

Equity Commission Bylaws

Adopted June 8, 2026 (sample date for draft)



We, the Tumwater Equity Commission members, adopt, publish, and declare the following bylaws, based on [Chapter 2.60 of the Tumwater Municipal Code \(TMC\)](#).

A. NAME AND AUTHORITY

The official name of this body is the Tumwater Equity Commission. The Commission is an advisory body to the City Council and has no independent decision-making or regulatory authority unless expressly authorized by ordinance. The Commission and its individual members may not speak on behalf of the City of Tumwater or commit any city resources.

B. PURPOSE

The Commission will help community concerns and perspectives reach city council. Its purpose is to:

- identify and promote activities related to city services and facilities that foster a more welcoming community;
- enhance participation from underrepresented community members;
- address gaps and barriers to full engagement in city governance and public policy; and
- provide recommendations to the city council to improve local government practices and policies.

C. MEMBERSHIP

1. Composition and Residency

The Commission consists of 7 members, appointed by the Mayor and confirmed by the City Council. Six members must reside within the City limits of Tumwater. One member may reside within the city’s Urban Growth Area.

2. Compensation

Commission members are volunteers, serving without compensation.

3. Terms of Office

Members serve three-year terms, with initial staggered terms as established by ordinance. Open positions will be filled for the unexpired term in the same way as the original appointment. See TMC 2.60.030 (B) and (E).

4. Removal

The mayor may remove members prior to the expiration of their term, as referenced in TMC 2.60.030(F).

D. OFFICERS

1. Officers

The Commission will elect a Chair, Vice Chair, and other officers as the members deem necessary.

2. Election of Officers

The Commission will conduct a vote annually at or soon after the first regular meeting of the calendar year.

3. Duties

Chair: Presides at all meetings, calls special meetings, when necessary, represents the Commission in communications with the city council and staff, and signs documents on behalf of the Commission when authorized.

Vice Chair: Performs the duties of the chair in the chair's absence or incapacity.

E. MEETINGS

1. Public Meeting and Notice Requirements

All Commission meetings are open to the public, except as permitted by law. All meetings are noticed to comply with the [Washington Open Public Meetings Act \(RCW 42.30\)](#).

2. Regular Meetings

The Commission meets on a regular schedule established by the members.

3. Special Meetings

The Chair or a majority of the Commission members may call special meetings.

4. Quorum

A simple majority of the currently appointed membership must be present at meetings to make the proceedings of that meeting valid (also known as quorum), as provided in TMC 2.60.030(C).

F. AGENDA AND CONDUCT OF MEETINGS

1. Agenda

Staff will help prepare meeting agendas which will include time for public comment.

2. Rules of Order

The Commission will conduct meetings in accordance with Robert's Rules of Order, Newly Revised, as commonly applied by Tumwater advisory bodies.

3. Public Comment

The chair will provide reasonable opportunities for public comments in accordance with city practice and applicable law.

G. RECORDS AND MINUTES

An accurate record will be kept of the proceedings of all meetings by supporting staff. Minutes and other materials are public records and will be shared with the City Clerk after each meeting, in accordance with TMC 2.60.040(B).

H. DUTIES AND WORK PROGRAM

The Commission will review equity issues, advise the City Council, and make recommendations related to city policies, practices, and community engagement subject to Council direction and available resources. See TMC 2.60.050.

I. STAFF SUPPORT

Staff support will be provided as assigned by the City Administrator or designee. Support does not grant authority on the Commission beyond that granted by ordinance.

J. AMENDMENTS

These bylaws may be amended by the Commission's majority vote, provided that any amendment is consistent with TMC Chapter 2.60 and applicable law. Amendments will be forwarded to the city council for informational purposes.

K. EFFECTIVE DATE

These bylaws take effect upon adoption by the Tumwater Equity Commission.