



City of Seattle  
Seattle Department of Neighborhoods  
Bernie Matsuno, Director

## **SWEDISH MEDICAL CENTER CHERRY HILL CAMPUS MAJOR INSTITUTIONS MASTER PLAN CITIZEN'S ADVISORY COMMITTEE**

**SWEDISH MEDICAL CENTER  
CHERRY HILL CAMPUS  
MAJOR INSTITUTIONS  
MASTER PLAN CITIZEN'S  
ADVISORY COMMITTEE**

**Committee Members**

Eric J. Oliner  
Najwa Alsheikh, Vice-Chair  
Cynthia Andrews, Chair  
Laurel Spelman  
Dylan Glosecki  
Jamile Mack  
Mark Tilbe  
Joy Jacobson  
Andrew Coates  
Michelle Sadlier  
J. Elliot Smith  
Patrick Carter

**Committee Alternates**

Maja Hadlock  
Nicholas Richter  
David Letrondo

**Ex-officio Members**

**Steve Sheppard**  
*Department of  
Neighborhoods*  
**Stephanie Haines**  
*Department of Planning  
and Development*  
**Marcia Peterson**  
*Swedish Medical Center  
Management*

**Meeting Notes**

**Meeting #2**

**January 10, 2013**

Swedish Medical Center  
Swedish Education & Conference Center  
550 17th Avenue  
First Floor - James Tower

**Members and Alternates Present**

Najwa Alsheikh	Cynthia Andrews	Laurel Spelman
Joy Jacobson	Maja Hadlock	David Letrondo
Patrick Carter	Dylan Glosecki	Eric Oliner
Andrew Coates		

**Staff and Others Present**

Steve Sheppard, DON SMC	Stephanie Haines, DPD	Marcia Peterson,
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*See sign-in sheet*

**I. Welcome and Introductions and Brief Discussion of the Process**

The meeting was opened by Steve Sheppard. Brief introductions followed.

Mr. Sheppard noted that the meeting would focus on adopting the By-laws and electing a Chairperson and Co-chairperson. No other substantive business would occur.

Members reviewed the agenda and asked that the agenda be amended to allow a fuller discussion of the roles for Chair and Co-chair prior to nominations, discussions and selection of the Chair and Co-chair. All agreed and the agenda was so changed.

**II. Discussion of the Operating Procedures for the Committee and Role of Officer**

Steve stated that by and large the committee operates under modified Roberts Rules of Order. We adhere to the order of motion and precedence but try to keep the meetings less formal than might be typical when Roberts Rules are strictly enforced. Generally all action items will require a motion made a seconded, followed by a discussion and then a vote. Votes will be by majority except for any motion that would cut off debate or limit the ability of dissenting members to discuss an issue. These typically require a two-thirds vote. An example would be a call of the questions which would cut off further debate. Mr. Sheppard noted that he would provide more information on Roberts Rules to any member who felt that they needed such.

Mr. Sheppard then went over the roles of the Chair and Vice-chair. The Committee Chair presides over the meetings maintains order and keeps the



discussion moving forward. The chair is expected to maintain a reasonable level of neutrality and should not typically dominate the discussion. However the chair may participate in all discussions and other actions, and is expected to vote on issues. Under our By-laws and under Roberts Rules the Committee Chair may not break ties. If the vote is 10-10 or 5-5 and the Chairperson has either abstained or voted formally the Chairperson cannot come in and break a tie. The Committee Chair signs and approves all correspondence from the committee. The Vice-chair takes over if the Chair is not at the meeting.

Both the Committee Chair and vice Chair also participate in forming the agendas. Typically the Ex-officio City and Institutional representatives and the Committee Chair and Co-chair will either meet or teleconference before the meetings to set the agenda. The City ex-officio member acts a parliamentarian as needed if the committee desires to operate under Roberts Rules in strict form.

General letters and reports will be done by consensus in the committee and often by email exchanges at the end, where you've been emailed out drafts and approved them; final approval is by the Chair. That approval is generally only upon the consensus of the positions established by the committee, though the Chair has the discretion of specific wording in cover letters and things like that. The Chairperson also consults with the same three people in the event that an item is going to be brought to the committee to censor or remove a member of the committee.

Dr. Rayburn Lewis – Swedish Medical Center, Chief Operating Officer stated that he was very excited to watch this group help participate in the next steps of this campus. We are about to hit a new stage of development with neuro science and cardiac. Thank you all for having an interest here.

### **III. Nominations for and election of Officers**

The floor was opened for nominations for the Chairperson. The following persons were nominated from the floor for Committee Chair. Each was asked if they were willing to serve in this capacity and each responded in the affirmative.

Najwa Alsheikh  
Eric Oliner  
Joy Jacobson  
Cynthia Andrews

Each person gave a brief statement concerning their reasons for agreeing to serve as Committee Chair. After these statements the committee voted. Vote #1 ended in a three way tie With Eric Oliner, Joy Jacobson and Cynthia Andrews receiving equal votes. Following announcement of this tie, with Joy Jacobson withdrew her nomination. A second vote was taken. Cynthia Andrews was selected as Committee Chair.

The floor was opened to nominations for Vice-Chair nominations. The following persons were nominated from the floor for Committee Vice-chair. Each was asked if they were willing to serve in this capacity and each responded in the affirmative.

Najwa Alsheikh  
Patrick Carter

Najwa Alshikh was voted Vice-chair of the Committee.

### **IV. Adoption of Committee By-laws**

Steve Sheppard stated that he had provided a draft copy of proposed by laws to members for their review and asked if everyone had a chance to read over them. He then asked if anyone had any specific questions or suggested changes. .

A member asked for clarification on the identification of alternates to vote in the case that a member is absent. Mr. Sheppard responded that a member may indicate which alternate then wish to

exercise their vote. Members need not do so and if a member has not indicated a preferred alternate then the alternates will vote in order of their initial appointment to positions one two or three with one voting first. Mr. Sheppard noted that members would not be asked to identify their selection at this meeting.

Mr. Sheppard then briefly went over the by-laws (attached to these meeting notes) and then asked for any changes.

Several members brought up the absence policy. They stated that the policy seemed overly generous and too lenient. They suggested that this policy be strengthened. After brief discussion it was moved:

That the by-laws be amended to stated that in the event that a member has two unexcused consecutive absences.

It was seconded. Floor was open for discussion. Various members stated that this seemed reasonable. Others advocated that the current 3 consecutive unexcused absence policy be considered adequate.

The vote was called. The vote was:

8 in favor  
3 opposed  
None Abstaining

A quorum being present and the majority having voted in the affirmative the motion passed.

It was then moved that

the by-laws as amended by previous motion be adopted.

The motion was seconded. The vote was:.

Yes – 8  
No – 0

A quorum being present ant the majority having voted in the affirmative the motion passed.

### III. New Business

Steve Sheppard informed members that the committee will be receiving the briefing on the draft concept plan at its next meeting. This concept plan is general and is contained in the application for this process from the Institution, which will give us the first indication of the direction the Institution plans on going and proposing through its process. It will be an important meeting. Mr., Sheppard noted that the city has not yet received this plan and will be seeing it for the first time at that meeting.

### IV. Discussion of Future Schedules and Meeting Dates

Next meeting will be Thursday, January 31, 2013.

### V. Adjournment

No further business being before the Committee the meeting was adjourned.