



TITLE: Policy Equity Review Committee		POLICY: <b>EXE-005-2024</b>
EFFECTIVE DATE: 2/26/2024	SUPERSEDES: N/A	PAGES: <b>3</b>
MAYOR: <b>CHRISTINE FRIZZELL</b>  DocuSigned by: <i>Christine Frizzell</i> <small>5E0020D425DB4B0...</small>	ASSISTANT CITY ADMINISTRATOR: <b>JULIE MOORE</b>  DocuSigned by: <i>Julie Moore</i> <small>3A8E7D48742347A4...</small>	

**Applicable To:** The Policy Review Committee.

**Policy Statement:** This policy will establish and maintain a committee consistent with the City of Lynnwood’s strategic priorities and promote organizational development.

**Vision and Strategic Alignment:** This policy will facilitate the nurturing of operational and organizational excellence and accountable government.

**Purpose:** To establish the Policy Review Committee. Create, develop, and foster a culture of continuous process improvement. The committee’s focus will be to review existing and proposed department and administration policies for issues relating to equity.

**Definitions:**

**Administrative Policy:** Policies which direct employees and elected officials in the safe, efficient, and accountable performance of their duties or the use of City resources and equipment, such as technology.

**Department Policies:** Policies and procedures adopted by a Department Director that support and direct staff in only their department. Any policy affecting more than one department or office will be an Administrative Policy.

**Policy Recommendation:** A final assessment issued by the Policy Equity Review Committee.

Applicant: The person submitting a draft policy to the committee.

Draft Policies: Drafts of future or revised current policies submitted to committee leadership by an applicant.

Opinion Statement: Department's first assessment of a Draft Policy drafted following the committee's review of said policy.

**Responsibility:** The Equity and Social Justice Advisor will be responsible for directing the Policy Equity Review Committee and executing committee actions or delegating such tasks. Committee members will provide opinions on policies and proposals. Directors, appointees, elected officials, and employees are responsible for the development of policies for the consideration and adoption by Department Directors, Mayor, or Council.

**Procedures:**

- a. The Policy Equity Review Committee, hereafter referred to as "the committee" shall be directed by the Equity and Social Justice Advisor, hereafter referred to as "committee leadership". Membership must include at least one Human Resources staff member and may be composed of city employees from all City departments.
- b. Draft policies submitted to the committee will be accepted by the committee leadership based on completeness and in accordance with policy EXE-001-2020. A record of draft policies received will be kept and committee actions will be noted therein.
- c. Correspondence will be provided to the applicant about the acceptance or denial of their draft policy within ten business days. If additional time is required due to scheduling, staff absences, illness, etc., the applicant will be notified of an estimated date of acceptance or denial. Upon acceptance of a draft policy, the committee members will review the draft policy individually and meet with committee leadership to provide an opinion statement. The committee is not obligated to take any action after draft policy reviews are complete if deemed appropriate by the committee leadership.
- d. A "policy recommendation" will be provided to the applicant within 30 calendar days of acceptance to allow for review by the relevant department director(s) and/or mayor. The applicant will be notified if the committee leadership decides that no action is needed by the committee after opinion statements are received and reviewed.

- e. The policy recommendation may be prepared by a delegated committee member as directed and approved by the committee leadership. The policy recommendation will include a statement by the committee leadership clearly stating the delegation of the policy recommendation and a summary of the opinion statements.
- f. Implementation of reviewed policies will be at the discretion of department directors and/or the mayor.
- g. The committee may meet on an as-needed basis to discuss committee business, draft policies, and policy implementation within the committee or also with applicants, directors, and/or the mayor. Meeting notes shall be kept per policy EXE-004-2021. Meetings shall follow an agenda prepared by the committee leadership or designee. Decisions about implementation of draft policies or the rendering of opinions shall not be made during such meetings.
- h. The committee may implement other internal policies regarding operations and processes as directed by the committee leadership.