



## R&B Operating Procedures

### Introducing Topics

- Identify sources for agenda topics
  - Mayor and Council
  - PHB
  - RSC
    - RSC can introduce topics at any time by proposing new agenda items to the Executive Committee
    - Items should be proposed in writing, or verbally during a meeting in response to testimony received
- Identify how timelines are established
  - Set by Executive Committee
  - Should consider other timelines and deadlines (including budget)
- Establish regular opportunities for the Commission to source topics
- Follow a process to assess topic ideas
  - Compare to RSC's charter purpose
    - Add advising the Rental Services Office to purpose
  - Send workplan to Mayor and Council Offices for feedback

### Meeting Agendas

- Continue to use agenda topic categories (Update, Discussion, Action)
  - Staff will identify the correct category with the Executive Committee

### Public Testimony at Meetings

- Set protocol for input at meetings
  - Create a public testimony statement to use before all testimony, it will include:
    - The role of the RSC,
    - Testimony limitations (RSC is advisory, 3 minutes a person),
    - How to follow up after 3 minutes (submit additional testimony with staff), and
    - Process after testimony is received (staff can refer to resources, RSC can propose new topics to workplan by writing a request to the Executive Committee).
  - Ensure testimony sign-up sheet is clearly labeled
  - Testimony should be taken at the end of meetings
  - Questions should be asked at the end of a person's testimony so the person who testified is able to respond
  - Commissioners can add an agenda topic for consideration because of testimony
  - Staff should try to connect people testifying to resources when possible

## Listening Sessions

- Set protocol for input through listening sessions
  - Start sessions with the opportunity to present information
  - Set public testimony at 3 min a person, can add time if there are questions
- Establish regular listening sessions (twice a year)
  - Emphasize the importance that RSC commissioners attend listening sessions
    - Encourage commissioners who miss the session to review the recording

## RSC Actions

- Identify different products the RSC can create
  - Testimony Summary (in minutes)
  - Discussion Summary (in minutes)
- Establish a process for writing RSC letters
  - Move away from Support/Do Not Support position letters when not for an ordinance
  - Create a section of the website for RSC letters
- Identify different types of letters the RSC can write
  - Summary Opinion Letter
  - Support/Do Not Support Opinion Letters