

**CITY OF TACOMA
LOCAL EMPLOYMENT & APPRENTICESHIP TRAINING PROGRAM**

LEAP ADVISORY COMMITTEE BYLAWS

ARTICLE I - PURPOSE

Section 1. The Local Employment and Apprenticeship Training Program has been adopted to counteract economic and social ills which accompany high rates of unemployment within the City of Tacoma (“City”). The City Council established this Local Employment and Apprenticeship Training Program (“LEAP”) for Public Works Contracts pursuant to Resolution No. 33649, adopted March 18, 1997. The primary goal of this Program is to provide an opportunity for City of Tacoma and Community Empowerment Zone residents to enter Apprenticeship Programs, acquire skills, and perform work that will provide living wages. The purpose of these bylaws is to provide policies governing the implementation of the LEAP Program.

Section 2. The Advisory LEAP Committee of the City’s Local Employment & Apprenticeship Training Program (LEAP) is hereafter referred to as the LEAP Committee.

Section 3. Authority These bylaws are adopted pursuant to Tacoma Municipal Code (TMC) Chapter 1.90, as amended. The administration of the Local Employment & Apprenticeship Training Program is vested in the LEAP Committee as provided by Ordinance 26301.

ARTICLE II - MEMBERSHIP

Section 1. The LEAP Committee will consist of a minimum of twelve members and a maximum of thirty members.

Section 2. Members shall be appointed by the City Manager and Director of Public Utility in consultation with the LEAP Office and existing LEAP Committee members.

Section 3. The committee membership should be comprised of five representatives from each of the following constituencies: residents of Tacoma; construction companies doing business with the City; members of organized labor representing various industry crafts; community-based organizations; City staff; and educational institutions and shall initially be comprised of the current members of the ad hoc advisory LEAP Committee established pursuant to Resolution 33167.

Section 4. The term of the appointment shall be for three years and terms will begin on October. Members will be eligible for reappointment. Vacancies will be filled for the remainder of the unexpired term.

Section 5. It is the duty of each LEAP Committee member to notify the LEAP staff if he/she is unable to attend a scheduled meeting. A member must attend one-half (50%) of the regularly scheduled meetings in a calendar year, unless granted an excused absence as determined by the LEAP Program Manager or Chair. Members missing more than one-half of the meetings in a given year may, at the discretion of the chair, be asked to resign from the LEAP Committee.

ARTICLE III - OFFICERS

Section 1. Committee - Officers. There shall be a Chair and Vice Chair who shall be elected by majority vote of the LEAP Committee.

Section 2. Election of Officers. Term of office for the Chair and Vice Chair is as follows:

- Chair -
For the term of three years
- Vice Chair -
For term of three years

The terms of office of Chair and Vice Chair shall be staggered, with the election of only one of the two offices occurring at the LEAP Committee's regular October meeting each appropriate year. Provided, however, that in the first year immediately following the original adoption of these Bylaws the term of office for the Vice Chair shall be for one year, with three year terms following thereafter. In the case of death, resignation or removal of any officer, the LEAP Committee shall elect from among its members a person to serve the remaining term resulting from the vacancy.

ARTICLE IV - DUTIES OF OFFICERS

Section 1. Presiding Officer - Chair. The Chair shall be the presiding officer, or in his or her absence, the Vice-Chair, shall conduct the business and deliberation of the LEAP Committee under these rules. The Vice-Chair shall be elected by the LEAP Committee. If both the Chair and Vice-Chair are absent and a quorum is present, any member present who volunteers to Chair with agreement from the quorum will preside in their absence.

Section 2. Duties of Chair. The Chair shall:

- 1) Conduct the meeting.
- 2) Preserve order and decorum in the meeting.
- 3) Decide all questions of order, subject to appeal to the LEAP Committee.
- 4) Recognize the members of the LEAP Committee in the order in which they request recognition.
- 5) Observe and enforce all rules adopted by the LEAP Committee.
- 6) Sign all resolutions adopted by the LEAP Committee and such other documents whose execution requires a signature on behalf of the LEAP Committee.

Section 3. Rights of the Chair. The Chair, as a member of the LEAP Committee, shall have the same rights and be governed by the same rules as other LEAP Committee members.

ARTICLE V - DUTIES OF LEAP STAFF

Section 4. Duties of the LEAP Staff. The LEAP staff of the LEAP Committee shall:

- 1) Take minutes and prepare for certification of the minutes by the LEAP Committee.
- 2) Schedule meetings.
- 3) Provide LEAP performance progress report, prepare an annual review report to the City Manager and Director of Utilities, prepare all ordinances and resolutions requested by the LEAP Committee and adopted by the LEAP Committee.
- 4) Upon proper request, any other reports or activities duties deemed appropriate in fulfillment of LEAP program objectives.

ARTICLE VI - MEETINGS

Section 1. Open Public Meetings Act. All meetings will be subject to the Washington State Open Public Meetings Act (Revised Code of Washington, Chapter 42.30).

