



Redistricting Commission Bylaws/Operational procedures

The Commission has a set of approved Operational Procedures to direct and clarify its actions, procedures, and organization. These are the guidelines by which the Commission will function and include:

1. Name:

1.1 City of Seattle Redistricting Commission

2. Mission Statement:

2.1 The City of Seattle Redistricting Commission is the Districting Commission for the purposes Article IV, Section 2 of the City Charter. The purpose of the Redistricting Commission is to oversee the development of new City Council district lines in response to the completed 2020 census. The Commission shall appoint a Districting Master to draw a redistricting plan for the City, develop a draft districts proposal based on that plan, facilitate a process of public comment on that proposal, and ultimately vote upon approval of that proposal for transmission to the State of Washington. The Redistricting Commission may employ experts, consultants, and attorneys as necessary to accomplish its goals and will submit financial statements and an official record of all relevant information considered to the City Clerk. The Redistricting Commission, its responsibilities, and the redistricting process are outlined in the Charter (*Article IV, Section 2, Subdivision B*).

3. Membership

3.1 The commission will be comprised of five members (all five members must be appointed by October 31, 2021): Two commissioners will be appointed by City Council, confirmed via a two-thirds vote of the Council. Two commissioners will be appointed by the Mayor. One commissioner will be appointed by the initial four members of the Commission, approved via a majority vote of the Commissioners.

3.2 Determine the 5th Commissioner Appointee Selection Process.

The four commissioners determine which selection process they will use.

Option A: Open Recruitment

- Staff prepares press release and send out to community and media contacts
- Staff posts on social media, City and Commission websites
- Application documents include letter of interest and resume



- Commissioners and interview panel (TBD by commissioner's) interview candidate
- Once candidates are selected and interview panel formed, Liaisons notify the candidates of their interview date, time, and location. This can also be done by a commissioner, depending on time constraints
- After interviews, the interview panel makes their selections and Liaisons notify successful candidates and those not selected
- Commissioners then makes recommendations and appoint candidate

Option B: Targeted Appointments

- Commissioners may undertake targeted recruitment or select a specific individual to fill a vacancy. In this event, the individual may be asked to send a letter of intent, resume and application and a meeting would be scheduled with those applicants.

3.3 Determine the Districting Master Selection Process.

The Commission will determine the process of selecting a Districting Master.

- Review and approve a Request for Qualifications (RFQ) (See Appendix #4) that will be posted to recruit Districting Master candidate proposals
- Staff prepares press release and send out to community and media contacts
- Staff posts on social media, City and Commission websites
- Application documents include letter of interest, resume, and proposal
- Commission recommends applicants to interview
- Commissioners can decide to include City staff in the interview panel when needed.
- Commissioners and interview panel (TBD by commissioners) interview candidate
- Once candidates are selected and interview panel formed, Liaisons notify the candidates of their interview date, time, and location. This can also be done by a commissioner, depending on time constraints
- After interviews, the interview panel makes their selections and Liaisons notify successful candidates and those not selected
- Commissioners then makes recommendations and appoint candidate

4. Commission Chair

4.1 The Commission should adopt a procedure for electing a Chair as specified in the Charter. The responsibility of the Chair is to preside at Commission meetings



and represent the Commission at the Commission's request. The Chair is not empowered to direct the Commission's actions or decisions.

4.2 The commission must elect a chair from among its members.

4.3 The Commission chair will serve on for three months on a rotating basis

5. Meetings, Quorum Requirements, and Decision-Making Processes

5.1 The times, dates and locations of City of Seattle Redistricting Commission meetings shall be determined by the Chair of the Commission or by a majority of the members.

5.2 Regular meetings of the Commission shall be conducted on ____ TBD.

ORDER OF BUSINESS

5.3 After the presiding officer calls the meeting to order, the commission generally follows the agenda or order of business specified in its bylaws. The procedure below is typical:

1. Approval of prior meeting minutes
2. Officers' reports
3. Committee reports: Standing, Ad Hoc, or Special Committees
4. Special orders (matters previously assigned a special priority)
5. Unfinished Business or General Orders (from last meeting)
6. New Business (matters raised at the current meeting)

5.4 Special meetings of the Commission may be convened by the Chair or by a majority of members by giving written notice to each member and representatives of the mass media who have requested to be notified of special meetings. Notice shall be sent electronically and posted on the Commission's website and prominently displayed at the main entrance of the meeting site at least twenty-four hours before the time of the special meeting. In addition, notice may be sent to other interested parties by email. The location, date and time of the special meeting and the business to be transacted at the special meeting shall be as provided in the notice.

