

Tacoma Community Works Advisory Committee CHARTER

DISCUSSION DRAFT DATED DECEMBER 20, 2018

Prepared by Karen Reed, Facilitator

Italicized text indicates policy options for consideration by Advisory Committee

Adopted _____ 2018

1. RESPONSIBILITIES OF ADVISORY COMMITTEE. The Advisory Committee has been tasked with the following responsibilities:
 - A. Review hiring of (1) residents who live in economically distressed areas of the City and (2) Women and Minority Business Enterprises (WMBE) in City public works projects/
 - B. Provide a recommendation as whether a Community Workforce Agreement (CWA) and/or Priority Hiring Ordinance (PHO) would promote hiring from these two groups.
 - C. Review a draft CWA and PHO developed by staff and offer recommendations on these draft documents.
 - D. The Advisory Committee may consider and recommend other potential City actions that it believes will appropriately advance the hiring by the City of minorities and women on public works projects as well as City contracting with WMBE on such projects.
 - E. The Advisory Committee will provide its report and recommendations to the Mayor and City Council no later than March 31, 2019.
 - F. The Advisory Committee is not charged with conducting a public outreach process.
 - G. The Advisory Committee shall be disbanded following presentation of its report and recommendations to the City Council.

2. MEMBERSHIP.
 - A. SIZE OF ADVISORY COMMITTEE. The Advisory Committee shall consist of no more than nineteen (19) Members drawn from among a diverse group of stakeholders from labor unions, private contractors, WMBEs, and economically distressed communities in Tacoma.

 - B. MEMBER COMMITMENTS. By agreeing to serve on the Advisory Committee, each Member of the Advisory Committee commits to participating in good faith to accomplish the mission of the Advisory Committee as expressed in Section 1 above.

- C. ALTERNATES. Each Advisory Committee Member may at his/her option identify a single alternate who can participate fully in deliberations of the Work Group in the absence of the Member. The name of any alternates, and their contact information, shall be provided by the Member to Facilitator.
- D. RESIGNATION. Any Member of the Advisory Committee may resign at any time by delivering written notice to the City Manager. A resignation shall be effective when the notice is delivered unless the notice specifies a later date.
- E. DISMISSAL. Any Member of the Advisory Committee may be removed from the Advisory Committee by the majority vote of the Advisory Committee for three consecutive unexcused absences. The Advisory Committee must advise the Member being dismissed and the City Manager in writing at least five days before taking the action.
- E. APPOINTMENT OF REPLACEMENT MEMBER. Upon the dismissal, resignation or incapacity of a Member of the Advisory Committee, his/her Alternate, if any, shall assume the role of Member. In the event there is no designated Alternate, the City Manager may appoint a replacement.
- F. PUBLIC COMMUNICATIONS. Advisory Committee Members may be called on from time to time to comment about the activities of the Advisory Committee or the subject matter under deliberation. In such communications, Advisory Committee Members will take care to distinguish any official Advisory Committee positions from individual Member positions. Advisory Committee Members agree to refer inquiries from the press to the Co-Chairs for response on behalf of the Advisory Committee.

[Option: the Committee may prefer to have a Chair and Vice Chair rather than Co-Chairs]

- 3. CO-CHAIRS. The Advisory Committee shall have Co-Chairs selected by the Mayor from among its Members. The Co-Chairs shall have the duties set forth in Section 6.
- 4. COMPENSATION. No compensation or reimbursement for expenditures shall be paid by the City for any service as a Member of the Advisory Committee or as an officer of the Advisory Committee.

5. MEETINGS OF THE ADVISORY COMMITTEE.

- A. REGULAR AND SPECIAL MEETINGS. The Advisory Committee is expected to meet approximately twice each month from December 2018 through March 2019. Regular meetings of the Advisory Committee shall be held at dates and times to be determined based on the surveyed availability of members. Meetings will be held at the Center for Urban Waters, 326 East “D” Street, Tacoma, unless notice is provided of a different location. Cancellation of meetings or adding additional regular meetings may be made by decision of the Co-Chairs. Special meetings of the Advisory Committee may be held at any time and place, whenever called by the Advisory Committee Co-Chairs. Members or their Alternates must attend in person to participate in a meeting.
- B. NOTICE OF MEETINGS. Notice of all regular meetings, or changes thereto, shall be provided electronically to the Advisory Committee 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 given by City staff. 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.

[Options: could require greater or lesser notice of meetings]

- C. AGENDAS. Prior to each regularly scheduled meeting, the Advisory Committee Co-Chairs working with the Facilitator, shall establish an agenda for the meeting, based on discussion and direction from the Advisory Committee at the previous Advisory Committee meeting. At the beginning of the meeting any Advisory Committee Member may request that the Co-Chairs add an item to the agenda. The decision whether to add an item shall be made by the Co-Chairs. Agendas will be made available to the Advisory Committee Members electronically (by email) at least three (3) days prior to the meeting. Staff to the Advisory Committee shall make best efforts to provide all meeting materials to the Advisory Committee in advance of the meeting date.

