Lakewood
Advisory Commission

EXECUTIVE COMMITTEE MEETING
LAKEWOOD ADVISORY COMMISSION

JUNE 7, 2023
@ 6:00 p.m.
VIRTUAL MEETING

Join from a PC, Mac, iPad, iPhone or Android device at:
https://lakewood.zoom.us/j/99329157236
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Lakewood Advisory Commission meetings are public meetings where members are encouraged to attend and participate. In order to ensure productive meetings, Lakewood Advisory Commission members, as well as visiting guests, are respectfully asked to allow everyone a chance to participate, speak one at a time, wait to be recognized prior to speaking, avoid grandstanding or repeating a point that has already been made, challenge ideas – not people, and to stay on task and topic.

AGENDA

1. CALL TO ORDER – Chair Kate McBride

2. ROLL CALL – Secretary Marie Venner

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES
   A. May 3, 2023, Executive Committee Meeting Minutes (Attached)

5. OLD BUSINESS (20 minutes)
   A. Updating LAC Policies to Align with Ordinance O-2023-8 (Attached)
   B. New Commissioner Orientation
   C. Periodic In-person LAC meetings
   D. LAC Annual Retreat on September 20th

6. NEW BUSINESS (20 Minutes)
   A. LAC Presentations at June 12th City Council Meeting: Neighborhoods Committee Safer Streets and Neighborhood Noise Pollution Proposal
   B. Scheduling City Council Proposal from Sustainability Committee - Green Remodeling / Renovation Project Idea
   C. Discussion Concerning the July 5 Executive Meeting (Holding, Rescheduling, or Cancelling)
   D. Agenda Items for June 21 Full Commission Meeting

7. SUBCOMMITTEE REPORTS (10 minutes)
   A. Civic Awareness – Chair Karen Morgan
   B. Diversity –Chair Fernando Rocha
   C. Neighborhoods – Chair Floy Jeffares
   D. Sustainability – Chair Glenn Weadock

8. CITY CLERK'S REPORT (3 minutes)

9. ADJOURN

EXECUTIVE COMMITTEE MEETING
LAKEWOOD ADVISORY COMMISSION
MAY 3, 2023 @ 6:00 PM
MINUTES

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1. CALL TO ORDER

Chair Kate McBride called the meeting to order at 6:02 p.m.

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2. ROLL CALL

Commissioners Present: LAC Chair Kate McBride, LAC Vice Chair Kip Kolkmeier, Secretary Marie Venner, Karen Morgan, Fernando Rocha, and Glenn Weadock

Commissioners Absent: Floy Jeffares

A quorum was present with six commissioners.

Staff Present: Jay Robb, City Clerk

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3. PUBLIC COMMENT – There was no public comment.

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4. APPROVAL OF MINUTES

4.a April 5, 2023, Executive Committee Meeting Minutes

Commissioner Rocha amended the minutes to correct the spelling of Item 6.c - Safer Streets Proposal.

Commissioner Kolkmeier made a motion, seconded by Commissioner Weadock, to approve the minutes from the April 5, 2023, Executive Committee meeting, as amended.

Result: The motion passed unanimously.

4.b Amendment to the Agenda

Chair McBride explained that an item needed to be added to the agenda to discuss a project proposal from the Neighborhoods Committee regarding energy efficient building renovations.

Commissioner Weadock made a motion, seconded by Commissioner Kolkmeier, to amend the agenda to add "Energy Efficient Building Renovations" as item 6.d under New Business.

Result: There was no objection to adding this item to the agenda.

5. OLD BUSINESS

5.a Ordinance O-2023-8

Chair McBride summarized O-2023-8, which amended Title 2, Chapter 56 of the Lakewood Municipal Code regarding the Lakewood Advisory Commission.

The Commissioners and Mr. Robb discussed the Ordinance and talked about the process for the City Council to adopt ordinances.

