**TACOMA FISCAL SUSTAINABILITY TASK FORCE**

**CHARTER**

Adopted July 10, 2013

1. RESPONSIBILITIES OF TASK FORCE. The Task Force has been tasked with the following responsibilities:
   1. Review and assess the City’s revenue structure and structural budget deficit.
   2. Considering both revenue and expense sides to the structural deficit, identify both short term and long term proposals that could:
2. Enhance City revenues,
3. Reduce City expenses, and
4. Otherwise promote City’s financial integrity, competitiveness and service levels.

Given the limitations of time and available information, potential solutions may take the form of questions recommended for further study by the City.

* 1. Provide a report and recommendations to City Council’s Government Performance and Finance Committee (GPFC) no later than December 3, 2013.
  2. The Task Force is not charged with conducting a public outreach process.
  3. The Task Force shall be disbanded following presentation of its report and recommendations to the GPFC.

1. MEMBERSHIP.
2. SIZE OF REVIEW TASK FORCE. The Task Force shall consist of nineteen (19) Members drawn from among a diverse group of stakeholders in the City’s residential, business, labor, and non-governmental sectors.
3. ALTERNATES. The Mayor and Council and various businesses, labor and other community groups have collaborated in the selection of Task Force Members and Alternates. Each Task Force Member may have a single designated Alternate who may participate fully in deliberations in the absence of the Member. If the Member was confirmed by the GPFC, then any Alternate for that Member shall also require GPFC confirmation.
4. RESIGNATION. Any Member of the Task Force may resign at any time by delivering written notice to the Chair of the Council’s Government Performance and Finance Committee (GPFC). A resignation shall be effective when the notice is delivered unless the notice specifies a later date.

E. DISMISSAL. Any Member of the Task Force may be removed from the Task Force by the majority vote of the Task Force for three consecutive unexcused absences. The Task Force must advise the Member being dismissed and the Chair of the GPFC in writing at least five days before taking the action.

1. APPOINTMENT OF REPLACEMENT MEMBER. Upon the dismissal, resignation or incapacity of a Member of the Task Force, his/her Alternate, if any, shall assume the role of Member. In the event there is no designated Alternate, the GPFC may appoint a replacement.
2. APPOINTMENT OF SUBCOMMITTEES. The Task Force may approve by majority vote, the creation of subcommittees composed of not more than eight (8) Panel Members to provide advice to the Task Force specific issues within the scope of the Task Force’s general responsibilities. Subcommittees shall be governed by the same rules regarding meetings, voting, notice, waiver of notice and quorum as apply to the Task Force.
3. PUBLIC COMMUNICATIONS. Task Force Members may be called on from time to time to comment about the activities of the Task Force or the subject matter under deliberation. In such communications, Task Force Members will take care to distinguish any official Task Force positions from individual Member positions. Task Force Members agree to refer inquiries from the press to the Chair for response on behalf of the Task Force.

3. CHAIR AND VICE-CHAIR*.* The Task Force shall elect a Chair and Vice Chair from among its Members. The Chair and Vice-Chair shall have the duties set forth in Section 6.

1. COMPENSATION. No compensation or reimbursement for expenditures shall be paid by the City for any service as a Member of the Task Force or as an officer of the Task Force.
2. MEETINGS OF THE TASK FORCE.
3. REGULAR AND SPECIAL MEETINGS. The Task Force is expected to meet approximately twice each month from June through November 2013. Regular meetings of the Task Force shall be held from 4:00 – 6:00 P.M. on the following Wednesdays: June 19, July 10, July 24, August 7, August 28, September 11, September 25, October 16, October 30, November 13. Cancelation of meetings, or adding additional regular meetings may be made by decision of the Chair, based on a survey of the availability of Task Force Members and Alternates. Special meetings of the Task Force may be held at any time and place, whenever called by the Task Force Chair. Members or their Alternates must attend in person to participate in a meeting.
4. NOTICE OF MEETINGS. Notice of all scheduled meetings of the Task Force has been provided in section 5 of this charter. If a regularly scheduled meeting needs to be changed, City staff shall provide notice 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 given by City staff charged with supporting the Task Force, by electronic mail. Any notice shall specify the date, time and place of the meeting; provided however, notice may be waived in writing signed by the person or persons entitled to such notice, whether before or after the time at which the notice is required to be given, which shall be equivalent to the giving of such notice.
5. AGENDAS. Prior to each regularly scheduled meeting, the Task Force Chair, working with the Facilitator, shall establish an agenda for the meeting, based on discussion and direction from the Task Force at the previous Task Force meeting. At the beginning of the meeting any Task Force Member may request that the Chair add an item to the agenda. The decision whether to add an item shall be made by the Chair. Agendas will be made available to the Task Force Members electronically (by email) at least 4 days prior to the meeting. Staff to the Task Force shall make best efforts to provide all meeting materials to the Task Force in advance of the meeting date.
6. QUORUM. A quorum at any meeting shall consist of Task Force Members or their Alternates who represent a simple majority.
7. VOTING. The Task Force shall attempt to make decisions by consensus. Upon request of any Member, a vote will be taken, in which case each Task Force Member in attendance at the meeting (or their Alternate) shall be entitled to cast one vote. Votes may not be made by proxy. A routine matter will be approved by a simple majority of all votes cast (e.g., to adjourn, elect a chair or vice chair, to approve the agenda, etc.). A supermajority vote will be required to secure approval of any recommendation to be included in the Task Force final report and recommendations; provided further:
   1. A matter will be deemed “a **consensus recommendation**” if approved by no fewer than 80% of the Task Force Members present and voting.
   2. A matter will be deemed a “**recommendation**” of the Task Force if approved by no fewer than 60% of the Task Force Members present and voting.
   3. The minutes shall reflect the votes of each Member.
8. RULES OF ORDER. All meetings of the Task Force shall be conducted in accordance with the latest edition or revision of Robert's Rules of Order, except as otherwise provided in this Charter.
9. MEETINGS TO BE PUBLIC. All meetings of the Task Force shall be open to the public.