Section 2. Time and Location. The LEAP Committee meets quarterly on the Fourth Thursday of January, April, July and October at 8 a.m. (location to be determined). Due to special circumstances, the regular meeting date and place may be changed or additional meetings may be scheduled by the LEAP Committee. The times and dates of all meetings will be publicized as required by law and are open to the public. Copies of the agenda and the LEAP Committee minutes will be available at the LEAP Office, 747 Market Street, Room 1336, Tacoma, Washington.

Section 3. Quorum. A quorum for the routine transaction of business will consist of not less than five members. A majority is defined as $\frac{1}{2}$ of the current quorum plus one.

A quorum for matters involving the adoption of policy, budget or Bylaw considerations shall require the majority of current LEAP Committee members. The LEAP Committee shall strive to move agenda items utilizing a consensus based model that respects all parties and includes input from all stakeholders. If an action item cannot be moved by consensus then such item will be moved if otherwise agreed to by a 2/3 vote of the LEAP Committee quorum. In the event a decision is needed on an action item, where a quorum is lacking, voting may take place via electronic, telephone or other approved means.

Section 4. Special Meetings. Special meetings shall be held on the call of the Chair or at the request of a majority of the members of the LEAP Committee. All special meetings will be subject to the Washington State Open Public Meetings Act, Revised Code of Washington, Chapter 42.30. The requesting party (ies) will submit in writing such request for special meeting and agenda item(s) to be covered at the time of such request.

Section 5. Order of Business. Except as may be otherwise directed by the Chair, or by action of the LEAP Committee, the order of business for meetings of the LEAP Committee shall be as follows:

1. Call to Order
2. Roll Call
3. Adoption of Minutes
4. LEAP Program Manager Activity and Reports
5. Old Business
6. New Business
7. Chair's Report
8. Good of the Order
9. Adjourn

Section 6. Rules of Order. Meetings shall be conducted formally in the manner common to like boards or committees. Robert's Rules of Order shall be followed.

Section 7. Suspension of Rules. No rule shall be suspended except by a majority vote of LEAP Committee members present at the meeting, and a motion to suspend a rule is not debatable. Vote on the motion may be by voice vote, or by roll call if requested by a member.

Section 8. Filing New Matter. No new agenda item, subject, communication, article, or material shall be placed before the LEAP Committee for its comments thereon or consideration, or shall be discussed or read, unless it shall have been requested in writing and filed with the LEAP Office and copies thereof sent out to the members of the LEAP Committee with the Agenda one week preceding the day on which the meeting of the LEAP Committee is scheduled to be held.

ARTICLE VII – LEAP COMMITTEES

Section 1. Executive Committee. The Executive Committee should be comprised of seven LEAP Committee members that include the Chair and one representative from each of the six named constituencies: residents of Tacoma, construction companies doing business with the City; members of organized labor representing various industry crafts; community-based organizations; City staff; and educational institutions or an alternate as designated by the Chair. The Chair shall call meetings to discuss any business and affairs of pertinence to LEAP. The Executive Committee shall report its decisions and any relevant matters to the LEAP Members at the next regular meeting. Executive Committee members should make every effort to attend meetings as called by the Chair. The City of Tacoma will provide legal counsel as advisor, if necessary.

Section 2. Ad-Hoc Committee. The Ad-Hoc Committee may be appointed by the Chair or Vice Chair, as needed, to review items which require attention before a LEAP Committee meeting is scheduled. The Ad-Hoc Committee may review or research any pertinent information and provide the LEAP Committee with a recommendation. Once the recommendation has been made to the LEAP Committee, the Ad-Hoc Committee's responsibilities shall cease unless they are permanently assigned to act as a separate LEAP Committee. The Ad-Hoc Committee meetings will be posted and conducted as per the Open Public Meeting Act.

ARTICLE VIII - STANDARD REPORTS

The LEAP Committee shall be advised of the meetings by public notice. Copies of the minutes will be distributed to anyone who requests copies of the minutes.

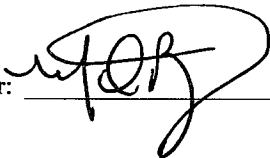
The City Manager and Director of Utilities shall receive a report every two years.

ARTICLE IX - MISCELLANEOUS

Section 1. LEAP Committee Records. A record shall be maintained in the LEAP Office covering all LEAP Committee decisions and/or rulings in the operation of the LEAP Program. Decisions may be made available to the participants and the public through other appropriate reports, as provided by law.

Section 2. Amendments. These Bylaws may be altered, amended or repealed by a vote of the LEAP Committee members at any meeting consistent with the quorum provisions of these By-Laws. Any LEAP Committee member may submit a proposed amendment to the Bylaws which shall be considered by the LEAP Committee at its next meeting.

Adopted: 3/27/2012

LEAP Advisory Committee Chair:  _____