

# By-laws Of The South Seattle Community College Master Plan Advisory Committee

## Article I. Purpose

The South Seattle Community College Master Plan Advisory Committee, a representative group of adjacent community members and others who are interested in South Seattle Community College and the future of higher education, will advise the University and the City of Seattle on matters related to the development of a revised master plan for South Seattle Community College.

## Article II Membership

**Section 1. Composition:** The South Seattle Community College Master Plan Advisory Committee shall be established jointly by the City and the College composed of twelve members who are interested in performing advisory work consistent with the committee member job description (section 2). Alternate members as outlined in the Seattle City Council Memorandum of Agreement may also participate in meetings as ex-officio members. The committee shall contain one Non-management College employee appointed by the College. There shall be ex-officio members appointed by the following bodies: South Seattle Community College, City of Seattle Department of Transportation (SEATRANS), City of Seattle Department of Planning and Development (DPD) and City of Seattle Department of Neighborhoods (DON).

**Section 2. Committee Member Job Description** Each Committee member will:

1. Contribute to developing good communication between South Seattle Community College and the adjacent community.
2. Become familiar with the proposed South Seattle Community College master plan and with the College's mission, goals and objectives.
3. Serve on the committee during the development of the revised master plan (anticipated to be approximately 2 years.)
4. Maintain interest and a desire for involvement in neighborhood land use issues, particularly as they relate to South Seattle Community College and the community needs for higher education.
5. Upon mutual agreement between the City and member to continue to serve on the committee following adoption of the plan. For two-year terms.

**Section 3. Appointment:** Final appointment of members to the Advisory Committee is made by the Seattle City Council upon recommendation and nomination by the College and the Department of Neighborhoods.

## 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) and indefinite two year renewals after adoption of the plan.

**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:** Upon resignation or removal of a member, replacements will be appointed from the list of alternative members initially confirmed by the Seattle City Council. In the event that all alternative 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 jointly by the College and the Department of Neighborhoods and appointment will be made by the Director of the Department of Neighborhoods.

**Section 4. Removal of Members.** A voting member of the committee may be removed from the committee either for 1) non-attendance; or 2) disruptive or violent behavior.

- A) Removal for Non-attendance – Members shall make every reasonable effort to attend all regularly shelled meeting. In the event that a member is unable to attend a meeting the member shall inform the Chair or DON at least 24 hours in advance of the meeting. Such a notification shall be considered as constitution an excused absence. In the event that a member has three unexcused consecutive absences, the-Chair may request that member either attends 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) Removal for Disruptive Behavior – In the event that a member’s actions become disruptive to the process (which shall be defined either as either creating a hostile and/or intimidating atmosphere, or unreasonable delays in decision making processes) a member may be removed from the committee upon the following conditions having been satisfied: 1) the Chair, College ex-officio member and DON ex-officio member shall have met with the member being considered for removal to attempt to address all mutual concerns and mediate any conflicts that have arisen; 2) a letter outlining the reasons for removal shall have been prepared, reviewed and approved for transmittal by the Advisory Committee at a regular meeting of the Committee and sent by registered mail to the member being considered for removal at least two weeks prior to the meeting at which removal will be considered; and 3) 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. Removal from the committee shall be considered accomplished only upon concurrence by the Director of DON.

**Section 5. Compensation:** All members of the South Seattle Community College master Plan Advisory Committee shall serve without compensation.

**Article IV.**  
**Leadership**

**Section 1. General:** The officers of the South Seattle Community College Master Plan Advisory Committee shall be chair and vice-chair. Members and officers shall have one vote each.

**Section 2. Appointment and Term of Office:** The officers shall be elected by the Advisory Committee Membership. The term of office shall be for the duration of deliberations on the preparation of a new master plan for South Seattle Community College. Officers may be removed and replaced using the procedure outlined in Article III section 4 above.

**Section 3. Duties and Authority:** The officers shall be responsible for setting meeting agendas in consultation with the College and Department of Neighborhoods. The chair shall conduct each meeting and arrange for approval of all correspondence prepared on behalf of the Advisory Committee. The vice-chair shall assume responsibility in the absence of the chair.

**Article V.**  
**Decision Making**

South Seattle Community College Master Plan Advisory Committee shall endeavor to reach consensus on all recommended actions. If consensus is not possible a vote shall be taken by the show of hands and the record of the committee shall show the number of votes cast for and against the recommendation. The

provisions of Article VI Section 5 below shall govern votes. All actions of the Advisory Committee shall be constant with the purposes stated in Article I and the intent of the City of Seattle Major Institutions Code.

**Article VI.**  
**Meetings**

**Section 1. Frequency:** The Advisory Committee shall meet as needed on a schedule prepared at the outset of the process to develop a master plan. Meetings will be established based on the agenda developed by the officers, the College and the Department of Neighborhoods. Following completion of the Plan the Advisory Committee shall meet as needed but no less than once per year.

**Section 2. Notice to Members:** A written notice of each meeting shall be sent to each Advisory Committee member at least one week prior to the established meeting date. The notice shall include the agenda of the meeting, the meeting time and location, the summary of the previous meeting and any new materials that may require action at the meeting.

**Section 3. Notice to Public:** All meetings of the Advisory Committee are open to the public and opportunity for public comment shall be provided on each meeting's agenda. Notices of each meeting will be sent to: 1. Interested parties, which shall include any person who has attended one of more committee meetings; and 2. presidents of local community groups (list established by the city, the College and committee leaders)

**Section 4. Location:** South Seattle Community College shall arrange a suitable location for Advisory Committee meetings.

**Section 5. General:** Robert's Rule of Order apply to the conduct of each meeting and shall govern voting when necessary. 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 Advisory Committee require a quorum present in person or by written proxy at the time of the vote and a majority vote of those present and eligible to vote.

**Article VII.**  
**Reporting**

**Section 1. Meeting Notices and Agendas:** The College and the Department of Neighborhoods shall be responsible for working with the officers to prepare and to send the meeting notices and agenda.

**Section 2. Meeting Summary:** The City Department of Neighborhoods shall be responsible for taking notes at each Advisory Committee meeting, preparing a summary of each meeting's activity and mailing it to all members within 30 days of the meeting. The summary shall be subject to review, amendment and approval at the subsequent Advisory Committee meeting. The summary shall include a list of Advisory Committee members and guests present at the meeting. Summaries of all meetings are available at the office of the Department of Neighborhoods for public review.

**Section 3. Correspondence:** The Department of Neighborhoods shall provide clerical assistance to produce the correspondence of the Advisory Committee. Copies of all Advisory Committee correspondence shall be sent to all voting and ex-officio committee members.