5.5 Regular and special meetings of the Commission shall be conducted consistent with the requirements of the Open Public Meetings Act, chapter 42.30 RCW. Such requirements shall control in the event of any inconsistency with the procedures set forth herein..



5.6 Executive sessions may be conducted during a regular or special meeting, as authorized in chapter 42.30 RCW.

5.7 Regular and special meetings of the Commission may be canceled by the Chair if, in the Chair's judgment, there is no compelling reason to meet. A majority of the members may overrule the Chair's decision to cancel a Commission meeting.

5.8 Commission staff shall post public notice of meetings of the Commission on the Commission's website and shall arrange for such other notice as may be reasonably calculated to inform the public who desire to attend the meetings.

PREPARATION AND DISTRIBUTION OF AGENDAS FOR MEETINGS

5.9 The Chair shall establish the proposed agenda for regular meetings of the Committee.

6. Rules of procedure, Voting

Voting

6.1 Each Commissioner, including the Chair, has one vote. The Open Public Meetings Act prohibits voting by secret ballot. All votes must take place in a session open to the public.

6.2 The person proposing the Commission take an action or a position should make a motion in the following format: I move that the commission (do, adopt, make, etc.). Then the Chair should call for a second. If no one seconds the motion, it dies. If the motion is seconded, then the Chair should call for discussion. A simple, noncontroversial motion should not take a lot of discussion time. After a sufficient length of time for discussion has occurred, a member should call for the question (meaning call for the vote). Commissioners may vote by voice if the Chair senses that a great majority of Commissioners feel one way or the other. If it is unclear, the vote should be taken by raising hands or some other way of getting a clear count of how many votes yes and how many vote no. Commissioners may abstain (meaning not vote). Abstentions are not counted as yes or no. Most votes require a simple majority. The outcome of each matter voted on should be recorded in the minutes.

CONDUCT OF MEETINGS

6.3 Except as permitted under state law, meetings of the City of Seattle Redistricting Commission shall be open public meetings.



6.4 The Chair of Commission shall preside at all regular and special Commission meetings. The Chair shall rule on procedural motions and take any appropriate action necessary to maintain order during the meeting. A majority of members may overrule the Chair's ruling.

6.5 In the absence of the Chair, an acting Chair shall have all authority otherwise granted by these procedures to the Chair until the Chair is no longer absent.

6.6 Three members shall constitute a quorum for conducting Commission business and voting.

6.7 Until further notice, all meetings of the Commission shall be conducted via video conference pursuant to the remote meeting guidance issued in Governor Proclamation 20-28.15. Arrangements to meet or participate via telephone or video conference shall be made with the Commission staff sufficiently in advance of the hearing to allow for arrangement of appropriate equipment.

6.8 Each agenda will include a standing item to allow for the disclosure of any contacts that could reasonably reflect Councilmember or executive support for or opposition to any redistricting plan, or aspect thereof.

6.9 Proposed actions by the Commission shall be in the form of motions offered by a member, provided that this section shall not limit authority of the Chair to make routine decisions or the ability of the Commission to act by consensus.

All motions shall be adopted by a majority of the entire five-member Commission. The Chair will be entitled to vote on all motions. The Commission's votes shall be recorded as to the number of members voting in favor, the number of members voting in opposition and the number of members abstaining from voting.

6.10 Commission staff shall prepare draft meeting minutes for review by the Commission. Meeting minutes shall be considered final upon approval thereof by a majority of the members of the Commission. Minutes shall be maintained in the official Commission files.

Commission staff shall post the agendas and approved minutes of Commission meetings on the Commission's website.

6.11 The rules of parliamentary practice set forth in [Robert's Rules of Order](#) shall guide procedural questions to the extent they are not inconsistent with the provisions in these procedures.

7. **Timeline**

The commission will work with City's recommended timeframe to ensure that all mandated action items are completed in accordance with State law, while honoring as much as possible the City Charter.



8. Language Access

The commission will ensure that all final district maps will be translated into multiple languages to be in accordance with King County requirements. As King County mandates, for any population over 10,000 people or 5% of the population, In Seattle, those languages are: English, Spanish, Chinese, Korean, and Vietnamese.

Unanimously Approved by Seattle Redistricting Commissioners on 11.30.2021

Commission Chair Rory O'Sullivan
Commissioner Eliseo Juárez
Commissioner Greg Nickels
Commissioner Patience Malaba
Commissioner Neelima Shah

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