC is not charged with conducting a public outreach process.
 - E. The CRC will commence in January 2024, and CRC members shall thereafter serve until such time as the final reports and recommendations are made to the City Council on or before May 7, 2024, at which time said committee shall be dissolved without further action of the City Council.

2. MEMBERSHIP

- A. SIZE OF CRC. The CRC shall consist of fifteen (15) Members which may include alternates as provided in Section 2(C) below.
- B. MEMBER COMMITMENTS. By agreeing to serve on the CRC, each member of the CRC commits to participating in good faith to accomplish the mission of the CRC as expressed in Section 1 above. Each Member further agrees to abide by the CRC Guidelines as adopted by the CRC Members.
- C. ALTERNATES. To be determined.
- D. RESIGNATION. Any Member of the CRC may resign at any time by delivering written notice to the CRC Chair. A resignation shall be effective when the notice is delivered unless the notice specifies a later date.
- E. REMOVAL. The City Council reserves the right to remove any CRC member with three or more unexcused absences and appoint a new CRC member to any vacant position from the remaining list of applicants referred by the Government Performance and Finance Committee.

3. COMMITTEE OPERATIONS.

- A. CHAIR. The CRC Chair is the member appointed by the Mayor. The Chair shall have the duties set forth in Section 6.
- B. VICE-CHAIR. The Chair will designate a Vice-Chair if the Chair determines necessary. Should it emerge the CRC would be aided by the service of a permanent Vice-Chair, the Chair will invite Members to enter self-nominations, interview those prospects and then ask the CRC to confirm the selection by a 60% majority vote.
- C. SUBCOMMITTEES. The CRC may approve, by a 60% majority vote, the creation of subcommittees composed of not more than 5 CRC Members to provide advice to the CRC on specific issues within the scope of the CRC's general responsibilities. Subcommittees shall be governed by the same rules regarding meetings, voting, notice, waiver of notice and quorum as applied to the CRC.

- D. PUBLIC COMMUNICATIONS. CRC members may be called on from time to time to comment about the activities of the CRC or the subject matter under deliberation. In such communications, CRC members will take care to distinguish any official Committee or Subcommittee positions from individual member positions. CRC members agree to refer inquiries from the press to the Chair for response on behalf of the CRC.
 - E. CRC MATERIALS TO BE PUBLIC. The deliberations of the CRC are subject to the Public Records Act [Chapter 42.56 RCW]. Unless exempt from disclosure requirements under state law, all meeting agendas, meeting summaries and meeting materials will be posted on a website by City staff.
 - F. COMPENSATION. No compensation or reimbursement for expenditures shall be paid by the City for any service as a member of the CRC.
 - G. MINUTES. Summary minutes shall be kept of CRC, recording attendance, general discussion items, decisions and votes (where taken). Minutes shall be available to the public.
 - H. FINDINGS, REPORTS AND RECOMMENDATIONS. Unless the Chair determines otherwise, the CRC staff shall draft the CRC report, and the CRC members shall review and comment on the draft report. The CRC members shall approve the final Report by a vote of not less than sixty percent (60%) of those present and voting. Minority reports will not be allowed; however, staff shall work with Members dissenting from a recommendation to prepare a summary statement as to the position(s) of the dissenters.
4. COMMITTEE MEETINGS.
- A. REGULAR AND SPECIAL MEETINGS. The CRC is expected to meet approximately from January 2024 through May 2024. Meetings of the CRC shall be held as determined by the Chair in consultation with the CRC members. Cancellation of meetings, or adding additional regular meetings may be made by decision of the Chair, in consultation with CRC members as determined appropriate by the Chair. CRC members must attend in person unless virtual attendance is provided for the meeting as agreed upon by the Chair.

- B. MEETING FORMAT. Meetings will be conducted in-person / remotely / hybrid.
- C. AGENDAS. Prior to each regularly scheduled meeting, the CRC Chair, working with the CRC staff, shall establish an agenda for the meeting with consideration of discussion and direction from the CRC. Agendas will be made available to the CRC members electronically (by email) at least four (4) days prior to the meeting or, if there are fewer than four days between meetings, the agenda will be provided as soon as possible prior to the meeting. Staff to the CRC will make best efforts to provide all meeting materials to the CRC in advance of the meeting date. Because the work of the CRC may require staff to prepare, and Members to review, materials in advance, modifications to a published or distributed agenda will be at the discretion of the Chair.
- D. NOTICE OF MEETINGS. Notice of all scheduled meetings of the CRC will be provided by the City Clerk. If a regularly scheduled meeting date, time or location needs to be changed, the City Clerk will provide notice as required by law.
- E. QUORUM. A quorum at any meeting shall consist of CRC members who represent a simple majority of the total number of members or subcommittee members.
- F. VOTING. Except for items to be included in the final report to be submitted to the City Council, and other matters specifically called out in this document, the CRC shall attempt to make decisions by consensus as determined by the Chair. Upon request of any CRC member, a vote will be taken, in which case each CRC member in attendance at the meeting shall be entitled to cast one vote. Votes may not be made by proxy. If subject to a vote, other than recommendations to the Council and as otherwise provided in this CRC Charter, matters will be approved by a simple majority of all votes cast. A supermajority vote will be required to secure approval of any recommendation to be included in the CRC final report and recommendations; provided further:
- a. A matter will be deemed “a **consensus recommendation**” if approved by no fewer than eighty percent (80%) of the CRC members present and voting.
 - b. A matter will be deemed a “**recommendation**” of the CRC if approved by no fewer than sixty percent (60%) of the CRC members present and voting.
 - c. The minutes shall reflect the votes of each CRC member.
- G. RULES OF ORDER. All meetings of the CRC shall be conducted in accordance with the latest edition or revision of Robert's Rules of Order, except as otherwise provided in this Charter.