[Options: Could allow Advisory Committee to vote on adding any items to agenda. Could require greater or lesser advance time for distribution of agenda and materials.]

- D. QUORUM. A quorum at any meeting shall consist of Advisory Committee Members or their Alternates who represent a simple majority of the total number of Members.

[Options: could require a higher percentage for a quorum.]

- E. VOTING. The Advisory Committee shall attempt to make decisions by consensus. Upon request of any Member, a vote will be taken, in which case each Advisory Committee 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 Advisory Committee final report and recommendations; provided further:

- 1) A matter will be deemed “a **consensus recommendation**” if approved by no fewer than eighty percent (80%) of the Advisory Committee Members present and voting.

- 2) A matter will be deemed a “**recommendation**” of the Advisory Committee if approved by no fewer than sixty percent (60%) of the Advisory Committee Members present and voting.

- 3) The minutes shall reflect the votes of each Member.

[Options: could have a simple majority requirement for all actions. Could allow proxies. Could have a single threshold for recommendations (66% or 75% or some other level), or vary the proposed thresholds of 80% and 60%.]

- F. RULES OF ORDER. All meetings of the Advisory Committee shall be conducted in accordance with the latest edition or revision of Robert's Rules of Order, except as otherwise provided in this Charter.
- G. MEETINGS TO BE PUBLIC. All meetings of the Advisory Committee shall be open to the public.
- H. ADVISORY COMMITTEE MATERIALS TO BE PUBLIC. The deliberations of the Advisory Committee 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.

- I. PUBLIC COMMENT. The Advisory Committee may, but is not required, to accept public comment at any of its meetings. A decision to accept public comment will require approval of a simple majority of the Members present and voting. If the Advisory Committee votes to allow public comment, the Co-Chairs will decide the total time to be allotted for public comment at each meeting. Unless otherwise approved by a majority of the Advisory Committee at the time, no speaker may comment for longer than three (3) minutes, and no more than three (3) individuals may testify on the same side of any issue.

[Options: Could change rules proposed for public testimony, or decide such rules on an ad hoc basis.]

- J. MINUTES. Summary minutes shall be kept of Advisory Committee meetings, recording attendance, general discussion items, decisions and votes (where taken). Minutes shall be available to the public.

- K. FINDINGS, REPORTS AND RECOMMENDATIONS. The Facilitator shall draft the Advisory Committee report, and the Advisory Committee shall review and comment on the draft report, and shall approve the final Report by a vote of not less than sixty percent (60%) of those present and voting. Minority reports shall not be allowed; *provided that* the Advisory Committee final report shall, upon request of any Member(s) dissenting from a recommendation, include a **summary statement** as to position, and rationale therefor, of such dissenting Member(s).

[Option: Could allow minority reports if drafted by dissenters.]

6. CO-CHAIRS OF THE ADVISORY COMMITTEE.

- A. DUTIES OF CO-CHAIR. The Co-Chairs shall have the following responsibilities:

- 1) Preside at regular and special meetings (the Facilitator will facilitate the discussions so that the Co-Chairs can fully participate);
- 2) As they deem appropriate, call regular and special meetings of the Advisory Committee;

- 3) Working with the Facilitator, confirm the agenda for all meetings;
- 4) Act as spokesperson for the Advisory Committee and execute documents on behalf of the Advisory Committee;
- 5) Transmit to the City Council any approved reports and recommendations of the Advisory Committee; and
- 6) Such other duties as may be delegated from time to time by the Advisory Committee.

B. VACANCY. Any vacancy in a position of the Co-Chair of the Advisory Committee may be filled by the Mayor upon a vote taken at the meeting following the meeting at which nominations to fill such vacancy are made.

7. STAFFING.

- A. The City shall provide logistical and staff support to the Advisory Committee. Advisory Committee 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 Advisory Committee requests for information or analysis pertinent to the issues under consideration by the Advisory Committee and to do so in a timely manner based on readily available data and analysis. The Advisory Committee may need to prioritize information requests given limited staff time and resources. The Advisory Committee shall also have an independent Facilitator to assist it by facilitating meetings, assisting in development of agendas and materials, drafting the Advisory Committee report and recommendations, and otherwise assisting the Advisory Committee in procedural matters.
- B. Staff may work with third parties, including Members of the Advisory Committee and/or their agencies, in order to provide relevant information to the Advisory Committee. The source of all information provided to the Advisory Committee shall be clearly identified.
- C. City staff designated to provide support to the Advisory Committee shall be responsible for the maintenance and circulation of the minutes and agendas of the meetings of the Advisory Committee, and preparation and mailing or delivery of all meeting notices, agendas and materials to Advisory Committee Members.

8. AMENDMENTS. This Charter shall be adopted, and may be amended, upon a sixty percent (60%) vote of the Advisory Committee present and voting provided that no amendment may be approved contrary to state law or City policy.