

**To Be Rescinded**



# City of Seattle City Light Department

## DEPARTMENT POLICY & PROCEDURE

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<b>Subject</b>	<b>Number</b>
<b>PUBLIC MEETINGS</b>	<b><u>DPP 500 III-901</u></b>
	<b>Effective February 16, 1982</b>
	<b>Supersedes</b>
	<b>N/A</b>

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<b>Approved</b>	<b>DEPARTMENT</b>		
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### **4.1 PURPOSE.**

1.1 To define the scheduling and conduct of public meetings.

### **4.2 ORGANIZATIONS AFFECTED.**

2.1 The City Light Department.

### **4.3 REFERENCES:**

3.1 City of Seattle Resolution 25387, pertaining to public information and participation.

3.2 DPP 500 P 119, City Light Department Functions, Responsibilities And Organization Structure.

### **5.0 POLICY.**

5.1 The Department shall take such steps as necessary to ensure that all public meetings are accessible and well known to the public to promote maximum participation.

5.2 The Department shall encourage attendance at public meetings

through adequate advertising, publicity, and scheduling.

- 5.3 When a division invites participation of the public to a public meeting, the invitation shall be sent over the Superintendent's or appropriate deputy superintendent's signature.
- 5.4 The Department shall communicate to the inquirer, publicly or personally, the consideration it has given or action it has taken on suggestions and concerns voiced at public meetings.
- 5.5 The Department shall consider various formats for public meetings and attempts to create nonadversarial formats for public meetings.

**5.0 DEFINITIONS.**

- 5.1 Public meeting means any meeting held to publicize, review, or gather citizen concerns about any actual or proposed Department action, project, decision, or policy other than hearings on rules.
- 5.2 The initiating division means the City Light Department division or office which has lead responsibility for the action, project, authority delegated to it and found at DPP 500 P 119.

**6.0 RESPONSIBILITIES.**

- 5.6 The initiating division is responsible for:
  - 5.6.1 Informing Community Relations that a public meeting is being scheduled, and circulating announcements to other affected divisions.
  - 5.6.2 Contacting other divisions and offices to schedule a public meeting planning session for the public meeting.
  - 5.6.3 Preparing the agenda.
  - 5.6.4 Sending the invitational mailing.
  - 5.6.5 Making a written or taped record of the public meeting.
  - 5.6.6 Arranging for all necessary audiovisual equipment.

5.6.7 Preparing and circulating a summary of comments received and responses made at the public meeting.

5.7 Community Relations is responsible for:

5.7.1 Identifying and recommending methods for publicizing the public meeting.

5.7.2 Upon request arranging for support and staff assistance to public meetings.

5.7.3 Reviewing and revising if necessary, the present DPP in September of each year.

## **7.0 PROCEDURE.**

7.1 Prior to scheduling a public meeting, the appropriate divisions must work with Community Relations to plan the format, length, location, time, and agenda of the meeting.

7.2 At the discretion of the initiating divisions, methods for publicizing The meetings may be legal notices, display ads, press releases, or Other media exposure; notices to community calendars published Or broadcast in the affected area; flyers or poster announcing the meeting, and or direct mail invitations.

7.3 Invitational mailings, if sent, must be posted no later than two weeks prior to the meeting date and must include the meeting agenda, list of participants, and information about the date, time, place of the public meeting, and special procedures, if any, to be followed.

7.4 A written or taped record is to be made of all public meetings initiated by the Department.

7.5 At the discretion of the initiating division or Community Relations, personnel participating in the public meeting or planning of the public meeting may be called to participate in a meeting evaluation session.

7.6 Following the public meeting, a summary of the meeting shall be circulated to all affected directors.

7.7 A public record of the preparations for, the conduct of and the follow-up of the meeting must include at least the following:

7.7.1 A sample packet of materials sent to participants announcing the meeting, including the meeting agenda, the list of participants and other handout materials.

7.7.2 An attendance sheet listing all participants and Department representatives present at the meeting.

7.7.3 A copy of the minutes initialed by the appropriate division director.

7.7.4 A sample of each method used to publicize the meeting.

## **7.0 APPENDIX.**

8.1 Distribution: All DPP Manual Holders.

















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