

Snohomish County Housing Affordability Regional Taskforce (HART)

Taskforce Operating Rules

Approved June 20, 2019

These Rules shall govern the meetings of the Taskforce.

Open Meetings

- All meetings of the Taskforce will be open to the public.

Members

Each city, town, and tribal government in Snohomish County has been invited to have an elected official serve on the Taskforce. In addition, the County Executive and two County Council Members shall serve on the Taskforce.

Each Taskforce Member may have one designated Alternate who may be an elected official or staff member from their jurisdiction. Alternates are encouraged to attend meetings and may participate and vote in absence of the primary Taskforce Member.

Any Member of the Taskforce may resign at any time by delivering written notice to the lead project staff, Alessandra Durham (Alessandra.Durham@snoco.org). A resignation shall be effective when the notice is delivered unless the notice specifies a later date. In the event of a Member's resignation, his or her Alternate shall become the primary Member, unless the appointing jurisdiction appoints a replacement Member.

Meeting Schedule

The following times and locations shall constitute regular meetings of the Taskforce.

- Friday, May 31, 10 AM – 12 noon, Public Meeting Room 1 and 2, 1st floor, Snohomish County Drewel Building (Administration Building East), 3000 Rockefeller Ave, Everett
- Thursday, June 6, 4-6 PM, City of Everett Training Room, 5th floor, Wall Street Building, 2930 Wetmore Ave, Everett
- Thursday, June 20, 4-6 PM, City of Everett Training Room, 5th floor, Wall Street Building, 2930 Wetmore Ave, Everett
- Thursday, July 18, 3-5 PM, City of Everett Training Room, 5th floor, Wall Street Building, 2930 Wetmore Ave, Everett

The Taskforce will take a break from July 18 to early September to allow work groups to develop information for the Taskforce.

The Taskforce will reconvene for 4 final meetings, starting in early September.

- Thursday, September 12, 4-6 PM, City of Everett Training Room, 5th floor, Wall Street Building, 2930 Wetmore Ave, Everett
- Thursday October 3, 4-6 PM, City of Everett Training Room, 5th floor, Wall Street Building, 2930 Wetmore Ave, Everett
- Thursday November 7, 4-6 PM, City of Everett Training Room, 5th floor, Wall Street Building, 2930 Wetmore Ave, Everett
- Thursday December 5, 4-6 PM, City of Everett Training Room, 5th floor, Wall Street Building, 2930 Wetmore Ave, Everett

Notice of all regular meetings is deemed given for meetings 1 through 8 through these Rules. Notice of other regular meetings, or changes to any regular meeting dates/times/locations, shall be provided electronically to Taskforce Members and Alternates at least seven (7) days prior to the date on which the meeting will be held. If a special meeting is required, not less than three (3) days' notice shall be provided of the time, date, location and agenda.

Agendas and Materials

All agendas for the Taskforce will be public and will be published on the Taskforce website at <https://www.snohomishcountywa.gov/HART> at least 24 hours before regular meetings. Materials will be sent in advance electronically to Taskforce Members to the extent possible. All materials presented to the Taskforce will be posted electronically on the Taskforce website.

Roles of Taskforce Members

- Engage with the subject matter
- Arrive at meetings on time and stay until the agenda is completed
- Review meeting materials in advance
- Review and approve summary meeting notes
- Deliberate and vote on potential action items and recommendations
- Communicate with constituents and stakeholders about the work of the Taskforce

Co-Chairs

- The Taskforce will have two co-chairs: County Executive Dave Somers and one Co-Chair selected by the other Taskforce Members.
- The Co-Chairs will generally alternate chairing the meetings and will confer with staff, the facilitator and Taskforce Members in between meetings on the agenda and materials to be presented.

Facilitator

- The Taskforce will be supported by an independent third party facilitator. She will prepare the final report and recommendations of the Taskforce at the direction of the Taskforce.

- The facilitator will keep the group on schedule during meetings, keep track of information requests, and facilitate meetings in order that the Co-Chairs may fully participate in discussion.

How we will work together

The Taskforce will engage in challenging issues where there will be legitimate points of disagreement. Speak honestly and engage with one another respectfully. Everyone's perspective is valuable. Take the time to listen and understand what others are saying.

Please stay on topic and be concise so that we can hear from everyone. If you would like to make a comment or ask a question, please stand your name card vertically on the table.

Meeting Participation

Members are strongly encouraged to participate in meetings in person, but if necessary they may participate via conference call or other supported audio and/or audio-visual medium *if the technology is available at the meeting location*.

Decision Making

1. The Taskforce will make decisions based on consensus to the extent possible. We will take votes if necessary.
2. Each Taskforce member has one vote.
3. Each Taskforce member must be an elected official selected by their jurisdiction.
4. Each Taskforce member may have a single designated alternate, which may be an elected official or staff member from the appointing jurisdiction.
5. Only Taskforce members appointed by their jurisdiction as a Taskforce Member or their designated alternate may vote. An alternate may participate in the deliberations and votes of the Taskforce in the absence of his/her primary Taskforce member.
6. A Quorum shall be a simple majority of the Taskforce members.
7. Routine procedural matters require approval of a simple majority of a quorum present and voting.
8. For a specific recommendation to be included in the Taskforce's five year action plan, it must receive supermajority vote support, provided further:

- A matter will be deemed a “**consensus recommendation**” if approved by no fewer than seventy-five percent (75%) of the Taskforce Members present and voting.
 - A matter will be deemed a “**recommendation**” if approved by no fewer than sixty percent (60%) but less than seventy-five percent (75%) of the Taskforce Members present and voting.
9. A recommendation that calls for action by a specific jurisdiction must receive the support of at least one Taskforce representative from that jurisdiction in order to be included in the Taskforce’s five year action plan; provided further, that in the case of a County-specific recommendation, if all three (3) of the County Taskforce Members are present, two (2) must vote yes; and if less than three (3) such Taskforce Members are present, at least one (1) must vote yes.
 10. The Taskforce shall approve the final Report and Action Plan by a vote of not less than sixty percent (60%) of the Taskforce Members in number. Minority reports shall not be allowed; *provided that* the final report shall, upon request of any Member(s) dissenting from a recommendation, include a **summary statement** of less than one (1) page in length as to position, and rationale therefore, of such dissenting Member(s).
 11. No proxies will be allowed.
 12. Taskforce members may choose to abstain from any vote.
 13. Staff will prepare written summaries of each meeting for review and approval by the Taskforce. Votes and abstentions shall be recorded in the meeting summaries.

Public Input

In order to maximize the time for presentation and deliberation, agendas will not include public testimony, unless approved by the presiding Co-Chair and a vote of a majority of the Taskforce Members present.

Stakeholders and members of the public may submit comments in written or electronic format to the Taskforce, and any comments received shall be provided to all Taskforce members. The Taskforce website shall include a mailbox for submitting electronic comments.

Amendments

These rules may be amended by a simple majority of the Taskforce at any meeting.