

# Draft Revised Bylaws and Protocol and Procedures Manual

Seattle Planning Commission

September 28, 2017

# Goals for revising SPC Bylaws

- Identify any specific language that needs to be updated
- Look for areas to streamline the document
- Propose revisions to existing Bylaws that:
  - Reflect our current practices
  - Ensure consistency while allowing for flexibility
  - Promote a common understanding among Commissioners and public
- Gain consensus from full Commission to adopt proposed revisions

# Article IV - Membership

5. The Commission shall include residents from different Council Districts within the City, at least one engineer or architect and an urban planner, and among others, ~~representatives of diverse populations~~ persons of color, women, persons with disabilities, and sexual minorities, and residents active in neighborhood or community affairs.

# Article X - Conflict of Interest

4. Commissioners shall recuse themselves from Commission business when a Commissioner has a financial or other personal interest, direct or indirect, personally or through a member of ~~his or her~~ their immediate family, in the matter upon which the Commission is taking action.

# Protocol & Procedures Manual - revisions

## Article IV – Membership

All Commission members have equal rights, privileges, and obligations.

Membership shall reflect the diversity of Seattle's residents, including persons of color, women, persons with disabilities, and sexual minorities.

# Protocol & Procedures Manual - revisions

## Article VIII – Work Programs, Priorities, and Agendas

The Commission will develop a work plan at their annual retreat, usually held in the late spring/early summer or when a group of new Commissioners are brought on board. The work plan will be assessed approximately six months after the retreat and adjusted as necessary to respond to emergent and high priority issues.

# Protocol & Procedures Manual - revisions

## Article IX – Meetings

The Commission gladly makes meetings open to the public and hosts a respectful forum for discussion for all present. Opportunity for public comment is provided at the end of our full Commission meetings, except when the Commission is taking action on an agenda item. Public comment will be invited prior to taking action on an agenda item. The Chair may invite a member of the audience to address a question relevant to the discussion of the Commission. Commissioners with questions for a member of the audience should raise that question with the Chair.

# Protocol & Procedures Manual - revisions

## Article IX – Meetings

The Chair may participate in the discussion, placing ~~her or himself~~ them self in the discussion queue.

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# Discussion

## Article VI – Leadership Elections

4. If a member of the Executive Committee vacates a position prior to completing their term, a special election shall be held to fill that position. Filling a partial term of less than six months shall not count toward a Commissioner's eligibility to serve in an Executive Committee position for two consecutive one-year terms.

## Article VII - Duties of Chair

2. When the Chair is absent or unavailable, the Vice Chair will perform the duties of the Chair.

# Discussion

## Bylaws: Article IX – Meetings

4. The public may speak on issues which come before the Commission. The Chair shall designate the appropriate time for public testimony and establish time limits for each speaker.

# Discussion

## Protocol and Procedures Manual: Article IX – Meetings

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In order to conduct efficient meetings, members of the public are asked to hold their comments until the designated public comment period on the meeting agenda unless invited by the Chair as noted above.