

**By-laws
of
The Seattle University Master Plan Advisory Committee**

**Article I.
Purpose**

The Seattle University Master Plan Advisory Committee, a representative group of adjacent community members and others who are interested in Seattle University and the future of higher education, will advise the University and the City of Seattle on matters related to: (1) the implementation of projects deriving from or related to Seattle University's master plan in order to achieve a balance of public benefits on the growth and change of the University with the need to maintain the livability and vitality of the adjacent neighborhoods; and 2) the development of a revised master plan that will augment or replace the Seattle University Master Plan adopted in 1996

**Article II
Membership**

Section 1. Composition: The Seattle University Master Plan Advisory Committee shall be established jointly by the City and the University composed of up to twelve people who are interested in performing advisory work consistent with the committee member job description (section 2). The committee shall contain one non-management University employee appointed by the University. There shall be ex-officio members appointed by the following bodies: Seattle University, City of Seattle Engineering Department, City of Seattle Department of Construction and Land Use and City of Seattle Department of Neighborhoods.

Section 2. Committee Member Job Description: Each Committee member will:

1. Contribute to developing good communication between Seattle University and the adjacent community.
2. Become familiar with the existing Seattle University master plan and with the University's mission, goals and objectives.
3. Serve on the committee during the development of the revised master plan (anticipated to be between 2 and 3 years.)
4. Maintain interest and a desire for involvement in neighborhood land use issues, particularly as they relate to Seattle University and the community needs for higher education.

Section 3. Appointment: Final appointment of members to the Advisory Committee will be made by the Seattle City Council upon recommendation and nomination by the University and the Department of Neighborhoods.

**Article III.
Participation**

Section 1. Term of Membership: Each member shall serve for the duration of the development of a revised master plan (currently anticipated to cover a two to three year period 1995-1997).

Section 2. Resignation: A member may resign from the Advisory Committee by sending a letter to the Department of Neighborhoods stating the effective date and the reason for resigning.

Section 3. Replacement: Upon resignation of a member a nomination for a replacement will be prepared by the University and the Department of Neighborhoods and appointment will be made by the Director of the Department of Neighborhoods.

Section 4. Attendance: Members who have to unexcused absences can be replaced according to the process in Section 3 above.

Section 5. Compensation: All members of the Seattle University master Plan Advisory Committee shall serve without compensation.

Pos. : The University and the Department of neighborhoods will provide appropriate and necessary orientation to all new members of the Advisory Committee.

Article IV. **Leadership**

Section 1. General: The officers of the Seattle University Master Plan Advisory Committee shall be chair and vice-chair. Members and officers shall have one vote each.

Section 2. Appointment and Term of Office: The officers shall be elected by the Advisory Committee Membership. The term of office shall be for the duration of deliberations on the preparation of a new master plan for Seattle_University. .

Section 3. Duties and Authority: The officers shall be responsible for setting meeting agendas in consultation with the University and Department of Neighborhoods. The chair shall conduct each meeting and arrange for approval of all correspondence prepared on behalf of the Advisory Committee, The vice-chair shall assume responsibility in the absence of the chair.

Article V. **Decision Making**

Seattle University Master Plan Advisory Committee shall endeavor to reach consensus on all recommended actions. If consensus is not possible a vote shall be taken by the show of hands and the record of the committee shall show the number of votes cast for and against the recommendation. All actions of the Advisory Committee shall be constant with the purposes stated in Article I and the intent of the City of Seattle Major Institutions Code. Each major decision to be made by the committee shall have a timeline which will be established by the committee, Deviations, if any, from this timeline shall be approved in advance by the Advisory Committee and be done with great reluctance.

Article VI. **Meetings**

Section 1. Frequency: The Advisory Committee shall meet as needed on a schedule prepared at the outset of the process to develop a master plan. Meetings will be established based on the agenda developed by the officers, the University and the Department of Neighborhoods.

Section 2. Notice to Members: A written notice of each meeting shall be sent to each Advisory Committee member at least one week prior to the established meeting date. The notice shall include the agenda of the meeting, the meeting time and location, the summary of the previous meeting and any new materials that may require action at the meeting.

Section 3. Notice to Public: All meetings of the Advisory Committee are open to the public and opportunity for public input shall be provided on each meeting's agenda. Notices of each meeting will be sent to: 1. interested parties; and 2. presidents of local community groups (list established by the city, the university and committee leaders)-

Section 4. Location: Seattle University shall arrange a suitable location for the Advisory Committee meetings.

Section 5. General: Robert's Rule of Order apply to the conduct of each meeting. A quorum shall be defined as 60% of all voting members (vacant positions shall not be counted as members). Actions taken by the Advisory Committee require a quorum present in person or by written proxy at the time of the vote.

Article VII. Reporting

Section 1. Meeting Notices and Agendas: The University and the Department of Neighborhoods shall be responsible for working with the officers to prepare and to send the meeting notices and agenda.

Section 2. Meeting Summary: The City Department of Neighborhoods shall be responsible for taking notes at each Advisory Committee meeting, preparing a summary of each meeting's activity and mailing it to all members within 30 days of the meeting, The summary shall be subject to review, amendment and approval at the subsequent Advisory Committee meeting. The summary shall include a list of Advisory Committee members and guests present at the meeting. Summaries of all meetings are available at the office of the Department of Neighborhoods for public review.

Section 3 Correspondence: The Department of Neighborhoods shall provide clerical assistance to produce the correspondence of the Advisory Committee. Copies of all Advisory Committee correspondence shall be sent to all voting and ex-officio committee members.