

**City of Seattle**  
**Economic And Revenue Forecast Council**  
**Proposed Bylaws**

**1. Purpose**

Created by Ordinance 126395 (and codified in relevant part at SMC Ch. 3.44), the Economic and Revenue Forecast Council (“Forecast Council” or “Council”) will provide an independent source for the economic and revenue forecasts that underlie the City’s annual budget process. The Forecast Council will oversee the work of the Office of Economic and Revenue Forecasts (OERF), which is tasked with developing these forecasts, and performing related analyses on behalf of the Council.

**2. Membership, Chair Selection and Identification of Designees**

***Membership.*** The Council has four members: Mayor or designee, the Director of Finance, the Council President or designee, and the Chair of the City Council Finance Committee or designee. If the Council President and the Chair of the Council Finance Committee are the same individual, the position held by the Chair of the Council Finance Committee shall be determined by the Council President.

***Selection of Council Chair.*** As require by SMC 3.44.010, “the Forecast Council shall select one member to serve as Chair of the Forecast Council annually.” Per these bylaws, this selection will be a by a majority vote of the Council at the first meeting of the Council each year. The Chair will oversee and coordinate the Council’s meetings, including the agendas for each meeting. The Council may also select a vice-chair to serve as the Chair at any meetings the Chair is unable to attend.

***Identification of Designees.*** The SMC allows the Mayor and the two Councilmembers that serve on the Forecast Council to assign a designee to serve in their role on the Council. Such designations will be made in written form and provided to all other members of the Forecast Council and the Director of the Office of Economic and Revenue Forecasts, at least 24 hours in advance of any Forecast Council meeting.

### **3. Quorum Requirement, Meetings, Executive Sessions and Decision-Making Processes**

Regular and special meetings of the Commission shall be conducted consistent with the requirements of the Open Public Meetings Act, chapter 42.30 RCW.<sup>1</sup> Such requirements shall control in the event of any inconsistency with the procedures set forth herein.

**Quorum.** Consistent with the requirements of Open Public Meeting Act (OPMA), a majority of Forecast Council members constitute a quorum of the Forecast Council. Thus, three of the four members must be present to convene a meeting and take official actions.

**Meetings.** The Forecast Council will hold four regular meetings per year. The times and dates of these meetings will vary each year to meet the forecast schedule identified in SMS 3.44.040. Each year, the final schedule will be determined by the OERF Director in consultation with the Forecast Council and posted to the OERF website. The initial meeting each year will provide a forum to select the Chair of the Council and to review OERF's proposed Work Plan. Subsequent meetings will be scheduled to facilitate Forecast Council review of the three annual revenue forecasts as prescribed by ordinance. (Forecasts "shall be presented and approved each by April 10, August 10, and the Wednesday immediately following the first Tuesday in November." SMC 3.44.040.) These four meetings and any additional special meetings the Forecast Council determines are necessary will be noticed to the public consistent with the requirements of the OPMA. This will include a posting of the meeting agenda at least 24 hours in advance on OERF's website. OERF staff will also keep meetings of all Forecast Council meetings and make them available for approval by the Council at its following meeting.

**Executive Sessions.** Executive sessions may be conducted during a regular or special meeting, as authorized in chapter 42.30 RCW. Upon request from the Chair, or as required by the OPMA, a representative from the City Attorney's Office will advise the Forecast Council during such sessions.

**Decision-making.** Specific aspects of the Council's decision-making are set out in the SMC 3.44.010. In particular:

- The OERF Director direct shall present and make a recommendation regarding the economic and revenue forecasts to be adopted by the Council in April, August and November. If any member of the Forecast Council disagrees with the recommendation by the Director for the official forecasts, the member may call for a vote to approve, by affirmative vote of at least three members, approval of a different scenario before the date required in subsection 3.44.040.B. If the Forecast Council does not call for such a

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<sup>1</sup> As of the date of the Council's adoption of these bylaws, Governor Proclamation 20-28.15 prohibits in-person meetings (thus, allowing meetings to be held virtually) except as described in the exemptions in Proclamation 20-28.14.

vote, the forecasts recommended by the Director become the approved official Forecast Council economic and revenue forecasts for that period, and the Chair will direct the meeting minutes to include this approval.

- Appointment of the Director requires a three-person majority vote, as does removal of the director. Removal can only be for cause and further requires written notice specifying the basis for removal.
- Approval of the Office's annual work plan requires a three-person majority vote.

Consistent with the OPMA, all other Official Actions of the Forecast Council requires a simple majority vote of those present. With a three-person Quorum requirement, this implies a minimum of two affirmative votes for other Official Actions, and a minimum of three if all four members are present.

#### **4. Access to Forecast Council Materials and OEFR Work Products**

OERF will post to its official website, and make available upon request, copies of the following:

- All meeting materials from Forecast Council meetings including agendas, presentation materials, and approved meeting minutes;
- All Economic and Revenue Forecasts required by SMC 3.44.040;
- The quarterly reports called for under SMC 3.44.030; and
- All other reports, analyses or assessments presented to the Forecast Council.