



International Special Review District

Mailing Address: PO Box 94649, Seattle WA 98124-4649
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Amendment Date: August 9, 2001

PROCEDURES FOR THE INTERNATIONAL SPECIAL REVIEW DISTRICT BOARD

RULES AND PROCEDURES

1. At its first meeting in January of each year the Board shall elect a Chairperson and a Vice-Chairperson to serve one-year terms. The Chairperson shall preside at all meetings. The Vice-Chairperson shall preside at meetings in the absence of the Chairperson. The Chairperson and Vice-Chairperson may serve in that capacity a maximum of two consecutive terms.
2. All meetings of the Board shall be open meetings in accordance with the Open Public Meetings Act of 1971 (RCW 42.30).
3. The Board shall hold regular meetings twice monthly on the second and fourth Tuesdays of each month at 4:30 p.m. Notice of the time, date, and place of such meetings shall be released to the press and neighborhood/community newspapers. Special meetings of the Board shall be held upon the call of the chairperson, or at the request of four (4) members, upon three (3) days public notice.
4. Conduct of meetings will be governed by the latest edition of Robert's Rules of Order, a copy of which shall be at the hand of the Chairperson.
5. A quorum for the conduct of any meeting shall be a majority of the currently appointed and elected members.
6. All official actions of the Board shall require a majority vote of the members present and voting. In the event of a tie, a motion shall be defeated.
7. A Board member with a conflict of interest shall inform the other Board members and the Coordinator of the conflict before the matter comes up. He or she shall recuse him or herself from the matter. Before a vote is taken, the Chairperson shall

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ascertain if all members present are informed on the matter of the vote. Seattle Municipal Code 4.16 (Code of Ethics) shall apply to all Board members.

8. Voting by the Board members at all meetings and in all votes shall be by show of hands.
9. The Board may establish such committees as it desires, without limit on the number thereof or the number of persons who serve on any particular committee. Committee members shall be appointed by the Chairperson; with the approval of the Board. Non-members of the Board may be invited to serve on such committees.
10. If any elected member of the Board resigns, is incapacitated, or dies, the Board may at its discretion recommend a replacement to the Mayor. The Board will consider the list of candidates who were not elected during the previous election, and interested community person. Notice of the vacancy on the Board shall be published in local community and neighborhood newspapers. The length of term shall extend only until the expiration date of the replaced Board member's position. Appointment would be subject to City Council confirmation.
11. If any member of the Board shall have more than (3) consecutive unexcused absences from regular meetings, the Board will notify the member concerning the absences. The Board may, at its discretion, ask the Mayor to appoint a replacement for this member. Appointment would be subject to City Council confirmation.
12. Members of the Board shall serve without compensation.
13. The Board Coordinator of the Department of Neighborhoods shall act as Executive Secretary of the Board in accordance with Ordinance 102455 as amended; shall be the custodian of its records; shall conduct official correspondence and generally supervise the clerical and technical work of the Board as required to administer the International Special Review District Ordinance (as amended). A tentative agenda shall be mailed to Board members in advance of each meeting and minutes of the last meeting or hearing shall be provided to each member for approval by the next regular meeting.
14. The Board may, at its pleasure, add to, subtract from, or amend these rules, adopted 14 August 1979, in accordance with Ordinance 102228, City Administrative Code.

Amended October 23, 1986.

Amended August 9, 2001.

Signed by Jim Diers, Director, Department of Neighborhoods

These procedures filed with the City Clerk on August 10, 2001.