



City of Seattle City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject	Number
CITIZEN ADVISORY COMMITTEES	<u>500 P III-903</u> Effective October 26, 1982 Supersedes N/A

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1.0 PURPOSE.

To establish procedures for the formation, staffing, and operations of citizen advisory committees.

2.0 ORGANIZATION AFFECTED.

City Light Department.

3.0 REFERENCES.

- 3.1 City of Seattle Resolution 25387.
- 3.2 The report of the Seattle 2000 Commission, adopted by the City Council in Resolution 24283.
- 3.3 Findings of the Mayor's Task Force on Citizen Participation.
- 3.4 Seattle City SOP 400-002, Boards, Commission, Committees and Task Forces.
- 3.5 Seattle City SOP 400-006, City Council Confirmation of Appointments to City Boards, Commissions, Committees and Task Forces.

4.0 POLICY.

- 4.1 City Light considers citizen advisory committees as an integral, effective element of the departmental planning and decision-making process; the Superintendent shall empanel citizen advisory committees, as appropriate.
- 4.2 Membership on all City Light citizen advisory committee shall be by appointment from the Mayor or the Superintendent depending upon the legal basis for such committee.
- 4.3 City Light citizens advisory committee shall represent as wide a cross-section of ratepayers and affected communities and populations as possible, or, where technical expertise is required, as wide as possible a spectrum of experience and viewpoint within the technical community.
- 4.4 Nominations and recruitment for citizen advisory committees shall meet the same standards of equal opportunity as apply to City employment.
- 4.5 City Light shall assure, insofar as possible, that appointment to membership on citizen advisory committees does not raise a serious question of conflict of interest.
- 4.6 Administrative costs for implementing City Light citizen advisory Committees shall be regarded as necessary and ordinary costs of departmental planning and decision-making.
- 4.7 Expenses for citizen advisory committee members shall be reimbursed by contract and in accordance with City Ordinance #109702.
- 4.8 City Light citizen advisory committees shall be furnished with a charter setting forth the criteria found at 7.3.
- 4.9 A City Light citizen advisory committee shall determine for itself the categories of information it seeks to review in conjunction with the purpose of the committee; set its own agenda; recommend revisions in its charter; select a chairperson from its membership invite any members of the public to its meetings; make recommendations to the Mayor, the Superintendent, the City Council, or the general public; and be free to disband.

- 4.10 City Light shall not impose restrictions or requirements which inhibit voluntary actions of community organizations or citizens.
- 4.11 City Light shall develop the necessary procedures; shall develop Departmental decision-making procedures, schedules and provisions to assure adequate citizen participation; and shall make related efforts to inform and involve citizens.
- 4.12 Minutes of citizen advisory committee meetings shall be reviewed and initialed by the appropriate division director or his/her designee and shall be maintained as part of the public record.
- 4.13 Exemptions to citizen information and participation rules shall be limited to the following.
 - 4.13.1 Routine decision-making.
 - 4.13.2 Administrative actions.
 - 4.13.3 Personnel actions.
 - 4.13.4 Other departmental activity for which citizen participation is not appropriate.
- 4.14 Where otherwise specified by law, requirements for citizen information and participation which are duplicated herein or are in conflict, existing law shall take precedence.
- 4.15 City Light shall submit reports and other information pertaining to citizen information and participation as may be required.
- 4.16 All City Light citizen advisory committee meetings shall be open to the public.

5.0 DEFINITIONS.

- 5.1 Citizen participation is the means by which citizens seek to influence government decisions and actions affecting their interests and the process provided by government to inform and involve citizens in its deliberation and operations.
- 5.2 Ratepayers are residents or establishments using electric service

Within Seattle City Light's Service Area.

