

City of Seattle

Community Surveillance Working Group

Adopted Bylaws as of 6/30/2021

Article I – Establishment

The Community Surveillance Working Group (“Working Group”) is established and authorized by Seattle Municipal Code (SMC) 14.18.080 to organize, elect co-chairs, and adopt such rules and administrative procedures consistent with the City Charter and said Municipal Code as are necessary to perform its functions and responsibilities.

Article II – Definitions

- A. For the purpose of these Bylaws, the term “consensus” is defined as overwhelming agreement that goes as far as possible toward meeting the interests of all stakeholders.
- B. For the purpose of these Bylaws, the terms “Surveillance Impact Report” and “SIR” refer to the reports City departments are required to include in their requests for surveillance technology acquisition or in-use approval as outlined in City of Seattle Surveillance Ordinance 125679.
- C. For the purpose of these Bylaws, the term “community engagement session” is defined as any scheduled or announced event where members of the public are invited to provide input on surveillance technologies up for in-use approval or acquisition.
- D. For the purpose of these Bylaws, the term “quorum” is defined as a majority of current members.

Article III. Purpose

- A. The purpose of the Working Group is to advise the City Council and Executive on matters of surveillance technology from a community perspective by providing an assessment and recommendations regarding the potential impact of surveillance technologies on civil rights and liberties.
- B. The Working Group shall provide a privacy and civil liberties impact assessment for each Surveillance Impact Report (“SIR”) for any departmental request for surveillance technology acquisition or in-use approval.
- C. The Working Group’s recommendations shall be informed by its review and consideration of the following:
 - 1. The potential disparate impact on communities of color and other marginalized communities.

2. The concerns and opinions of community members received via public comments, community engagement sessions, and regularly scheduled meetings.
- D. The Working Group shall provide recommendations to the City of Seattle's Chief Technology Officer (CTO) for inclusion in the CTO's annual equity impact assessment in accordance with subsection 14.18.050.B of the SMC.
- E. The Working Group shall be re-evaluated 18 months after establishment in accordance with the City ordinance.
 1. The Working Group shall review its membership annually to ensure it accurately reflects the goals of equity-focused representation as outlined in City Ordinance 126679. If the Working Group is found to be out of compliance with the representation goals, it shall provide a request in writing to the Council and the Mayor requesting the appropriate action be taken, including the filling of any vacancies, by the next quarterly meeting.

Article IV – Membership, Terms of Office, Vacancies, Removal from Office

A. Membership

1. As defined in City Ordinance 126679, the Working Group shall consist of:
 - a. Seven members; four appointed by the Mayor and three by the Council.
 - b. At least five members of the Working Group shall represent equity-focused organizations serving or protecting the rights of communities and groups historically subject to disproportionate surveillance, including Seattle's diverse communities of color, immigrant communities, religious minorities, and groups concerned with privacy and protest.
 - c. The seven positions on the Working Group shall be numbered one through seven.
2. Each Working Group member shall be expected to:
 - a. Read and adhere to the Working Group Bylaws.
 - b. Read all SIRs, public comments and provide to the Working Group, as appropriate, informed comments, and assessments of potential impact of surveillance technologies on civil rights and liberties, including the potential disparate impact on communities of color and other marginalized communities.
 - c. Respond in a timely manner to communications that require a response.
 - d. Attend quarterly meetings. To remain in good standing, members must attend at least 75% of quarterly Working Group meetings per calendar year. Members must provide advance notice to the co-chairs of any planned absences or schedule conflicts. By simple majority, the Working Group can vote to recommend the removal of any member not in good

- standing after three unexplained absences. Recommendations to remove members shall be sent by the co-chairs in writing to the appointing agency.
3. The Working Group shall be staffed by the Executive Department with Central Staff input.

B. Co-Chairs

1. The Working Group shall elect two co-chairs from within its membership, each of whom shall be selected annually.
 - a. Co-chairs may self-nominate or be nominated by a fellow member. Any member nominated by another must accept the nomination before voting begins.
2. Co-Chairs shall preside over Working Group meetings, set agenda items, sign all official documents of the Working Group, and delegate duties to other members.
 - a. Working Group members can request the addition of agenda items by sending notice to Co-Chairs at least a day before regularly scheduled meetings.
3. Co-Chairs shall encourage participation by all members of the Working Group by fostering a collaborative and inclusive environment.
4. Co-Chairs may grant a member's request that a designated alternate represent them at a maximum of two meetings per year. Designated alternatives must be another member of the Working Group.
5. By permission of the Co-Chairs, additional guests may be invited in a participatory capacity, excluding the right to vote, for a given meeting. Such requests must be made at least 10 business days in advance of the meeting at which the guest would appear.
6. In the event that both Co-Chairs are absent or unable to perform their duties, their duties will be assumed by their designee, or by a member approved by the majority of members present.
7. In the event a Co-Chair must resign their position, the Working Group shall elect a replacement Co-Chair at the next meeting or as soon as practicable.

