



Frequently Asked Questions

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Overview

As Seattle's population grows and changes, the City needs to continually revisit and expand its public engagement efforts to ensure growing demographic groups are represented in the City's decision-making processes and that barriers discouraging people from participating are eliminated.

In July 2016, Mayor Murray signed Executive Order 2016-06 reaffirming his commitment to advance effective implementation of equitable and inclusive engagement strategies across all City departments. In November, as part of the 2017-2018 budget process, the City Council passed legislation that formalized the Mayor's outreach and engagement principles, outlined a new citywide framework for community engagement, and created a Community Involvement Commission. This new Commission will advise and guide City departments in their efforts to develop, implement, and improve authentic and thorough outreach and engagement practices that benefit all Seattle residents.

Purpose, Goals, and Structure

What is the purpose of the Community Involvement Commission?

The Community Involvement Commission will advise Seattle Department of Neighborhoods and other City departments on coordinated, citywide outreach and engagement activities.

What are its goals?

1. Provide advice on priorities, policies, and strategies related to equitable civic engagement and public participation in City decision-making processes. This includes the review of initiatives, strategies, and proposals brought forward by the City, as well as ones identified by the Commission.

2. Provide feedback on the development of City departments' community involvement plans with a focus on implementing more equitable engagement strategies and identifying new ways to increase civic participation in City processes.
3. Develop and periodically amend bylaws and a work plan that enable the Commission to organize itself, perform its work, and advance program and policy proposals consistent with its mission.

How will it be structured?

The Commission will have 16 members. Individuals in positions 1 through 7 will be appointed by the City Council, with each member representing the City Council district that corresponds to their position number. Individuals in positions 8 through 14 will be appointed by the Mayor, with position 14 filled by a young adult through the City's Get Engaged program. These 14 members will be subject to confirmation by a majority vote of the City Council. Members in positions 15 and 16 will be selected by the Commission subject to approval by the Mayor and confirmation by a majority vote of the Council.

For the initial round of appointments, odd numbered positions will serve one-year terms and even numbered positions will serve two-year terms. After the conclusion of the initial terms, all subsequent terms for each position will be for two years, except for the Get Engaged position, which will continue to have a one-year term. No Commission members shall serve more than two full consecutive terms. By a majority vote, the Commission will annually elect one or more members to serve as its Chair.

Members of the Commission will serve in a volunteer capacity and be requested to dedicate approximately three to six hours per month to their roles. Commission meetings are expected to commence in April 2017 and will initially meet monthly in downtown Seattle during evening hours.

Application Process

How do I apply?

Applicants may submit their application online, by mail, or in person. If you cannot apply online, contact Seattle Department of Neighborhoods at 206-684-0464 to have an application mailed to you. You can also pick up an application at Seattle Department of Neighborhoods' office - Seattle City Hall, 600 Fourth Avenue, 4th floor, between 8 a.m. and 5 p.m.

- **Online** at www.seattle.gov/neighborhoods/community-involvement-commission. Translated applications are also available in Korean, Somali, Spanish, Tagalog, Traditional Chinese, and Vietnamese.
- **Mail** – address the application to: Seattle Department of Neighborhoods, PO Box 94649, Seattle, WA 98124-4649. Must be postmarked March 1.
- **In person** at Seattle Department of Neighborhoods, Seattle City Hall, 600 Fourth Avenue, 4th floor, weekdays between 8 a.m. to 5 p.m.

What is the deadline to apply?

Applications are due Wednesday, March 1 by 5:00 p.m. Applications may be submitted in any language.

Who is eligible to apply?

Everyone is eligible to apply.

The City of Seattle is committed to promoting diversity in the City's boards and commissions. Women, young persons, seniors, persons with disabilities, sexual and gender minorities, persons of color and immigrants are encouraged to apply.

Selection Process**How will applicants be selected?**

Applicants will be considered for 14 open positions. A Selection Committee consisting of five members (two each from the Mayor's Office and Legislative Department and one from the Seattle Department of Neighborhoods) will review applications and identify potential candidates for all the positions.

The Selection Committee will assess and rank applications using the following **selection principles**:

1. Participation by a range of community members with a wide array of perspectives and experiences that reflect Seattle's diverse population.
2. Broad geographic representation from neighborhoods and communities across Seattle.
3. Consideration for applicants who can serve as liaisons to other community networks and groups.

The Committee will present their recommendations to City Councilmembers for positions 1 through 7 and to the Mayor for positions 8-14. Final selection decisions will be made by the Councilmembers and the Mayor and subject to a confirmation vote by the full City Council.

Once the Commission begins meeting, it will select two additional members to fill positions 15 and 16. Although the process for filling these positions is yet to be determined, the Commission's selections will be subject to approval by the Mayor and a confirmation vote by the Council.

What is the timeline for the selection process?

- Wednesday, March 1 by 5:00 p.m. – Deadline for community members to submit applications.
- March – Selection Committee reviews applications and completes candidate interviews. Applicants are notified regarding selection decisions.
- April 5 (tentative) – Appointment recommendations presented to the City Council's Affordable Housing, Neighborhoods and Finance Committee.
- April 10 (tentative) – Final confirmation vote by full City Council.
- Late April – First commission meeting.

Questions?

For further information about the Community Involvement Commission, contact us at NewDON@seattle.gov or call Tom Van Bronkhorst at (206) 233-3954.