1. TASK FORCE MATERIALS TO BE PUBLIC. The deliberations of the Task Force are subject to the Public Records Act [Chapter 42.56 RCW]. Unless exempt from disclosure requirements under state law, all meeting agendas, meeting summaries and meeting materials will be posted on a website by City staff.
2. PUBLIC COMMENT. The Task Force may, but is not required, to accept public comment at any of its meetings. A decision to accept public comment will require a simple majority approval of the Members present and voting. If the Task Force votes to allow public comment, the Chair will decide the total time to be allotted for public comment at each meeting; no speaker may comment for longer than 3 minutes, and no more than 3 individuals may testify on the same side of any issue.
3. MINUTES. Summary minutes shall be kept of Task Force meetings, recording attendance, general discussion items, decisions and votes (where taken). Minutes shall be available to the public.

1. FINDINGS, REPORTS AND RECOMMENDATIONS. The Facilitator shall draft the Task Force report, and the Task Force shall review and comment on the draft report, and shall approve the final Report by a vote of not less than 60% of those present and voting. Minority reports shall not be allowed; *provided that* the Task Force final report shall, upon request of Members dissenting from a recommendation, include a summary statement as to position, and rationale therefor, of dissenters.

6. CHAIR AND VICE-CHAIR OF THE TASK FORCE.

1. DUTIES OF CHAIR. The Chair shall preside at the meetings and shall have the following responsibilities:

1. Preside at regular and special meetings (the Facilitator will facilitate the discussions so that the Chair can participate) and may call regular and special meetings of the Task Force;

2. Working with the Facilitator, confirm the agenda for all meetings;

1. Act as spokesperson for the Task Force and execute documents on behalf of the Task Force;
2. Transmit to the GPFC any approved reports and recommendations of the Task Force; and
3. Such other duties as may be delegated from time to time by the Task Force.

B*.* DUTIES OF VICE-CHAIR. In the absence of the Chair or the Chair's inability to act, the Vice-Chair shall act in place of the Chair and shall have all the powers and authority of the Chair.

C. ABSENCE OR INABILITY OF CHAIR AND VICE CHAIR. In the case of the absence or inability of the Chair and the Vice-Chair to act, the Task Force may, delegate the powers and duties of the Chair to any other Task Force Member.

D. VACANCY. Any vacancy in the post of Chair or Vice-Chair of the Task Force may be filled by the Task Force upon a vote taken at the meeting following the meeting at which nominations to fill such vacancy are made.

7. STAFFING.

1. The City Finance Director and Budget Officer shall provide logistical and staff support to the Task Force. Task force members acknowledge that staff may have limited time and resources to respond to all questions, information requests and/or to do analysis that may be required to answer questions. Staff will make all reasonable efforts to address Task Force requests for information or analysis pertinent to the issues under consideration by the Task Force and to do so in a timely manner based on readily available data and analysis. The Task Force may need to prioritize information requests given limited staff time and resources. The Panel shall also have an independent facilitator to assist it by facilitating meetings, assisting in development of agendas and materials, drafting the Task Force report and recommendations, and otherwise assisting the Task Force in procedural matters.
2. Staff designated to provide support to the Task Force shall be responsible for the maintenance and circulation of the minutes and agendas of the meetings of the Task Force, and preparation and mailing or delivery of all meeting notices, agendas and materials to Task Force Members.

8*.* AMENDMENTS.This Charter shall be adopted, and may be amended, upon a 60% vote of the Task Force present and voting provided that no amendment may be approved contrary to state law or City policy.