C. Terms of Service, Vacancies, and Conflicts

1. The initial terms of odd-numbered positions shall be two years and the initial terms of even-numbered positions shall be three years. All subsequent terms shall be for three years. Working Group members may serve up to two consecutive terms.
2. Any vacancy in an unexpired term shall be filled in the same manner as the original appointment.

- a. The Working Group shall notify the Council and Mayor of any vacancies and request vacant positions be filled by the next quarterly meeting, following the final meeting attended by the departing member.
 - b. A member whose term is ending may continue on an interim basis as a member with voting rights until such time as a successor for that position has been appointed.
 - c. If a member cannot attend a meeting, they may request another member act as their proxy by providing their input, opinions, and concerns. Proxies cannot vote on behalf of an absent member.
 - d. Should a member resign or cease to be a member for any reason before the expiration of the member's term, a successor may be appointed by the designating authority.
3. If any member of the committee concludes that they have a conflict of interest or an appearance of fairness problem with respect to a matter that is pending before the committee, so that they cannot discharge their duties on the committee in that matter, they shall disqualify themselves from participating in the deliberations and the decision-making process with respect to the matter.

Article III. Rules of Procedure

A. Schedule and Location

1. The Working Group shall meet at least once per quarter. Additional meetings may be scheduled as needed to facilitate the Working Group meeting all necessary deadlines.
2. Members of the Working Group will participate remotely while the Governor's Order on physical distancing measures is in place and while the Seattle City Council is conducting its meetings remotely.
 - a. When such restrictions are lifted, the Working Group shall vote on whether to continue to meet remotely or at a physical location approved by the Working Group members.
3. The time, date, and location of Working Group Meetings shall be posted on the City's website at least one week in advance.

B. Decision-Making

1. Quorum must be established for voting to take place at any Working Group meeting. A minimum of four Working Group members must be present to establish quorum at any meeting.
2. Decisions shall be made by consensus or by majority vote. Items put to a vote require majority approval of the Working Group members.
3. Minority or dissenting opinions will be recorded in meeting minutes and in final recommendations.

B. Impact & Equity Assessments and Recommendations to Council

1. The Working Group shall provide its privacy and civil liberties impact assessment in writing to the Executive and the City Council for inclusion in the SIR within six weeks of receiving the final proposed SIR.
1. A request for a two-week extension may be sent to the City Council in writing. If the Working Group fails to submit an impact assessment within eight weeks of receiving the SIR, the department and City Council may proceed with ordinance consideration without the impact assessment.
2. The Working Group members shall vote on recommendations to include in privacy and civil liberties impact assessments and comments on the CTO's annual equity impact assessments. 2016 CVH 00926
 - a. Working Group members will individually review SIRs and discuss their comments and opinions at the next regularly scheduled meeting.
 - b. Co-Chairs will summarize the Working Group's opinions and comments into recommendations for the impact assessments. Co-Chairs can delegate this duty to another Working Group member.
 - c. Final recommendations will be sent to Working Group members for review before Co-chairs draft final versions of Working Group assessments to the Council.
 - d. Minority or dissenting opinions will be noted in the final recommendations to the Council and CTO.
3. The Working Group may develop tools to encourage a standardized approach for review and communications including:
 - a. Templates or checklists for each impact assessment.
 - b. The length of time for each period of review.

C. Public Access, Engagement and Records

1. All meetings of the Working Group shall be open to the public and all meeting minutes, recordings and final documents and reports to the Council shall be made available to the public and posted by the Chief Technology Officer to the City's website.
2. Meeting minutes shall be taken by a Working Group member designated at the beginning of each meeting and shall be approved for each meeting by the Working Group at the following meeting.
3. The Working Group shall provide assistance as resources permit to the Executive and Council in ensuring members of vulnerable communities have the opportunity to provide input and feedback on Surveillance Technologies through the SIR approval process.
4. The Working Group shall make a good faith effort to have at least one member in attendance at public engagement sessions.

Article VII – Amendments

Amendment(s) to the Working Group Bylaws shall be made by written resolution submitted at a regularly scheduled meeting and will not be voted upon until the next regularly scheduled meeting.