



## CHARTER

### Advisory Committee on Implementation of Rules for Removing Unsanctioned Homeless Encampments

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#### 1. PURPOSE

Mayor Ed Murray and Council Member Sally Bagshaw, Chair of the Human Services & Public Health Committee, are jointly convening the Advisory Committee on Unsanctioned Encampments to review and evaluate the implementation of the City's new Multi-Department Rules addressing unsheltered homeless individuals. The Committee will pay particular sensitivity to race and social justice issues associated with these actions, the unsheltered people who are affected, and the communities surrounding the encampments.

#### 2. MEMBERSHIP

##### Terms of Committee Members

The duration of the Advisory Committee will be until December 31<sup>st</sup>, 2018. At the end of 2018, the Mayor and the Chair of the Human Services & Health Committee will review the tasks of the committee, and determine if the committee is still necessary. Committee members will be asked to serve for the duration of the committee; if the committee extends past 2018, members will be asked to serve an additional one year term.

##### Size of the Membership

There will be a maximum of 14 committee members. The Mayor and City Council will each select 7 members of the Advisory Committee. The committee will consist of members with a range of perspectives, not limited to, but including the following:

- Homeless Advocates
- Service Providers
- Business
- Neighborhood Representatives
- Public Health / Behavioral Health
- Ex-government / Organization Expertise
- Civil Rights
- Faith Communities

#### 3. OPERATIONS

The Advisory Committee will meet monthly between July and October 2017; after October, the Committee may move to quarterly meetings. At times the work may require smaller working groups to meet in between the regular scheduled meetings. The Co-Chairs will work with members to identify participants for smaller working groups.

The Co-Chairs will lead the meetings, and encourage participation by all members, solicit ideas, and address any confusion resulting from inadequate information or conflicting statements. City staff will develop meeting materials and subject information. Also, staff will provide logistical support including meetings rooms, scheduling, meeting records, and technical assistance.

The Advisory Committee will review and provide feedback on the implementation of new protocols for encampment removals, and provide recommendations on continued improvements to these processes so that they best meet the needs of everyone in our community.

Advisory Committee meetings will be open to the public. In the event of disruptive behavior, the Co-Chairs may adjourn the meeting. The meetings will include a maximum of 20 minutes for public comment at the beginning of each meeting. The Advisory Committee may invite subject matter experts or community representatives to present information on specific issues.

#### 4. RESPONSIBILITIES

- A. To review and provide feedback on the implementation of the new protocols for encampment removal.
- B. To ensure that the new protocols are being implemented and carried out consistently.
- C. Proactively message and help to shape the public narrative around the encampment removal and cleanup effort.

##### Expectations of Members:

- A. If a member cannot attend a meeting, he or she will inform the City Staff Lead in advance.
- B. If a member cannot attend a meeting, it is his/her responsibility to be informed about the topics discussed by the next meeting by reviewing the meeting summary and/or discussions with the co-chairs, other committee members or the facilitator.
- C. When attending committee meetings, please be “present” during the meeting. Please turn off cell phones. Calls, text or emails should be done outside of the meeting space.
- D. The Committee shall receive and consider the semi-annual reports of the Seattle Office for Civil Rights, which is monitoring encampment removal activities, and make recommendations on whether protocols should be adjusted to respond to findings and recommendations in the reports.

##### Role of Co-Chairs:

- A. Mayor will appoint the Co-Chairs.
- B. Open the meetings and make sure the agreed upon ground rules are being followed.
- C. Serve as a committee liaison with City elected officials.
- D. Insure that the committee is addressing the charge it has received from the Mayor and Council.
- E. Set committee meeting agendas.
- F. Communicate with committee members about the committee’s work.
- G. Serve as spokespersons for the committee with the media.

##### Role of City Staff Lead:

- A. Support the Co-Chairs throughout process.
- B. Manage and distribute meeting materials.
- C. Provide logistical support including meeting rooms, scheduling, meeting records, and technical assistance.

##### Role of City Staff Team

- A. Support the committee with timely and responsive information and act as a liaison with city departments to fulfill information requests.
- B. Serve as a resource for committee deliberations.
- C. Provide administrative support to process.

## 5. Deliverables

- A. At the end of 2018, provide a written update and analysis to the Mayor and City Council on how the rules have been implemented, and recommend changes to policies and practices by the City of Seattle related to the removal of unsanctioned encampment.