

By-laws

School Development Standard Departure Advisory Committee

Revised May 2016

Article I

PURPOSE

The School Development Standard Departure Advisory Committee (Advisory Committee), a representative group of community members who are interested in a particular school project seeking departures, will secure comments of the public and make recommendations to the Director of the Seattle Department of Neighborhoods (DON) regarding the Seattle School District's application for modifications to development standards who will submit the recommendations to the Director of the Seattle Department of Construction and Inspections (SDCI).

Article II

MEMBERSHIP

Section 1. Composition

Pursuant to SMC 23.79.004, the Advisory Committee shall be established by the City of Seattle Department of Neighborhoods (DON) and composed of at least eight members who are interested in performing advisory work consistent with the committee member roles and responsibilities below. A representative of the City, who is selected by the Director of DON, shall act as a non-voting Chairperson, and a non-voting member from SDCI shall also be on the Advisory Committee.

Section 2. Advisory Committee Member Role and Responsibility

Each Committee member must:

- A. serve on the committee by attending committee meetings during the review of the proposed departures and actively listen to public input and Seattle Public Schools (SPS) requests for departures;
- B. develop and maintain clear and professional communication with SPS and the adjacent community while acting as a member;
- C. become familiar with the SPS proposed departures and the evaluation criteria as described in SMC 23.79.008.C;
- D. make recommendations by applying the evaluation criteria as described in SMC 23.79.008.C to SPS's request for departures

Section 3. Appointment

The Director of DON will make the final appointment of members to the Advisory Committee.

Section 4. Term of Membership

Each member shall serve a term of 190-days. A ten day extension to prepare the recommendations may be granted pursuant to SMC 23.79.008.D

Section 5. Resignation

A member may resign from the Advisory Committee by sending a letter to the Director of DON stating the effective date and the reason for resignation.

Section 6. Removal of Members

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

- A. Non-attendance –In the event that a member has three consecutive absences, the Chair may request that member either attend the next meeting or be considered as having resigned from the

committee. Notification of such an action shall be by a formal letter to the member from the Chair/DON representative.

- B. Persistent Disruptive Behavior –If a member exhibits disruptive behavior on more than one occasion during his or her appointment , a member may be removed from the committee after the following conditions having been met:
- 1) the Chair met with the member being considered for removal outside of a regular meeting in an attempt to address all mutual concerns and mediate any conflicts that have arisen;
 - 2) a letter outlining the reasons for removal was prepared, reviewed and approved by a majority by the Advisory Committee at a regular Committee meeting;
 - 3) the letter was 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;
 - 4) removal was discussed at an Advisory Committee meeting where the member being considered for removal had an opportunity to respond to the reasons stated for removal; and
 - 5) Written concurrence of removal by the Director of DON.

Section 7. Replacement

Upon resignation or removal of a member, replacements will be appointed by the Director of DON from the list of alternative members. 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 by DON and appointment will be made by the Director of DON.

Section 8. Compensation

All members of the Advisory Committee shall serve without compensation.

Article III MEETINGS

Section 1. 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/DON representative at least 24 hours in advance of the meeting. Such a notification shall be considered an excused absence.

Section 2. Decorum

Robert's Rule of Order applies to the conduct of each meeting. At Committee meetings, the Rules of Decorum – Robert's Rules of Order Newly Revised (most recent edition) shall be invoked and govern decorum 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 by the Chairperson should disruptive or inappropriate conduct occur. Inappropriate conduct is words or actions that prevent constructive discussion or deliberations of the Advisory Committee or conduct that prevents business from being conducted.

Members will not display disruptive behavior during meetings. Disruptive behavior will be defined as either creating a hostile or intimidating atmosphere, or unreasonable delays in decision making processes.

Section 3. Frequency

The Advisory Committee shall meet no less than once and no more than three times.

Section 4. Notice to Public

The public will be notified of the first meeting no less than 15 days prior to the meeting pursuant to SMC 23.79.006.

Any subsequent meetings will include mailing of a meeting announcement via e-mail and agenda to all previous attendees who signed up to receive future notifications.

Section 5. Location

Seattle Public Schools shall arrange a suitable location for the Advisory Committee meetings.

Section 6. Public Comment

The public will have the opportunity to provide public comment prior to committee deliberation at all meetings. Public comment received in writing will be provided to committee member and included in the public record.

**Article IV
DECISION MAKING**

Section 1. Voting

After considering public input and the evaluation criteria, the Advisory Committee shall endeavor to reach consensus on its recommendations for each SPS departure. A vote shall be taken by a show of hands and the record of the committee shall include the number of votes cast for and against the recommendation. All actions of the Advisory Committee shall be consistent with SMC 23.79.008.C and the purpose stated in Article I. Robert's Rule of Order shall govern voting, when necessary.

Section 2. Alternates

If Alternates are needed and present, they will serve as members when voting. If more than one alternate is present and only one is needed to vote, it will be decided at the beginning of the meeting by the Chairperson.

Section 3. Quorum

Actions taken by the Advisory Committee require a quorum a quorum shall be defined as 51% of all voting members. Vacant positions (where a member resigned or was removed and an alternate or new member has not yet been appointed) shall not be counted as voting members in determining whether a quorum exists.

**Article V
REPORTING**

Section 1. Meeting Notices and Agendas

DON shall prepare and send out meeting notices and agenda.

Section 2. Meeting Minutes

DON staff shall draft meeting minutes to be circulated to committee members who will then have the opportunity to make substantive, factual changes. A determination as to whether a change to meeting minutes is a substantive factual changes will be determined by the Chair. Only members present at the meeting may suggest edits to the minutes. When all comments have been received from members who are eligible to comment or within 15 calendar days, minutes will be posted to the DON website.

Section 3. Advisory Committee Report and Recommendations

The Advisory Committee report and recommendations shall be written by the Chair, with input by Committee members. Committee members must attend at least one meeting in order to participate in drafting and signing on to a Majority or Minority report. Recommendations shall be made in accordance with SMC 23.79.008.D.

Section 4. Majority and Minority Reports

Only committee members who have attended at least one committee meeting may contribute to the majority and minority reports.