- 5.3 Timely response means a reply received soon enough to be useful in taking subsequent action related to the injury.
- 5.4 Adequate response means a reply which provides the requested information, or other appropriate information in readily understandable form.
- 5.5 Decisions and actions means all policy or issue decisions or actions affecting the interest of citizens.
- 5.6 Interests of citizens include all matters affecting electrical rates, the availability of energy, the economy generally, the environment generally, conservation, or Seattle City Light customer policy.
- 5.7 Proposed decisions or actions means decisions or actions which are contemplated or in the process of formulation and include preliminary or component decisions or actions when such decisions or actions influence the final decision or action.
- 5.8 Citizen advisory committees are volunteer committees convened to represent the City Light ratepayers, or subgroup thereof, affected community and population; and to examine matters of expert, technical, or public interests; and to form, through consensus or through majority and minority reports, committee positions on said matters; and to advise the Superintendent, Mayor, and/or City Council of these positions.
- 5.9 Affected community and population are residents or establishments whose interests could be affected by the outcome of City Light plans, proposals, or decisions.

6.0 RESPONSIBILITIES.

- 6.1 The Mayor is responsible for:
 - 6.1.1 Appointing members to City Light citizen advisory committees when appropriate.
 - 6.1.2 Requesting information or reports concerning the development of citizen information and participation .

- 6.1.3 Requesting empanellments of citizen advisory committees when appropriate.
- 6.2 The City Council is responsible for requesting reports or other information concerning the development of citizen information and participation.
- 6.3 The Superintendent is responsible for:
 - 6.3.1 Empanelling City Light citizen advisory committees.
 - 6.3.2 Accepting nominations for and appointing members to City Light citizen advisory committees.
 - 6.3.3 Transmitting to the Mayor, when applicable, nominations for membership to City Light citizen advisory committees.
 - 6.3.4 Making himself/herself available to City Light citizen advisory committees.
 - 6.3.5 Responding in a timely manner to reasonable requests for information from City Light citizen advisory committees.
 - 6.3.6 Assuring that sufficient resources are budgeted for the operation of City Light citizen advisory committees.
 - 6.3.7 Responding in a timely manner to recommendations made to the Superintendent by City Light citizen advisory committees.
 - 6.3.8 Approving City Light citizen advisory committee charters.
- 6.4 Community Relations is responsible for:
 - 6.4.1 Coordinating public involvement activities related to City Light citizen advisory committees.
 - 6.4.2 Identifying the need for citizen advisory committees and informing the Superintendent of such need.
 - 6.4.3 Recruiting and developing nominations for membership to City Light citizen advisory committees.

- 6.4.4 Developing charters prior to formation of City Light citizen advisory committees and distributing the charter to members prior to their first meeting.
- 6.4.5 Providing public information for City Light citizen advisory committees and distributing the charter to members prior to their first meeting.
- 6.4.6 Identifying the community and populations most likely to be affected by policies, plans, and proposed actions in cooperation with affected divisions.
- 6.4.7 Providing clerical staff and designating a staff person to provide functional support of citizen advisory committee activities, including but not limited to:
 - 6.4.7.1 Producing, copying and circulating the agenda and minutes.
 - 6.4.7.2 Scheduling meeting rooms and providing audio visual aids.
 - 6.4.7.3 Maintaining mailing lists.
 - 6.4.7.4 Consulting with technical resource support staff to ensure that meaningful information is provided to the committee in a timely fashion.
 - 6.4.7.5 Performing other reasonable duties as requested by the committee.
- 6.4.8 Providing timely information in conjunction with the purpose of the committee to citizen advisory committees.
- 6.4.9 Budgeting for costs and expenses incurred in behalf of the committee by clerical and staff providing functional support.
- 6.5 Divisions are responsible for:
 - 6.5.1 Communicating to the appropriate Deputy Superintendent the following:

- 6.5.1.1 Identification of the community and populations most likely to be affected by policies, plans, and proposed actions in cooperation with Community Relations.
- 6.5.1.2 Estimates of the likely impacts of policies, plans, and proposed actions.
- 6.5.1.3 Determination of Department impacts as a result of citizen involvement.
- 6.5.1.4 Descriptions of the plans for specific citizen information and participation.
- 6.5.1.5 Requests to the Superintendent to empanel a City Light citizen committee.
- 6.5.1.6 Submission of names of nominees for membership on City Light citizen committees.
- 6.5.2 Assisting in the development of a charter for the City Light citizen committee.
- 6.5.3 Designating a primary staff person to serve as technical resource support between the Department and the committee.
- 6.5.4 Informing the Superintendent about City Light citizen advisory committee recommendations.
- 6.5.5 Being available and accessible to City Light citizen advisory committee.
- 6.5.6 Assuring that reasonable requests for information from public records by committee are filled in a timely manner.
- 6.5.7 Budgeting for costs and expenditures incurred on behalf of the committee by the primary staff person serving as technical resource.
- 6.6 The designated primary staff technical support person is responsible for:

