

Draft Revised Bylaws and Policies and Procedures Manual

Seattle Planning Commission

September 14, 2017

Goals for revising SPC Bylaws

- Identify any specific language that needs to be updated
- Look for areas to streamline the document
- Propose revisions to existing Bylaws that:
 - Reflect our current practices
 - Ensure consistency while allowing for flexibility
 - Promote a common understanding among Commissioners and public
- Gain consensus from full Commission to adopt proposed revisions

Overview of Bylaws Revisions

- Staff identified initial areas for revision and suggested new text
- Bylaws Committee reviewed several drafts and approved final proposal
- Revisions reflect current practices, remove/replace outdated language
- New format to ease readability, combine/consolidate sections

Article IV - Membership

1. The Commission shall be composed of ~~fifteen~~ sixteen members.
5. The Commission shall include residents from different ~~neighborhoods~~ Council Districts within the City, at least one engineer or architect and an urban planner, and among others, ~~members of ethnic minorities~~ representatives of diverse populations, and ~~citizens~~ residents active in neighborhood or community affairs.

Article IV - Membership

~~The Mayor shall appoint members of Commission subject to confirmation by the City Council.~~

6. Seven Commissioners shall be appointed by the Mayor; seven shall be appointed by the City Council; and one shall be appointed by the Commission itself.

7. The Get Engaged position for young adults aged 18-29 shall be appointed by the Mayor for a one-year term.

8. All appointments are subject to confirmation by the City Council.

Article IV - Membership

10. No Commissioner shall serve more than two complete consecutive terms. *(Placeholder for language about partial terms)*

12. In ~~advance~~ the event of a vacancy, the Commission shall actively work with the Mayor's Office or the City Council, as appropriate, in finding a replacement.

Article V - Committees

- Consolidated text from various sections

b. Standing Committees. ~~Commission Chair assigns members and issues to each committee and appoints Committee Chairs, subject to confirmation by a majority vote of the Commission.~~ Commissioners shall be assigned to a committee by the Executive Director.
Committee Chairs shall be elected by the Commission.

Article V - Committees

~~The Chair in conjunction with the Executive Committee shall choose a nominating committee made up of no less than three Commission members, who will nominate candidates for Chair and Vice-Chair and present these nominations during the May Commission meeting.~~

c. Nominating Committee. A nominating committee made up of no less than three Commissioners shall be convened prior to the annual leadership election process. This committee will propose a leadership slate of the Executive Committee to the full Commission for consideration. The Nominating Committee shall not include any Commissioners who are interested in serving on the Executive Committee.

Article VI – Leadership Elections

1. ~~A Chair and Vice Chair~~ The Executive Committee shall be elected annually by the Commission ~~in June and serve from July 1 - June 30.~~
2. Elections shall be held according to the Commission's Policies and Procedures Manual.
3. ~~Officers~~ Members of the Executive Committee are limited to two consecutive one-year terms in ~~an office~~ the same leadership role.
4. If a member of the Executive Committee vacates a position prior to completing their term, a special election shall be held to fill that position. Filling a partial term of less than six months shall not count toward a Commissioner's eligibility to serve in an Executive Committee position for two consecutive one-year terms.

Article VII - Duties of Chair

~~An action by the Chair may be overruled by a majority vote of the Commission members unless otherwise specified in these bylaws. The Chair shall vote at all times and shall exercise the right to make a deciding vote in the event of a tie.~~

2. When the Chair is absent or unavailable, the Vice Chair will perform the duties of the Chair.

3. The Chair shall meet on a regular basis with the Executive Director to discuss ongoing business and priorities of the Commission.

Article VIII - Work Program, Priorities, and Agendas

1. The Commission shall annually adopt a work program which will be ~~submitted to~~ discussed with the City Council and Mayor ~~for their review~~ throughout the year.

~~Work programs should be established on a 12-month basis and should anticipate when the Commission will be taking an action. Work programs will also indicate the amount of staff time allocated to each item. A minimal amount of time will be reserved on the work program to respond to crisis issues.~~

Article IX - Meetings

1. Commission meetings shall be held on a regular basis ~~as recommended by the Executive Committee and adopted by the Commission,~~ with at least one meeting per month. The Chair may adjust the regular convening time of meetings.

3. ~~Unless governed otherwise by provisions which are part of these bylaws, Roberts Rules of Parliamentary Procedure shall govern the conduct of all Commission meetings and hearings.~~ Commission meetings shall be conducted according to meeting rules, ethics, and customs established in the Commission's Policies and Procedures Manual and the Seattle Planning Commission Ethics Management Plan.

Article IX - Meetings

6. A quorum is required to take action on a matter before the Commission. A quorum ~~of the Commission~~ shall consist of a majority (more than half) of all ~~members eligible to~~ current Commissioners.

Article X - Conflict of Interest

1. Commissioners shall comply with the rules for disclosure of interests and recusal as outlined for advisory boards in Seattle Municipal Code 4.16 and described in the Seattle Planning Commission Ethics Management Plan.
2. Commissioners must disclose any personal interest or affiliation that creates a conflict or may cause an appearance of conflict. Such disclosures shall be clearly noted for the record.
3. A personal interest is broadly defined to include any actual or potential benefits or advantages that a Commissioner, a spouse, family member or person living in their household might directly or indirectly obtain from an action taken by the Commission.

Article X - Conflict of Interest

4. Commissioners shall ~~disqualify~~ recuse themselves from Commission business when a Commissioner has a financial or other personal interest, direct or indirect, personally or through a member of his or her immediate family, in the matter upon which the Commission is ~~required to act in the discharge of his or her official duties; 'financial or other private interest'~~ shall include ~~publicly funded professional work with the City of Seattle, such as consultant contracts associated with the City's Neighborhood Planning Project~~ taking action.

~~Where Commissioners engage in publicly funded professional work with the City of Seattle, disqualification shall mean not taking part in Planning Commission proceedings in which the Planning Commission makes an advisory recommendation.~~

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Article I – Purpose

Article II – Goal

Article III – Role

- Advisory to elected officials and City staff
- Regular meetings with Council Planning Committee
Chair and Mayor's Office
- Annual briefings of all Council members

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Article IV – Membership

Article V – Committees

Assignments to a standing committee – LUT or H&N

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Article VI – Leadership Elections

- Composition
- Annual vote and term of leadership
- Eligibility
- Process of election:
 - Nomination form
 - Nomination Committee
 - Vote on a slate

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Article VII – Duties of Chair

Article VIII – Work Programs, Priorities, and Agendas

- Annual retreat, 6 month assessment
- Posting of meeting agendas

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Article IX – Meetings

- Meetings run according to this manual
- Public comment at end of meeting, Chair may invite a member of the audience to address a question relevant to the discussion. Commissioner may ask the Chair to invite such a inquiry
- Members of the public asked to hold their comments until the public comment period
- How the discussion is managed
- Be prepared and succinct
- No interruptions or speaking out of turn

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Article IX – Meetings (*continued*)

- Disagreement amongst Commissioners
- Side discussion discouraged
- Process of a motion:
 1. Chair requests a motion.
 2. A Commissioner makes a motion.
 3. Another Commissioner seconds the motion.
 4. Chair restates the motion.
 5. Commissioners consider/discuss the motion.
 6. Chair puts the motion up for a vote.
 7. Chair announces the result of the vote.

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Article X – Conflict of Interest

Article XI – Commission and Commissioner Actions

- Strive for, but not be bound by, consensus

Article XII – Records, Publications and Reports

- Timekeeping

Article XIII – Personnel Administration

Article XIV – Adoption and Amendment of Bylaws