5.b Project Idea: Neighborhoods Noise Pollution Project

Mr. Robb stated that he was waiting to schedule the item until Ordinance O-2023-8 went into effect, but that it could be scheduled at the June 12th City Council meeting.

Commissioner Weadock asked about amending the noise pollution proposal to state "Potential questions that the LAC could address." There was no objection from the Committee.

5.c Periodic In-person LAC meetings

Mr. Robb discussed some options for hosting LAC meetings in-person. The Chair asked Mr. Robb to look at having in-person meetings periodically and the Commissioners discussed the structure of in-person meetings.

5.d LAC Annual Retreat: Scheduled for September 20th

Chair McBride reminded the group the annual retreat for the LAC is September 20th.

6. NEW BUSINESS

6.a Discussion: May 17 Subcommittees & Full Commission Meetings

Chair McBride asked for any discussion or objection to cancelling the LAC meeting and subcommittee meetings scheduled for May 17th.

Commissioner Kolkmeier made a motion, seconded by Secretary Venner, to cancel the May 17th meetings.

Result: The motion passed unanimously.

6.b Updating LAC Policies & Procedures to Align with Ordinance O-2023-8

Chair McBride offered to revise the current LAC Policies and Procedures with any changes resulting from Ordinance O-2023-8. She stated that the Executive Committee could review the changes at the June 7th meeting.

6.c New Commissioner Orientation

Chair McBride provided an update regarding new residents joining the LAC and discussed the timing of when to host the next orientation. Mr. Robb discussed some ideas for hosting the next orientation.

6.d Energy Efficient Building Renovation Ideas

Commissioner Weadock discussed the proposal from the Sustainability Subcommittee related to code enhancements to the existing Article 13, REMP (Renewable Energy Mitigation Program) and the EDM (Enhanced Development Menu) to incentivize energy efficient building remodeling in the City of Lakewood.

The Commissioners discussed if both commercial and residential building codes should be considered under the proposal. Commissioner Weadock was agreeable to amending the proposal to address all "buildings" and disregarding the difference between commercial and residential for the proposal.

The Committee Members discussed the proposal.

Commissioners Rocha asked about renewable infrastructure and increasing tree canopies throughout the city to drive environmental justice / equity, under initiatives like the Justice40 Initiative.

Commissioners Weadock and Rocha agreed that environmental equity could be an entirely separate LAC research project.

Commissioner Kolkmeier clarified that the proposal should not include the words "and commercial" and Commissioner Weadock agreed to that change.

Commissioner Kolkmeier made a motion, seconded by Commissioner Weadock, for the Executive Committee to approve the research proposal from the Sustainability Committee, as amended.

Result: The motion passed 5-1, with Commissioner Morgan voting nay.

7. SUBCOMMITTEE REPORTS

7.a Civic Awareness – Chair Karen Morgan had nothing to report.

7.b Diversity – Chair Fernando Rocha provided an update about the current assignment that the Diversity Committee is working on and agenda topics for their June 21st meeting.

7.c Neighborhoods – Chair McBride provided an update that the Neighborhoods Committee will have two items at the June 12th City Council meeting.

7.d Sustainability – Chair Glenn Weadock had no other Committee reports.

8. CITY CLERK'S REPORT

Mr. Robb provided a brief update.

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9. ADJOURN

There being no further business to come before the Executive Committee, Chair McBride adjourned the meeting at 6:53 p.m.

Respectfully submitted,

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Kate McBride, Chair

Lakewood Advisory Commission (LAC) Policies and Procedures

Purpose: This document outlines the roles, responsibilities, and expectations for LAC members.

June 2023

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General

The Lakewood Advisory Commission (hereinafter referred to as the "LAC") is established by, and operates in accordance with, Chapter 2.56 of the Lakewood Municipal Code ("Code"). Chapter 2.56 of the Code supersedes all prior approvals and enactments of the City Council with respect to the LAC and its functions.

