



City of Tacoma NCS Community, Boards, and Commission (CBC) Liaison Guide

This Standard Operating Procedures (SOP) is a general resource for Neighborhood and Community Services (NCS) staff liaisons of CBCs to understand responsibilities, duties, and procedures related to this position. Each of the CBCs under NCS responsibility CBC's (Human Service Commission, Human Rights Commission, and Commission on Immigrant and Refugee Affairs) is appointed by the Community Vitality and Safety (CVS) and appointed by the City Council, unique in their purpose, mission, and role, but all provide an invaluable service to the City of Tacoma.

Human Services Commission

Serve Tacoma as a member of the Human Services Commission (HSC) to support Council priorities and the NCS department mission. The HSC is a volunteer commission that conducts public meetings, accepts, reviews, and rates funding applications, and makes human services funding recommendations. The HSC also serves as a resource to the City Council and City staff for implementation of programming related to human services.

- The HSC is comprised of 15 members serving three-year terms.
 - Exception is the youth position which has a one-year term.
- The appointed applicant is required to complete Open Public Meetings Act and Public Records Act trainings provided by the Washington State Office of the Attorney General within 90 days of being appointed to a Committee, Board, or Commission.
- If you are interested in becoming a member of the HSC, you may apply at cityoftacoma.org/CBC.

To learn more about the Human Services Commission: Contact us by phone at 311 within Tacoma city limits or (253) 591-5000 from anywhere else. You may also email us at HSC&NCS@cityoftacoma.org.

Meeting Time and Day:

5:30 p.m. Second Wednesday of the month

Location:

Tacoma Municipal Building
747 Market Street Room 138
Tacoma, WA 98404

Via Zoom:

https://us06web.zoom.us/j/83364476695?pwd=fZCGI4jP79QGt9_yGn-bzENO3w_TIQ.QtvAX2VcjfmeckwO

Or by phone at:
+1-253-215-8782

Webinar ID: 833 6447 6695
Passcode: 002323

Human Rights Commission

Serve Tacoma as a member of the Human Rights Commission (HRC) to study and investigate problems of prejudice, bigotry, and discrimination and to encourage and coordinate the implementation of programs consistent with the needs and the rights of all residents. HRC is a volunteer commission to serve in a quasi-judicial capacity related to civil rights complaints and related issues.

- The HRC is comprised of 15 members serving three-year terms.
 - Exception is the youth position which has a one-year term.
- The appointed applicant is required to complete Open Public Meetings Act and Public Records Act trainings provided by the Washington State Office of the Attorney General within 90 days of being appointed to a Committee, Board, or Commission.
- If you are interested in becoming a member of the HRC, you may apply at cityoftacoma.org/CBC.

City is not accepting new intakes for employment, fair housing or public accommodation investigations. Individuals seeking assistance may contact the following agencies for their services:

- **Equal Employment Opportunity Commission (EEOC)**
 - Phone: 1-800-669-4000
- **U.S. Department of Housing and Urban Development (HUD)**
 - Phone: 1-800-669-9777
- **Washington State Human Rights Commission**
 - Phone: 1-800-233-3247

To learn more about the Human Rights Commission: Contact us by phone at 311 within Tacoma city limits or (253) 591-5000 from anywhere else. You may also email us at HRCANDCIRA@cityoftacoma.org

Meeting Time and Day:

5:30 p.m. Second Monday of the month

Location:

Tacoma Municipal Building
747 Market Street Room 243
Tacoma, WA 98404

Via Zoom:

<https://us06web.zoom.us/j/85915410975?pwd=O0FqFSqpJfcdalnyhaxZCQjcRXLt31.1>

Or by phone at:
+1-253-215-8782
Webinar ID: 859 1541 0975
Passcode: 166967

Commission on Immigrant and Refugee Affairs (CIRA)

Serve Tacoma as a member of the Commission on Immigrant and Refugee Affairs (CIRA) to study problems and issues specifically impacting the immigrant and refugee communities in the City of Tacoma and provide written recommendations, context, and input to Tacoma's policy makers toward the development and implementation of programs, services, and practices specific to the purpose of furthering immigrant and refugee access to and participation in Tacoma's economic, cultural, and civic life.

- CIRA is comprised of 13 members serving three-year terms.
 - Exception is the youth position (under the age of 25) which has a one-year term, and one alternate member.
- The appointed applicant is required to complete Open Public Meetings Act and Public Records Act trainings provided by the Washington State Office of the Attorney General within 90 days of being appointed to a Committee, Board, or Commission.
- If you are interested in becoming a member of the CIRA, you may apply at cityoftacoma.org/CBC.

