

**By-laws of
The Seattle Central College
Major Institution Master Plan Citizens Advisory Committee**
Adopted March 2, 2020

**Article I
PURPOSE**

The Seattle Central College Major Institutions Master Plan (MIMP) Citizen's Advisory Committee (CAC) (the committee), a representative group of adjacent community members and others who are interested in the orderly and reasonable development of The Seattle Central College, will advise Seattle Central College and the City of Seattle on matters related to the development of a new master plan for Seattle Central College.

**Article II
MEMBERSHIP**

Section 1. Composition

The Seattle Central College MIMP CAC is established pursuant to the Major Institutions Code, SMC 23.69.032. The size and composition of the Committee is determined by a resolution adopted by the Seattle City Council. The Committee consists of members who are interested in performing advisory work consistent with the committee member job description (Article II, Section 2) and the Major Institutions Code. Alternate members as outlined in the Seattle City Council Memorandum of Agreement may also participate fully in meetings and may vote in the absence of a voting member.

The committee contains one non-management Seattle Central College employee appointed by Seattle Central College. Ex-officio members are appointed by the following bodies: Seattle Central College, City of Seattle Department of Transportation (SDOT), City of Seattle Department of Construction and Inspections (SDCI) and City of Seattle Department of Neighborhoods (DON).

Section 2. Committee Member Job Description

Each Committee member shall perform such duties and prepare such reports as called for in the Major Institutions Code, and which include:

- A. Participate directly in the formulation of a master plan that balances the needs of Seattle Central College with the need to maximize the beneficial impact of the institution on the surrounding neighborhoods.
- B. Contribute to developing good communication between Seattle Central College and the adjacent community.
- C. Become familiar with the proposed Seattle Central College MIMP and with Seattle Central College's mission, goals and objectives.
- D. Serve on the Committee during the development of the revised master plan (anticipated to be approximately 2 years.)
- E. Maintain interest and a desire for involvement in neighborhood land use issues, particularly as they relate to Seattle Central College and the community needs for higher education.

- F. Perform all other such duties and prepare reports as set forth in the Major Institution Code.
- G. Comment on matters listed in the Major Institutions Code including, but not limited to the concept plan and identification and mitigation of the potential impacts of institutional development on the surrounding community consistent with the Code and environmental policy and procedures.

Section 3. Appointment

Final appointment of members to the CAC is made by the Seattle City Council.

**Article III
PARTICIPATION**

Section 1. Term of Membership

Each member shall serve for the duration of the development of a revised master plan (currently anticipated covering a two-year period).

Section 2. Resignation

A member may resign from the Advisory Committee by sending a letter to the Department of Neighborhoods stating the effective date and the reason for resigning.

Section 3. Replacement

Replacement: Upon resignation or removal of a member, replacements will be appointed from the list of alternate members initially confirmed by the Seattle City Council. In the event that all alternate members have been appointed as regular members or no alternate member wishes to serve as a regular member, appointment will be through a solicitation and selection process administered by the Department of Neighborhoods and appointment will be made by the Director of the Department of Neighborhoods. An effort should be made to give under represented communities, including students and people of color, opportunities to serve on the committee.p

Section 4. Removal of Members

In the event of disruptive behavior, Rules of Decorum – Robert’s Rules of Order Newly Revised (most recent edition) shall be invoked and govern decorum at Committee meetings during discussion, debate, deliberations and during the public comment portion of meetings. Members, alternates and others attending meetings may be asked to leave the meeting should inappropriate or unacceptable conduct occur.

A voting member of the committee may be removed from the committee either: for

- A. Non-attendance – Members shall make every reasonable effort to attend all regularly scheduled meetings. In the event that a member is unable to attend a meeting, the member shall inform the chair or DON representative at least 24 hours in advance of the

meeting. Such a notification shall be considered an excused absence. In the event that a member has three (3) consecutive absences, the-chair may request that member either attend the next regular meeting or be considered as having resigned from the committee. Notification of such an action shall be by a formal letter to the member.

- B. Persistent Disruptive Behavior – Disruptive behavior will be defined as either creating a hostile and/or intimidating atmosphere or unreasonable delays in decision making processes. In the event that a member’s actions become disruptive to the process, and attempts to modify such behavior through invoking the provisions of Rules of Decorum – Robert’s Rules of Order Newly Revised have failed to modify such behavior, a member may be removed from the committee upon the following conditions having been satisfied:
- 1) The Chair, Seattle Central College ex-officio member, and DON ex-officio member shall have met with the member being considered for removal in an attempt to address all mutual concerns and mediate any conflicts that have arisen;
 - 2) Removal shall have been discussed during a regular meeting of the Committee during which the member being considered for removal shall have had an opportunity to respond to the reasons stated for removal.
 - 3) A letter outlining the reasons for removal shall have been prepared, reviewed and approved for transmittal by the CAC at a regular meeting of the Committee and sent via e-mail to the member being considered for removal at least two weeks prior to the meeting at which removal will be considered; and
 - 4) Removal from the Committee shall be considered accomplished only upon concurrence by the DON Director.

Section 5. Compensation

All members of the Seattle Central College CAC shall serve without compensation.

Section 6. Member Voting

Each regular member shall have one vote on all Committee matters.