Mission Statement

In order to support Lakewood as a vibrant, inclusive, sustainable, informed, and healthy community, the LAC shall be an advocate and informed voice for the community by providing research and recommendations on local issues to the City Council.

LAC Member Duties

Relationship With City Council and City Staff

LAC members ("Commissioners") are appointed by, and responsible to, the City Council.

Lakewood's non-legal City staff work under and are responsible to the City Manager. The City Manager may assign staff to work with the LAC in a specified capacity for certain assignments.

Lakewood's legal advisors to the LAC are appointed by, and serve at the pleasure of, the Lakewood City Attorney.

Commissioners should direct all LAC-related questions and requests to their Subcommittee Chair. The LAC (as a body) may advise and make recommendations to the City Council, but the City Council has the final responsibility for all policy decisions.

Commissioners are active participants in the community and may be involved in multiple other organizations in the region. Communication as a private resident is not limited in any capacity.

Relationship With the LAC and the Public

Commissioners are not authorized represent their own views or opinions as those of the LAC or the City. When speaking in public, Commissioners should inform listeners that they are not speaking on behalf of the LAC or the City, unless express permission has been given to do so. If authorized to speak on behalf of the LAC or the City, Commissioners should refrain from making promises, and should remind listeners that the LAC provides recommendations only and that any action on a matter would be taken by the City Council.

When interacting with other Commissioners, Commissioners shall keep the following points in mind:

- Avoid grandstanding or repeating a point that has already been made
- Challenge ideas—not people
- Stay on task and topic
- Be always open, honest and polite
- Political discussion is discouraged during meetings

Officers, Staff and Authority

LAC Officers

Officers shall be elected by the full LAC and the terms will commence on January 1 of each year. Officers must present an annual report to City Council and may prepare additional periodic reports to City Council regarding the status of assignments and commission activities.

LAC Chair

- Preside over LAC Executive Committee ("Executive Committee") and Commission meetings
- Keep Commissioner comments on track during meetings

- Set the agenda with the Commission Coordinator
- Maintain communication between the LAC and the Commission Coordinator
- Provide for overall communication among the Executive Committee and Subcommittee Chairs
- Understand Robert's Rules of Order, agenda management, and public speaking
- Perform other duties and responsibilities that pertain to such office

LAC Vice Chair

- Work with the LAC Chair to ensure continuity in the LAC Chair's absence
- Preside at all Executive Committee and LAC Commission meetings in the absence of the LAC Chair
- Perform other duties of the LAC Chair in their absence
- Ensure annual election of Subcommittee Chairs is conducted
- Work with newly appointed or reappointed Commissioners to determine which Subcommittee the Commissioners wish to be part of, and notify the Committee, the LAC Chair and the Commission Coordinator
- Perform such other duties and responsibilities as may arise from time to time

LAC Secretary

- Keep LAC records, including membership and attendance
- Make all such records available to the LAC Chair and Commission Coordinator
- Sign all approved minutes from LAC Full Commission and Executive Committee meetings
- Perform such other administrative and ministerial duties as requested by the LAC Chair

Subcommittee Chairs

Subcommittee Chairs must:

- Submit meeting agendas and any supporting materials to the Commission Coordinator at least one (1) week before the meeting
- Provide monthly subcommittee progress reports to the Executive Committee
- Take votes of the subcommittee for recommendations to proceed to the LAC
- Preside over all meetings of the subcommittee
- Schedule subcommittee meetings on a regular basis
- Create agendas for subcommittee meetings
- Keep attendance records for subcommittee meetings
- Attend all meetings of the LAC Commission and Executive Committee
- Conduct the annual election of the Subcommittee Chair in November of each year

LAC Executive Committee

Executive Committee consists of the Chair, Vice Chair, Secretary and the four subcommittee chairs. The Executive Committee must:

- Work closely with the Commission Advisor
- Relay City Council assignments to the appropriate subcommittee(s)
- Ensure subcommittee action and follow-up on assignments

