



Meeting Policies and Procedures

Meeting Procedures

- Agendas may be modified following a request of a Commissioner and a favorable vote by the Commission during a meeting
- Meeting agendas shall comprise of the following order of operations, unless otherwise amended by vote of the Commission
 - Call to Order
 - Public Comment
 - Commission Comment
 - Staff Updates
 - Actionable Business
 - Workshops
 - Public Comment
 - Commission Comment & Referrals
 - Close of Meeting

Agenda Items – Submissions Materials, Deadlines and Requirements

- Public Comment
 - Public Comment shall occur at the beginning and end of each agenda, prior to Commission Comment. Public Comment is provided as an opportunity for the public to share general information, updates or requests for information with the Commission.
 - Public Comment is intended to be brief and not intended to be utilized for in depth discussions between the Commission
 - No advance notice or materials are required to present public comments.
 - Any materials provided to the Commission during public comment are considered public documents
 - Public Comment may include a request to the Commission for a referral for an item to be placed on a future meeting, where appropriate
- Staff Updates
 - Staff to provide monthly update to the Commission on each of the following items:
 - Current status of WRCC financials
 - City Projects (generally active projects, but may include update on pending projects of interest to the Commission, where available)
 - Commission Referral Status (if not on the current agenda)

- Public Comment / referral requests received by Staff
 - Any additional information as requested by the Commission
- Actionable Business
 - Funding Requests
 - Funding Requests shall be submitted to Staff no later than 10-days prior to a WRCC meeting
 - A funding request shall include the following:
 - A narrative explaining the request
 - Proposed project timeline
 - Project Budget
 - Any other requested or received sources of funding
 - Any other information as requested by the Commission
 - Upon review, if Staff does not find the submission to be complete Staff will notify the applicant and Commission Chair of incomplete items.
 - Open Space Plan Review
 - Requests for open space plan review shall be submitted to Staff no later than 10-days prior to a WRCC meeting and shall include the following:
 - Summary of project & open space requirement
 - Open space plan
 - Other Business
 - All other items on any topic where Commission feedback or input is requested and where formal action is required.
 - Requests for other business shall be submitted to Staff no later than 10-days prior to a WRCC meeting and shall include the following:
 - Summary of request to Commission
 - Supporting materials
- Workshops
 - A workshop may be conducted on any topic to gather Commission feedback or input and where formal action is not required.
 - A workshop may be initiated by a referral from the Commission or Staff
- Commission Comment & Referrals
 - Commission Comment is an opportunity for Commissioners to share general comments/information on any item that may be of interest to the Commission.
 - During Commission Comment, any Commissioner may make a request for an item to be included on the next available agenda as Staff Update, Actionable Business or Workshop. Such request shall be followed by a motion, second and favorable vote and include any additional information requested by the Commission prior to placement on an agenda.