- 6.6.1 Developing and providing technical, project-specific information for the committee.
- 6.6.2 Recording the agenda in coordination with OCR.
- 6.6.3 Attending all meetings of the citizen advisory committee; being accessible to receive requests for information from committee members.

6.7 All employees are responsible for:

- 6.7.1 Providing meaningful information and opportunity for citizens to respond to proposed decisions or actions affecting the citizen's interests.
- 6.7.2 Timely and adequate response to citizen complaints, proposals, or other input.
- 6.7.3 Referring names of nominees for appointment to City Light citizen advisory committees when such names have been submitted to them.

7.0 PROCEDURES.

7.1 Empanelment of City Light Citizen Advisory Committee. Upon request the Superintendent of a need, the responsible division shall request the Superintendent to empanel a City Light citizen committee.

7.1.1 The request must include a notice to Community Relations and to other appropriate divisions that formation of a committee has been requested.

7.1.2 The notice must contain a request for nominations for committee membership, a short title for committee identification, a draft charter pursuant to 7.3 and the names, if determined, of the functional designated support staff person and the technical resource support persons.

7.1.3 The request for empanelment must include a statement identifying and an estimate of the nature and size of the

communities and populations most likely to be affected by such policy, plans, decisions, or actions together with an estimation of the scale and degree of likely impact on such populations.

7.1.4 The request and notice to Community Relations must precede empanelment by not less than one calendar month.

7.2 Nominations for and appointment to committee membership.

Nominations for committee membership are coordinated by Community Relations in consultation with the appropriate division.

7.2.1 All divisions will receive names in nomination from all sources and forward such names to Community Relations.

7.2.2 Community Relations accepts names in nomination and reviews its file of citizens interested in participating.

7.2.3 Recruitment of members is coordinated by Community Relations and includes, if necessary, advertising the availability of positions to be filled.

7.2.4 After a reasonable length of time to allow nominations from the general public, Community Relations ceases acceptances of names in nomination.

7.2.5 Contact is to be made by Community Relations with persons whose names have been placed in nomination to determine availability and to collect resumes and other information pertinent to qualifications for service and recommendations to appointment.

7.2.6 Upon request, nominees receive the committee charter prior to accepting appointment.

7.2.7 Community Relations determines, in consultation with the division requesting empanelment, the number of members to be appointed, the diversity of populations to be represented, the extent of technical expertise needed, and the range of skills needed.

7.2.8 Community Relations and the division requesting

epanelment prepares for the Superintendent the names in nomination for membership on an unranked listing. Names of person possessing special skills, expertise, or knowledge; or those representing minority or specifically targeted populations are to be so noted.

- 7.2.9 The Superintendent appoints members from the list of nominees within a reasonable period of time, or transmits, the list of nominees to the Mayor for appointment by the Mayor. Members must be notified within 10 days of the appointment of information pertinent to membership, including a charter for the committee.

7.3 Charter. The citizens committee charter must be furnished to all members prior to the first meeting. The charter must contain the following information:

- 7.3.1 A statement of the rights and responsibilities of the committee in conducting its work.
- 7.3.2 A statement of the purpose for convening the committee and scope of work to be undertaken, the end-product expected from the committee, and the time schedule, if known, for the committee's work.
- 7.3.3 A statement that Seattle City Light, as a customer-owned utility, recognizes its responsibility to involve citizens in decisions which affect ratepayers.
- 7.3.4 A statement that Seattle City Light shall respond in writing to all written requests for information from the committee as quickly and completely as possible.
- 7.3.5 A statement that Seattle City Light shall respond in writing to all written requests for information from the committee as quickly and completely as possible.
- 7.3.6 A statement that the committee shall have access to meaningful information subject to the principles of the Freedom of Information Act and safeguarding the confidentiality of exempted data, records, and documents.