Commission Advisor and Commission Coordinator

Section 2.56.080 of the Lakewood Municipal Code assigns to the LAC both a Commission Advisor and a Commission Coordinator. Because these positions are filled by a single City staff member, they will be referred to collectively herein as the Commission Coordinator. The Commission Coordinator's role is to:

- Facilitate discussion between the City Council and the LAC
- Work with the City Council Screening Committee on the interview and selection process for Commissioners
- Serve as the contact for citizen communication with the LAC
- Provide guidance regarding the scope and mission/charge of the LAC

- Conduct training to orient new Commissioners
- Handle logistics regarding meeting scheduling, setup, and public notification
- Upload meeting agendas and distribute agenda packets
- Attend meetings and capture meeting minutes
- Advise the City Clerk's Office of resignations and Commissioner name/address/phone number changes

Orientation and Training

The Commission Coordinator provides for new Commissioner training about the structure and operation of City government and the duties and responsibilities of Commissioners. All new Commissioners are required to attend this training. Currently serving Commissioners may attend upon request. If three (3) or more Commissioners will attend such a training, Public Meeting Laws dictate that the training must be properly noticed and open to the public.

Subcommittee Chairs should provide new Commissioners with pertinent materials, including this manual, to assist new Commissioners in becoming fully functioning Commissioners of the LAC. Incumbent Commissioners are encouraged to share their experience and knowledge with new Commissioners.

Authority to Adopt Procedures

The Code provides that all boards and commissions shall have the authority to adopt rules of procedure governing their proceedings and to conduct their proceedings in accordance with such rules. Boards' and commissions' rules of procedure must be consistent with the City Council's established policies and applicable laws. The LAC shall provide its rules of procedure and any amendments thereof to the City Council.

Committees

In addition to participating in LAC meetings and activities, each Commissioner will serve on one or more of four committees.

- **Civic Awareness Committee**
    - **Purpose**: As advisors to City Council and ambassadors to the community, the Civic Awareness Committee undertakes City Council's assignments to make recommendations relating to promoting civic responsibility and participation through education to create a more connected citizenry
- **Diversity Committee**
    - **Purpose**: As advisors and researchers to the City Council and informed advocates from the community, the Diversity Committee undertakes and initiates assignments to make recommendations to promote an inclusive, accessible, safe and welcoming environment that accepts and appreciates the diversity within our community
- **Neighborhoods Committee**
    - **Purpose**: As advisors to the City Council, the Neighborhoods Committee of the Lakewood Advisory Commission will make recommendations that strengthen neighborhoods, build a greater sense of community, and increase the involvement of Lakewood's diverse populations. Recommendations will support collaboration, be evidence-based, and focus on best practices. The most fundamental element of a strong neighborhood is housing that serves the current and prospective residents of that neighborhood and the City. In addition, strong neighborhoods require comprehensive and effective municipal infrastructure including access to transportation, recreation, community services, and cultural amenities. The LAC Neighborhoods Committee will recommend policies that encourage strong relationships between residents and improve neighborhood pride and quality of life
- **Sustainability Committee**
    - **Purpose**: As advisors to City Council and ambassadors to the community, the Sustainability Committee undertakes City Council's assignments to make recommendations relating to supporting and encouraging a balanced vision of conservation and renewal

Commissioner Conduct

Code of Conduct

Commissions are subject to certain rules established by the City of Lakewood Home Rule Charter ("Charter") and the Lakewood Municipal Code, specifically, the City's Code of Ethics. Commissioners are expected to review, understand, and adhere to these rules.

The LAC is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as individuals may "agree to disagree" on contentious issues. Therefore:

- Be respectful of each other, staff, and the public.
- Practice civility, professionalism and decorum in discussions and debate.
- Honor the role of the LAC Chair in maintaining order.
- The LAC Chair is responsible for keeping Commissioner comments on track during public meetings.
- Avoid personal comments that could offend others.
- Demonstrate effective problem-solving approaches.
- Be punctual.
- Keep comments relevant to the topics discussed.

