

CITY OF TACOMA
LOCAL EMPLOYMENT & APPRENTICESHIP TRAINING PROGRAM

LEAP ADVISORY COMMITTEE BYLAWS

ARTICLE I - PURPOSE

Section 1. The Local Employment and Apprenticeship Training Program (LEAP) has been adopted to counteract economic and social ills which accompany high rates of unemployment within the City of Tacoma (“City”), local Economically Distressed Areas (EDA), and Tacoma Public Utilities Service Areas. The City Council established 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 local EDA 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 LEAP.

Section 2. The LEAP Advisory Committee of the City’s Local Employment & Apprenticeship Training Program 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 LEAP 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 seven members and a maximum of twenty-one 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 three representatives from each of the following seven constituencies: residents of Tacoma; construction companies doing business with the City; members of the Puyallup Tribe; members of organized labor representing various industry crafts; community-based organizations; City staff; and educational institutions.

Section 4. The term of the appointment shall be for two years. Members will be eligible for reappointment.

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. Members missing more than one-half of the meetings each year may be asked to resign from the LEAP Committee by City Staff.

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 one year
- Vice Chair -
 - For term of one year

The Chair and Vice Chair may serve two consecutive terms of office. Elections will be held in January. 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. Elected member may extend their general membership to complete officer duties.

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 documents whose execution requires a signature on behalf of the LEAP Committee.
- 7) Chair or Vice-Chair participate in onboarding process for new committee members.

ARTICLE V - DUTIES OF LEAP STAFF

Section 1. 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 annual review report to the City Manager and Director of Utilities, prepare all ordinances and resolutions requested by the LEAP Committee and supported by the LEAP Committee.

- 4) Upon proper request, prepare any other reports or activities duties deemed appropriate in fulfillment of LEAP program objectives.
- 5) City Staff will distribute meeting minutes within two weeks after a meeting and will send meeting agendas two weeks prior to meetings.
- 6) Staff will provide teleconference for members.
- 7) Staff will provide an onboarding process for new members.

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 7:30 a.m. (location to be determined). Due to special circumstances, the regular meeting time and date 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 upon request via email (leap@cityoftacoma.org).

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, 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 two weeks 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 nine LEAP Committee members that include the Chair, Vice Chair, and one representative from each of the seven named constituencies. The Chair shall call meetings to discuss any business and affairs of pertinence to LEAP. The Executive Committee shall report its recommendations 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. Ad-Hoc Committees may be appointed by the Chair or Vice Chair, as needed, to review items which require attention before a LEAP Committee meeting is scheduled. Ad-Hoc Committees 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. Ad-Hoc Committees 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 annually.

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: 07/28/2022

LEAP Advisory Committee Chair: 
Nathaniel E. Lawver (Jan 23, 2023 15:36 PST)