- 7.3.7 A statement that the committee shall have the right to determine for itself what information it seeks to review and to set its own agenda.
- 7.3.8 A statement that the committee shall select a chairperson from its membership and set its rules no later than the third meeting.
- 7.3.9 A statement that City Light must provide personnel from City Light to take minutes and/or a tape recorder to record proceedings.
- 7.3.10 A statement that the committee may create such subcommittees from its membership as it considers necessary.
- 7.3.11 A statement that the committee shall receive, upon request, publicity of its meetings through City Light.
- 7.3.12 A statement that City Light shall provide wide circulation and distribution of committee findings, including majority and minority reports; and that City Light shall include the committee's findings with any general circulation of City Light findings on the relevant subject.
- 7.3.13 A statement that an appointed representative of the committee can attend any Department press conference, public meeting, or hearing on the relevant subject.
- 7.3.14 A statement that the committee shall be free to invite any members of the public to its meetings for the purposes of discussion or receiving advice in personal or written testimony.
- 7.3.15 A statement that the committee is free to make recommendations to their appointing authority, or the general public and is entitled to a written response to such recommendations.
- 7.3.16 A statement that the committee is free to recommend revisions in its charter, including its purposes, end-product, schedule, or to disband if recommended

revisions in the charter are not implemented, provided the committee membership approves a motion to disband by a two-thirds vote.

- 7.3.17 A statement that on all other matters of committee operations, the committee shall be bound by Robert Rules of Order, unless other rules are adopted.
- 7.3.18 If the committee is to be a standing committee, a statement describing the method for replacing members and for discontinuation of the committee.
- 7.3.19 A statement that all committee meetings are open to the public.

7.4 Rules of conduct for committee meetings.

- 7.4.1 Community Relations will announce to the public the time, date, place, and purpose of committee meetings at least once in the two-week period preceding such meeting.
- 7.4.2 Unless otherwise specified in these rules, committee, meetings will operate and will be bound by Robert Rules of Order.
- 7.4.3 Prior to the first meeting, each committee member will receive a letter of appointment and a charter.
- 7.4.4 The purpose of the first meeting of the committee is for orientation, introductions, and discussion of the charter.
- 7.4.5 The committee must select a chairperson from its membership no later than the third meeting.
- 7.4.6 The chairperson conducts all subsequent meetings and has authority for recognizing speakers and ruling on points of order.
- 7.4.7 The chairperson sets all subsequent agendas in consultation with the committee and Department staff, sets meetings times and locations, and writes or approves letters of transmission for committee resolutions and recommendations.

7.4.8 All communications between the committee, its members, and the Department shall be circulated to all members and appropriate Department staff.

7.4.9 Committee materials can be circulated to citizens or organizations designated by the committee. The committee can develop and maintain a mailing list of interested citizens and organizations for receipt of such materials.

7.4.10 Public meetings shall be conducted pursuant to rules adopted by City Light Department and found at DPP 500 P 904.

7.5. Availability of Department staff for committee work.

7.5.1 One person from Community Relations will be designated as the functional support committee staff person and will circulate committee material.

7.5.2 Community Relations must provide personnel to be assigned to take minutes and/or a tape recorder to record proceedings.

7.5.3 Upon request of the committee, all staff must make available information pertinent to the work of the committee, provided such release of information follows the precepts of the Freedom of Information Act and assures that information to be safeguarded remains confidential.

7.5.4 A summary of events or activities involving the Department will be provided to the committee members frequently or at every committee meeting, as appropriate.

7.6 Responding to committee recommendations.

The Department must respond promptly in writing to committee recommendations and must include the following information:

7.6.1 A statement of the plans to be undertaken as a result of

citizen participation.

7.6.2 A statement of the decisions made concerning implementation of citizen participation.

7.6.3 A statement of alternatives being considered.

7.6.4 A statement of efforts made to inform and involve citizens.

8.0 APPENDIX:

8.1 Distribution: All holders of DPP Manuals.

paid at the rate