Commissioners must coordinate with the Commission Coordinator prior to initiating contact with City staff when acting in the capacity as an LAC Commissioner.

Individuals may report potential code of conduct violations to any member of the Executive Committee. Potential code of conduct violations will be discussed by the Executive Committee. If the Executive Committee determines that the code of conduct was violated, the Commissioner will be contacted by an Executive Committee member with a verbal warning. If a second violation occurs, the Executive Committee, at its discretion, may recommend to the City Council that the commissioner be removed from the LAC.

Harassment

Pursuant to Policy 06.2 of the Council Policies and Procedures Manual amended July 26, 2021, discriminatory practices, including sexual and other unlawful harassment, are strictly prohibited. Any sexual or other unlawful harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated in the performance of City governance, City operations, at City-sponsored activities, or in interactions with City Council members, members of appointed City Boards and Commissions, and City employees.

Actions, words, jokes or comments based on an individual's race, color, national origin, ancestry, religion, creed, sex, sexual orientation, gender identity, age, military service, veteran status, marital status, disability, or any other legally protected characteristic will not be tolerated. Any such harassment may violate the law and is strictly prohibited. This prohibition applies to all forms of communication regardless of format, including, but not limited to, email, voicemail, text messages, social media posts, gestures, symbols and objects.

Sexual Harassment

Definitions:

1. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. This policy prohibits both opposite-sex and same-sex harassment.
2. "Sexual harassment" is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature when, as applicable to the Board, the conduct has the purpose or effect of unreasonably interfering with the individual's performance of their City-related functions or of creating an intimidating, hostile or offensive environment.

Sexual harassment may be obvious or subtle. Some behavior that is appropriate in a social setting may not be appropriate in the performance of City governance, City operations, at City-sponsored activities, or in interactions with City Council members, members of appointed City Boards and Commissions, and City employees.

3. The types of behaviors that constitute sexual harassment may include, but are not limited to:
   - Unwelcome sexual flirtations, advances or propositions;
   - Derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender or sexual experience;
   - Unnecessary touching, patting, pinching or attention to an individual's body;
   - Physical assault;
   - Unwanted sexual compliments, innuendoes, suggestions or jokes; or
   - The display of sexually suggestive pictures or objects.

   Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature.

Complaints of Harassment:

1. If a Commissioner believes they have been harassed in violation of this Policy by a City Council member, a member of appointed City Board or Commission, or a City employee, the Commissioner should promptly submit a written or verbal complaint of such harassment to the Director of the City's Human Resources Department and request an investigation. Note: the Human Resources Director is <u>not obligated</u> to undertake an investigation. However, the complaint and request will be recorded, and may be used as evidence in a removal proceeding in accordance with City Council Resolution R-2008-40 or any future policy or procedure.
2. If a Commissioner believes they have been subjected to illegal harassment under Lakewood Municipal Code section 9.50.040 from any person, the Commissioner should file a complaint with the Lakewood Police Department.

Meeting Responsibilities

Conduct of Meetings

Commissioners are permitted to participate in the debate of and voting on all motions made by Commissioners. To conduct meetings in a manner that is procedurally correct, the LAC follows "*Bob's Rules of Order*," a shorter and modified version of Robert's Rules of Order, authored by Robert Widner ("Bob's Rules"). Bob's Rules may be modified, upon majority vote of the full LAC, if such modification would enable the LAC to better meet its responsibilities and fulfill its functions. In the event any provision of Bob's Rules is inconsistent with the Charter, the Lakewood Municipal Code (the "Code"), any ordinance of the City, or this document, the (1) Charter, (2) City ordinances, (3) Code, and (4) this document, in that order, shall take precedence.

