



Date: December 19, 2012

To: Chair Robinson and Members of the Parks and Community Services Board
Chair Bruels and Members of the Human Services Commission

From: Myrna Basich, Assistant City Manager/City Clerk

Subject: Presentation Regarding Meeting Protocols and Public Meeting Requirements

At your joint meeting on January 8, 2013, Matt Segal and Jessica Skelton from the Pacifica Law Group will present information regarding meeting protocols, legal requirements, and other standards that apply to meetings of City boards and commissions. This presentation is one in a series that the City Clerk's Office has organized to help each of the boards and commissions operate most effectively.

As members rotate through service on each board and commission, there is an ongoing need to refresh each commission's understanding both of the legal requirements and best practices for public meetings. Having all of the City's boards and commissions working from the same understanding also provides a common experience to the public, thereby making public meetings more predictable and accessible to the public.

Mr. Segal's and Ms. Skelton's presentation will cover effective public meetings as well as refreshers on Open Public Meeting Act and Public Records Act responsibilities for Council-appointed board and commission members. Staff to the Board and Commission are also invited to participate.

In addition to the presentation, the team will facilitate a question and answer period. We encourage you to bring questions that you have about board/commission meetings and the City's legal requirements. This will be a great opportunity to get answers to those odd situations, such as: When does a meeting lose a quorum? or When does a string of emails become a "meeting"? If you have questions ahead of time, please do not hesitate to send them to me for relaying to Mr. Segal so he can prepare responses.

Mr. Segal is a partner and Ms. Skelton an Associate with Pacifica Law Group, with strong backgrounds in municipal law, open public government, and public records. We hope that you will enjoy the presentation on January 8 and find it helpful.