H. MEETINGS TO BE PUBLIC. All meetings of the CRC shall be open to the public.

5. DUTIES OF CHAIR. The Chair shall have the following responsibilities:

- A. As they deem appropriate, call regular and special meetings of the CRC.
- B. Designate a Vice-Chair when determined necessary by the Chair.
- C. Chair each meeting or designate a Vice-Chair or committee member to chair a meeting.
- D. Working with the CRC staff, confirm the agenda for all meetings.
- E. Form subcommittees and assign CRC members to the subcommittees.
- F. Act as spokesperson for the CRC and execute documents on behalf of the CRC.
- G. Transmit to the City Council any approved reports and recommendations of the CRC.
- H. Such other duties as defined in this Charter and that may be delegated from time to time by the CRC.

7. STAFFING

- A. The City will provide logistical and staff support to the CRC. The CRC members acknowledge that staff may have limited time and resources to respond to all questions, information requests and/or to do analysis that may be required to answer questions. Staff will make all reasonable efforts to address CRC requests for information or analysis pertinent to the issues under consideration by the CRC as directed by the Chair and to do so in a timely manner based on readily available data and analysis. The CRC may need to prioritize information requests given limited staff time and resources.
- B. Staff may work with third parties in order to provide relevant information to the CRC.
- C. City staff designated to provide support to the CRC will be responsible for the maintenance and circulation of the minutes and agendas of the meetings of the CRC, as

well as preparation and delivery of all meeting notices, agendas and materials to CRC members.

8. AMENDMENTS. This Charter shall be adopted, and may be amended, upon a sixty percent (60%) vote of the CRC members present and voting provided that no amendment may be approved contrary to state law or City policy.

Charter Review Committee Meeting Guidelines

Background

These meeting guidelines are proposed to help the Charter Review Committee (CRC) work together effectively. Depending on the topic and the intensity of opinions, our meetings may get uncomfortable at times. Agreeing to a set of guidelines to manage our discussions will provide each of us with some common reference points. This is especially crucial since we are coming together for the first time in January and there are only 16 weeks before we report recommendations to the Tacoma City Council.

Once the guidelines are adopted, CRC Members are expected to hold themselves and other Members accountable. The group's agreement allows the Chair or a Member to directly address an issue when a guideline is not followed.

Proposed Process to Adopt the Guidelines

1. CRC Chair and City staff collaborated on an initial set of guidelines and distributed them to CRC Members prior to the first meeting.
2. At the first meeting, Chair will briefly explain each of the guidelines, then ask CRC Members for their thoughts.
3. CRC Members can propose additional guidelines.
4. Chair will ask if anyone disagrees with any of the guidelines or sees them as not applicable to the group. The group then discusses any points that come up.
5. Chair will ask each member to affirm their commitment out loud.

Guidelines for an Effective and Productive Charter Review Committee

1. **Show up on time and come prepared.** Be prompt in arriving to the meeting and in returning from breaks. Be prepared to contribute to achieving the meeting goals.
2. **Respect the agenda.** Note which items are listed for discussion and which items involve decisions. All Members can help the Chair move through the agenda and end meetings on-time.
3. **Stay mentally and physically present.** Come to the meeting with a positive attitude. Be present, and don't attend to non-meeting business. Listen actively and attentively.
4. **Respect each other.** Assume best intentions but don't assume anything else. Focus on interests and not "positions." Don't interrupt others when they have the floor.
5. **State views, explain intent, and ask genuine questions.** Avoid monologues and arguments. Participate in conversation in which members can understand everyone's point of view and be curious about the differences in their views.
6. **Be willing to reach consensus.** Keep an open mind that there probably is an acceptable decision that everyone can support, even if some degree of compromise is required.
7. **Once consensus has been reached, support group decisions and actions.** Do not leave the meeting after decisions have been made and talk about how your idea was the better one.