Attendance Policy

1. Commissioners must attend at least 70% of the meetings of both the full Commission and the assigned Subcommittee per year. Failure to do so is considered an attendance issue. Missing three (3) consecutive meetings without notice is also considered an attendance issue. In the event of an attendance issue, Commissioners are expected to respond to communications from appropriate person (identified below) within two (2) weeks from the date of initial contact.
2. Any Commissioner who anticipates missing a meeting should contact their Subcommittee Chair.
3. Any Commissioner who becomes unable to fulfill their attendance, communication, or participation obligations may resign. They may reapply for membership, if eligible, when their circumstances change.
4. If a Commissioner has an attendance issue, the Commissioner's Subcommittee Chair shall communicate the attendance issue to that Commissioner in an attempt to resolve the issue.
   a. If the attendance issue is not resolved, or the Commissioner fails to communicate with the Subcommittee Chair, the Subcommittee Chair shall email the LAC Chair and the Commission Coordinator with details about the attendance issue, including any conversations between the Subcommittee Chair and the Commissioner.
   b. In such event, LAC staff will attempt contact with the Commissioner, in writing and by email.

5. If a Subcommittee Chair has an attendance issue, the LAC Chair shall communicate the attendance issue to the Subcommittee Chair in an attempt to resolve the issue. If the attendance issue is not resolved, LAC staff will attempt contact with the Commissioner, in writing and by email.
6. If an attendance issue cannot be resolved by the procedure set forth herein, the Subcommittee Chair or LAC Chair, as applicable, may recommend to the Executive Committee that the Executive Committee seek removal of the Commissioner or Subcommittee Chair in accordance with City Council Resolution 2008-40.

LAC Meetings

All LAC meetings, including Subcommittee meetings and Executive Committee meetings, are open to the public. Meeting information, including date/time, location/dial-in information, and agenda packets, is available on Lakewood Speaks (https://lakewoodspeaks.org/). Monthly meetings are held as follows:

- The regular LAC meeting shall be held on the third Wednesday of each month via Zoom link or at the Lakewood Civic Center, 480 South Allison Parkway, Lakewood, Colorado, or as may otherwise be directed by the City Council, unless a meeting is cancelled for cause by a vote of the Executive Committee (Code § 2.56.070(A)).
- Subcommittees shall meet as necessary to work on and complete City Council requests for research and recommendations (Code § 2.56.070(B)). Meetings shall be held on the third Wednesday of each month via Zoom link or at Lakewood Civic Center, 480 South Allison Parkway, Lakewood, Colorado, prior to the Commission meeting. Subcommittees are not obligated to meet if there is no pending business.
- Executive Committee meetings shall be held on the first Wednesday of each month via Zoom link or at Lakewood Civic Center, 480 South Allison Parkway, Lakewood, Colorado, unless a meeting is cancelled for cause by a vote of the Executive Committee (Code § 2.56.070(C)).
- Any action of the LAC shall require the affirmative vote of a majority of those voting.

Order of Business

- Call to order
- Roll call
- Public comment
- Correspondence
- Old business
- New business
- Officer's reports
- Committee reports
- Adjourn

Notice Requirements

Full and timely notice to the public must be given prior to the holding of any meeting at which a majority or quorum is in attendance or is expected to be in attendance or at which formal action could be taken. Public notice for all meetings shall be provided in advance in accordance with established City procedures. The agenda shall be sent, one week ahead of the meeting, to the Commission Coordinator.

Submissions

All materials (i.e., assignment language, recommendations) for review by the Executive Committee, the full Commission, or City Council must be submitted to the Commission Coordinator one week in advance of the meeting in order to be included in the agenda packet. For any Subcommittee recommendation to move out of the Subcommittee, the Subcommittee must first vote to approve. If approved, the submission will be reviewed by the Executive Committee at the next scheduled Executive Committee meeting. Following executive committee review and discussion, and if approved by a majority vote, the submission shall be presented to the full Commission at the next scheduled full Commission meeting.

