



RSC Operating Procedures Draft

- I. Workplan
 - A. Workplan topics can come from:
 1. The Mayor and City Council
 2. PHB
 3. RSC Commission members
 - a. Commission members can introduce topics raised by members of the public at any time by writing to the Executive Committee
 - B. The workplan will be set by the Executive Committee. The Executive Committee will consider the following in their decision making:
 1. Is it within the RSC's scope as set in City Code?
 2. Is the topic actionable given the RSC's scope?
 3. Is it feasible considering other items on the workplan?
 - C. The workplan will be presented to the RSC as it is updated. It will also be shared with the Mayor and City Council offices to inform them of the RSC's work and solicit feedback.
 - D. Timelines will be set by the Executive Committee. The Executive Committee will consider other timelines and deadlines including the budget process when setting a timeline.
 - E. Meeting agendas will be set by the Executive Committee, and identify appropriate topic categories for each item (update, discussion, action)
- II. Public Testimony
 - A. The Commission will set protocol for input at meetings which will include:
 1. The role of the RSC as an advisory body (not a rulemaking committee),
 2. Testimony parameters (standard 3 minutes a person),
 3. How to follow up after 3 minutes (submit additional testimony with staff), and
 4. Process after testimony is received (staff connect with resources, RSC can introduce topics to workplan to make a recommendation to PHB or Council).
 - B. Generally:
 1. Staff will ensure the testimony sign-up sheet is clearly labeled
 2. Testimony should be taken at the beginning or middle of meetings
 3. Questions should be asked at the end of a person's testimony so the person who testified is able to respond
 4. Commissioners can request to add an agenda topic for consideration as a result of testimony
 5. When possible, staff will connect people testifying to resources

C. Listening Sessions

1. Listening sessions should begin with an opportunity to present information to members of the public
2. Public testimony will be for 3 minutes a person
 - a. Time can be added if there are questions from the RSC
3. Will be held at least twice a year
4. RSC attendance is required, commission members who miss a listening session should review the recording of testimony given

III. RSC Actions

A. RSC Actions can take two forms, a summary or a letter.

B. Summaries

1. A summary of testimony is included in the meeting summaries
2. A summary of discussion is included in the meeting summaries

C. Letters

1. Consensus Letter

2. Position Letter

- a. Position letters should be reserved for ordinances, or other City Council items
- b. Position letters will be organized by members who support or do not support a given topic

D. All RSC summaries and letters can be found on their website.