Section 7. Alternate Voting

In the absence of any regular member alternates may vote on any Committee action. It shall be the intent of this Section to assure that the alternate voting in the absence of any regular member shall, to the extent possible, be the alternate whose skills and affiliations most closely match that of the absent member. The order of voting shall be determined as follows:

- A. By prior designation by the absent member – Each regular member shall designate the alternate to vote in his or her absence whose views he or she has determined to most closely match the member’s skills and affiliations and forward that designation to the Committee Chair and Department of Neighborhoods ex-officio member. Such designation shall be made prior to the second official Committee meeting and shall remain in effect until such time as the regular member resigns or indicates a change in his or her designation. A change in alternate must be made at least one meeting prior to the absence of the voting member.

- B. In order of listing in the Memorandum of Agreement (MOA) – In the case that more than one absent member has selected the same alternate as their designee or the member has indicated no formal designee, the order of alternate voting shall be the order that alternates are listed in the MOA as adopted by the City Council.

**Article IV
LEADERSHIP**

Section 1. General

The officers of the Seattle Central College CAC shall be Chair and Vice-Chair selected from the Committee members.

Section 2. Appointment and Term of Office

The officers shall be elected by the Seattle Central College CAC Membership. The term of office shall be for the duration of deliberations on the preparation of a new master plan for Seattle Central College. Officers may be removed for non-attendance using the procedure outlined in Article III section 4 above. The Advisory Committee Membership shall fill any vacancy that may occur in officer positions.

Section 3. Duties and Authority

The officers shall be responsible for setting meeting agendas in consultation with Seattle Central College and DON. The chair shall conduct each meeting and arrange for approval of all correspondence and reports prepared on behalf of the CAC. The Vice-Chair shall assume responsibility in the absence of the chair.

**Article V
DECISION MAKING**

Section 1. Consensus

The Seattle Central College CAC shall endeavor to reach consensus of a simple majority on all recommended actions. A vote shall be taken by voice or the show of hands and the record of the meeting shall show the number of votes cast for and against the recommendation. The provisions of Article III shall govern votes. All actions of the Committee shall be consistent with the purposes stated in Article I and the intent of the City of Seattle Major Institutions Code.

Section 2. Application of Roberts Rules of Order

Robert's Rule of Order may be invoked at any time by the request of any member and shall then apply to the conduct of the meeting and shall govern voting until either the end of the specific meeting or until the original member making such a request shall agree that such invocation is no longer necessary. In the event that Roberts Rules are invoked, the DON ex-officio member shall act as parliamentarian.

Section 3. Unresolved Conflicts

In the event of unresolvable conflicts among Committee members regarding issues covered in the proposed Master Plan, both a majority and minority report shall be prepared and submitted to the Director of the Department of Construction and Inspections.

Section 4. Quorum

A quorum shall be defined as 51% of all voting members (permanently vacant positions to which an alternate or new member has not been appointed shall not be counted as voting members). Actions taken by the Committee require a quorum present in person at the time of the vote and a majority vote of those present and eligible to vote.

**Article VI
MEETINGS**

Section 1. Frequency

Seattle Central College CAC shall meet as needed but no less than once per year. Meetings will be established based on the agenda developed by the officers, Seattle Central College and DON.

Section 2. Notice to Members

A notice of each meeting shall be e-mailed to each CAC member one week prior to the established meeting date. The notice shall include the meeting time and location, agenda, minutes from the previous meeting, and any new materials that may require action at the meeting.

Section 3. Notice to Public

Except for the first meeting of the Committee which shall be considered an orientation meeting and will be advertised only to members and key staff. Notices of each meeting will be sent to interested parties, which shall include any person who has attended one of more Committee meeting; and presidents of local community groups (list established by the City of Seattle, Seattle Central College and Committee leaders).

All meetings of the Committee shall be open meetings in accordance with the Open Public Meetings Act of 1971.

Section 4. Public Comment

Each regular Committee meeting shall include on the agenda an opportunity for public input.

Section 5. Location

Seattle Central College shall arrange a suitable location for Seattle Central College CAC meetings.

**Article VII
REPORTING**

Section 1. Meeting Notices and Agendas

Seattle Central College and DON is responsible for working with the officers to prepare and send the meeting notices and agenda.

Section 2. Meeting Minutes

DON is responsible for taking notes at each CAC meeting, preparing minutes for each meeting and e-mailing it to all members, alternates and ex-officio members with the next meetings agenda. The minutes are subject to review, amendment and approval at the subsequent CAC meeting. The summary shall include a list of CAC members, alternates, ex-officio members, and guests present at the meeting. Minutes of all meetings are available online for public review.

Section 3. Correspondence

DON shall provide clerical assistance to produce the correspondence of the CAC. Copies of all CAC correspondence shall be e-mailed to all voting and ex-officio Committee members.

Section 4. Committee Reports

The Committee comments and reports shall include, in addition to its recommendations, the public comments it received. The documents may incorporate minority reports. Copies of all Committee comments and reports shall be provided to all voting and ex-officio Committee members and to individuals, community groups and others that have requested to receive this information.

Section 5. Reports from Other Departments.

The DON shall provide copies of all draft and final reports from SDCI and other City departments to voting, ex officio committee members and to individuals, community groups and others who that have requested to receive this information.

**Article VIII
AMENDMENTS**

The by-laws may be amended by a majority vote so long as written notice of the proposed by-law changes has been provided prior to a regularly scheduled meeting.

**Article IX
CODE TO GOVERN**

In the event of a conflict between these by-laws and the provisions of the City of Seattle's Major Institutions Code SMC 23.69 – Major Institutions Overlay District – the Code shall govern.