Public Input

At or near the beginning of each regular meeting, the public shall be afforded an opportunity to speak to any matter within the purview of the LAC, the Executive Committee or the Subcommittee, as applicable, regardless of whether such matter is scheduled for consideration at that meeting. Uniform time limitations of three minutes will be imposed by the Chair in order to conduct business in a timely and efficient manner.

Public Meetings

The Code specifically requires that all meetings of a board or commission, and all meetings of any committee thereof, shall always be open to the public, except when meeting in a legally convened executive session.

The term "meeting" is defined as a gathering of either a quorum or any three or more members, whichever is fewer, of a board or commission, or any committee thereof, at which any public business is discussed or at which any formal action may be taken. It is important to remember that the open meeting requirements apply to more than just in-person gatherings. They also apply to emails, conference calls, social media, and any other means of communication where conference-like communication can occur, or where a series of one-on-one communications among Commissioners may occur and be shared in a serial or other manner with other Commissioners. However, the term "meeting" does not include a chance meeting or social gathering at which the discussion of public business is not the central purpose.

Executive Sessions

In accordance with chapter 2.01 of the Lakewood Municipal Code, the LAC, by a two-thirds vote of the Commissioners present, may schedule or be recessed to an executive session, which shall be closed to the public, for matters of attorney-client privilege or matters required by federal or state law to be confidential. Any motion to schedule or recess into executive session shall state the topic of discussion including (i) the specific citation to the Public Meetings Law authorizing the topic for executive session; and (ii) identification of the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized. No final decision, resolution, rule, or regulation shall be adopted at any executive session.

Quorum Requirements

For the LAC to conduct any business or take any formal action, it is necessary that a quorum of the membership be present at the meeting. A quorum of the LAC consists of more than fifty percent (50%) of its then-current membership. A quorum of the Executive Committee consists of four of the seven members. If a quorum is not present for a meeting, those present can adjourn the meeting to a later date and time.

Minutes

Minutes of any meeting of the LAC, the Executive Committee and each Subcommittee at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or could occur shall be taken and promptly recorded, and such records shall be open to inspection. Minutes are not taken at Study Sessions as no formal action can be taken.

The minutes of a meeting during which an executive session is held shall reflect the topic of the discussion at the executive session.

Approval of Minutes

Any additions, deletions, or corrections to the minutes should be presented by Commissioners and staff members.

A motion should be made and seconded to approve the minutes of the last meeting as amended.

The approved minutes should be signed by the secretary of the LAC. Approved minutes are permanent records and will be kept by the City.

Assignments and Recommendations

Subcommittees complete requests for research and recommendations from City Council. These are called "assignments." There are two types of assignments:

1. Assignments crafted by the City Council; and
2. Project ideas that originate within the LAC and are considered by the City Council. If the City Council approves a project idea, it will assign the project to the LAC

A subcommittee shall not conduct extensive research and recommendation development until City Council approves an assignment.

Project Ideas

The process for obtaining approval for a project idea is outlined below.

1. Any Commissioner may submit an idea for a project to their Subcommittee Chair, who shall bring the project idea to the Executive Committee for discussion at an Executive Committee meeting.
2. If approved by the Executive Committee, the Commission Coordinator will submit the project idea to the City Council and the City's Leadership Team. The City Council will decide whether to place the project idea on an agenda for discussion and possible approval by majority vote as an assignment.
3. The Commission Coordinator will share the result with the Executive Committee.
    a. If approved, the Subcommittee to which the assignment is made will proceed to the research and recommendation development step.
    b. If declined, the Subcommittee Chair will share the feedback with the Commissioner.

Assignment Completion

Upon completion of an LAC research assignment, a representative or representatives of the LAC shall present to City Council briefly summarizing the LAC's conclusions and recommendations relating to the research assignment and shall deliver a copy of any report and/or accompanying materials to the City Clerk for distribution to the City Council fourteen (14) days prior to the presentation. Assignments shall be deemed final after the presentation to City Council.