



## NORTHWEST HOSPITAL STANDING MASTER PLAN ADVISORY COMMITTEE

### Bylaws

1. The Committee shall be comprised of up to twelve members selected by the City of Seattle Department of Neighborhoods and the Hospital:
2. The Chairperson and Vice-Chairperson or Co-Chairs shall be selected from among the voting members of the Committee. The Chair(s) shall preside at all meetings. The Vice-Chair shall preside at meetings in the absence of the Chair.
3. The Committee Chairperson shall be responsible for setting each meeting agenda based on input from the preceding meeting, conducting meetings, and arranging for and receiving Committee approval for all official correspondence prepared on behalf of the Committee. The Chair(s) shall coordinate with the Department of Neighborhoods staff on agendas, minutes, reports, correspondence, and other Committee materials.
4. The Chair(s) or a designated member of the Committee may speak on behalf of the Committee to communicate approved positions of the Committee.
5. All meetings of the Committee shall be open meetings in accordance with the Open Public Meetings Act of 1971.
6. Each regular Committee meeting shall include on the agenda opportunity for public input.
7. The Committee shall hold a minimum of 1 meeting after its orientation each year to review the progress of development under the Northwest Hospital Master Plan and prepare a report to the City.
8. Notice of each regular meeting of the Committee shall be sent to all Committee members and any other interested parties a minimum of one week prior to the meeting.
9. Conduct of meetings will be governed by the latest edition of Robert's Rules of Order.
10. A quorum for the conduct of any meeting shall be a majority of currently appointed and confirmed members.
12. All official actions and votes of the Committee shall require a simple majority vote of a quorum of members present and voting.
12. Voting by Committee members at all meetings and in all votes shall be by show of hands unless otherwise agreed upon.

13. Replacement of any member of the Committee and appointment of any new member shall be in accordance with appointing procedures specified in the Seattle Municipal Code 23.69.032B: Formation of a Citizens Advisory Committee and the Department of Neighborhoods Administrative Rules for Major Institutions.
14. If any member has more than three consecutive absences from regular meetings, the Committee may, at its discretion, request replacement of that member in accordance with Rule 13 above.
15. Members of the Committee shall serve without monetary compensation.
16. In the event of unresolvable conflicts among Committee members regarding issues covered in the proposed Master Plan, both a majority and minority report shall be prepared and submitted to the Director of DCLU.

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