To learn more about the Commission on Immigrant and Refugee Affairs: Contact us by phone at 311 within Tacoma city limits or (253) 591-5000 from anywhere else. You may also email us at HRCANDCIRA@cityoftacoma.org

Meeting Time and Day:

5:30 p.m. Fourth Monday of the month

Location:

Tacoma Municipal Building
747 Market Street Room 243
Tacoma, WA 98404

Via Zoom:

<https://us06web.zoom.us/j/89513783298?pwd=Py7QmN3kbSF33qY0UQAMeVmThUIBhJ.1>

Or by phone at:
+1-253-215-8782
Webinar ID: 895 1378 3298
Password: 288952

1. Staff Support for CBCs:

The City Manager, or designee, shall appoint a primary Staff Liaison for each CBC to perform the staff liaison tasks, which will also be assigned by the City Manager or designee. Staff support is primarily intended during the CBCs' regular business meetings and council-approved workplan. Regular staff support for business meetings and agenda topics include (examples provided in sub bullets):

- Meeting Notifications: ensuring that meeting notifications and recordkeeping occurs consistent with applicable state laws.
 - Send out agenda and notifications 24 hours in advance of meetings.
 - Track formal communications for public records.
- Communication Link: serving as a communication link between the CBC, City administration, departments, members of other CBCs if common issues arise, and the City Council, as appropriate.
 - Share letters and communications voted on by the CBC with CBCs, Departments, City Administration, and/or City Council
- Professional Guidance: providing professional guidance or requesting professional analysis and guidance (including issue analysis, and recommendations).
 - Support through review of contracts (HSC), investigations (HRC), or requests for information (CIRA)
- Workplan: assisting the CBC with developing work planning and correspondence in keeping with the CBCs council-approved work plan.
 - Manage workplan/calendar for the year
 - Schedule and facilitate workplan planning meeting
- Focus on the Goals: assisting the CBC in staying on track and focused.
- Presenting Recommendations: presenting CBCs recommendations to the City Council, if requested to do so by either the CBC or the City Council.
 - Draft and presentation of Annual Report to CVS
- Maintaining Working Relationships: maintaining a positive working relationship with the chair and CBC members.
 - Monthly Prep meetings with the CBC Chair
- Supporting specific projects in alignment in workplan in coordination with support by the CBC members; example of engagement events
 - Staff support for engagement events – set up food, supplies, space, support services.
 - CBC Support - Host, convene, set agenda and intent for engagement events.

Support for specific projects (such as outreach events) as well as professional guidance and projects/policy work may be limited by staff time and availability. Staff commits to working with the Chair and CBC to maintain a positive relationship and supporting the committees workplan.

CBC Supportive Actions

- Set Agendas in advance according to workplans
- Identify staff support needs in advance (particularly in terms of events, projects, and policy work)
- Take minutes for business meetings
- Manage/support non-quorum sub-committee meetings

2. Recruitment Process of CBC membership:

[Member applications](#) for CBCs can be accepted at any point throughout the year and the City Clerk's Office issues a push for member applications quarterly.

CBC Recruitment Dates

Quarter 1 – Start date April 1st.

Commission on Immigrant and Refugee Affairs
Human Rights Commission

Quarter 3 - October 1st

Human Services Commission

3. Appointment & Orientation:

Open Public Meetings Action Training

Appointed CBC members are required to complete five Open Public Meetings Act and Public Records Act trainings provided by the Washington State Office of the Attorney General, within 90 days of being appointed to a CBC. In addition to this training, new CBC members are required to complete training at the Washington State Attorney General website.

Staff Liaisons will need to email newly appointed CBC members with the WA State Open Government Training link (provided below) and notify CBC members that they will have 90 days to complete OPMA five trainings and have CBC members supply staff with the certification to verify completion.

Here is that link: [Open Government Training | Washington State](#)

Links to Trainings:

- Lesson 1: [Open Government Overviews and General Principles - Introduction](#) (web page)
- Lesson 2: [Open Public Records Act Training - Covers the basics of the PRA at RCW 42.56](#) (30 minutes)
- Lesson 3: [Open Public Meetings Act Training - Covers the basics of the OPMA at RCW 42.30](#) (16 minutes)
- Lesson 4: [Records Retention/Management Act Training - Covers the basics of RCW 40.14](#) (39 minutes)
- Lesson 5: [Supplemental Public Records Act Training \(2 videos\)](#) (29 minutes + 28 minutes)

FAQs and Tips:

- [OPMA and PRA Practice Tips and Checklists from MRSC](#)
- [Frequently Asked Questions Page for OPMA](#)
- [Frequently Asked Questions Page for PRA](#)

Once CBC members have supplied staff with the certification of completion of trainings, Staff Liaisons will need to email the Clerk's Office Serve Tacoma email:

servetacoma@cityoftacoma.org to confirm that CBC members have completed the OMPA trainings.

4. Guide for Conducting Business Meetings:

Special Meeting Scheduling, Meeting Cancellations, & Notices

Special Meeting notices, cancellation notices, and change of location notices must be delivered at least 24 hours in advance to the City Clerk's Office (City Clerk CBC Admin Assistant and cityclerk@cityoftacoma.org) and the public. Notices should have Staff Liaison's name and signature at the bottom, not the City Clerk. Notices should be delivered by email (to the CBC members, relevant meeting participants, and Special Press list), webpage, and social media (if applicable).

Special Press Notification List, which is updated regularly by City Clerk's Office and staff must be careful to use a current list - SPECIAL PRESS NOTIFICATION LIST.docx (sharepoint.com)

Sample notices and special press notification list - CAO - City Clerk's Office - Templates - All Documents (sharepoint.com)

Meeting Agenda

An agenda lays out the order of a meeting and which topics will be discussed. The Staff Liaison may assist the CBC Chair to create the agenda. Meeting agendas should be prepared in timely advance of the meeting date and allow for public posting within 24 hours of the meeting date, in accordance with the Open Public Meeting Act (OPMA).

CBCs using parliamentary procedure follow a fixed order of business for the agenda. Below is a typical example which any CBC may adopt as their agenda format:

1. Call to order.
2. Roll call of members present.
3. Approval of minutes of last meeting.
4. Officer's reports.
5. Sub-Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

Once complete, the agenda will be sent to the members of the CBC, posted on the City’s website – ensuring it is made available to the public within 24 hours of the meeting in compliance with the OPMA. Members of the CBC and the Staff Liaison may add items to the meeting agenda prior to any formal posting by contacting the Chair or Staff Liaison. After formal posting, the agenda should be considered set to ensure compliance with OPMA.

Public Comment

In cases where members of the public have attended to speak on a particular issue, comment can be made during the time that agenda item is discussed. If community members have attended to make general comments in relation to an issue not on the agenda, time should be set aside on the meeting agenda for this purpose. Reasonable time limits may be set for public comments. Please refer to your CBCs by-laws and connect with the Chair of your CBC to learn more about public comment rules and/or any adopted norms.

Public Comment can also be received exclusively in writing and then reviewed by CBC members in advance of the meeting. This will require that comments are offered 24 to 72 hours in advance of the CBC meeting to give CBC members a chance to review the written comments. CBC members may or may not respond, but the Chair should acknowledge whether any public comment was received.

Voting and Quorum

In cases where a CBC must have quorum to vote or decide on a critical issue, a majority of the CBC members (a quorum) must be present. For official actions, a majority of the quorum must vote in favor. Fifty-one percent of the filled positions of CBC members must be available to conduct a CBC meeting and constitutes a quorum. The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action on a stand or an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

Please refer to your CBCs by-laws and connect with the Chair of your CBC to learn more about your rules and/or adopted norms regarding voting, motions, and quorum requirements.

Meeting Minutes

Depending on your CBCs by-laws or group norms, the purpose of meeting minutes can greatly vary. Some prefer meeting minutes that contain details of discussions, whilst others follow the Robert’s Rules of Order minute intentions. Staff and CBC Chair should review and be clear if any intent has been adopted for formatting of meeting minutes. The purpose of minutes in Robert’s Rules of Order are to preserve an accurate record of a CBCs actions. CBCs can use.

“action minutes,” in which actions are noted briefly and simply. Minutes of this type can include the following items:

- Place of the meeting
- Time the meeting started and ended.
- Which members were present and, if relevant, any absences?

- The fact that a quorum was present.
- Text of all main motions taken up by the CBC and their disposition (passed, failed, etc.)
- If amendments were made the final version of the motions as amended
- Any points of order that were made and their resolution.

Meeting minutes are typically taken by a CBC Secretary. In general, the minutes should include a brief summary of discussion and should contain mainly a record of the motions and actions from the meeting. CBC bylaws may provide more specific procedures regarding meeting minutes. Typically, minutes will be approved at the next meeting of the CBC, and any changes should be made in open session with approval of a majority of members. From there minutes will be handled by the Staff Liaison, who will see that they are appropriately archived with the City and made available to citizens in compliance with the Open Meetings Act. To post on the City's CBC webpage, contact your department's webmaster. Check with your supervisor for further support.

Helpful Links and Resources:

- Roberts Rules: [Q & A Forums](#)
- Jurassic Parliament: Home - [Jurassic Parliament](#)

Email Communications

Essentially all communications regarding Commission business should be kept as a public record. The easiest way to do so is CC the following email on any messages sent or responded to. Messages that are viewed and related to Commission business but not sent/responded to can also be forwarded to this email for recordkeeping purposes. hsc-ncs-comms@cityoftacoma.org or hrcandcira@cityoftacoma.org