

CITY OF ISSAQUAH

Human Services Commission

RULES AND REGULATIONS

Adopted 1/23/08
Amended 6/23/2021
Amended 10/27/2021

Pursuant to Section 2.36 of the Issaquah Municipal Code, we, the members of the Issaquah Human Services Commission, do hereby adopt, publish, and declare the following rules of procedure which shall govern the conduct of meetings, maintenance of order, and order of business at regular meetings.

Article I - NAME

The name of this Commission is and shall be the City of Issaquah Human Services Commission, hereinafter referred to as the "Commission."

Article II - OFFICERS AND DUTIES

Section 1: Officers

The Officers of the Commission shall consist of the Chair and a Vice Chair. Officers shall be elected at the first regular meeting in May for a one- year term. The Commission year shall be from May 1 to April 30 of the following year.

Section 2: Chair

The Chair shall preside over the meetings of the Commission and exercise all the powers usually incident to the office, retaining, however, as a member of the Commission, the full right to have a recorded vote in all deliberations of the Commission.

Section 3: Vice Chair

The Vice Chair, in the absence of the Chair from any meeting, shall perform all the duties incumbent upon the Chair. In the absence of the Chair and Vice Chair, the members present shall elect a temporary Chair who shall have the full powers of the Chair for that meeting only.

Section 4: Secretary

A Recording Secretary shall be provided by the City of Issaquah to prepare minutes which shall be forwarded to the appropriate staff liaison.

Article III-MEETINGS

Section 1: Regular Meetings

The scheduling and holding of all Commission meetings is to be done in accordance with Washington State law. Regular meetings of the Commission shall be held the third Wednesday of each month at 6:30PM in the Police Facility/City Hall, or at such other time and place as the Commission may determine. Any regular meeting may be cancelled or rescheduled by the Chair, or in the event the Chair is unavailable, the Vice Chair can make the decision.

If, in any given month, there is no business which requires Commission action, the regular meeting(s) will be cancelled. Every effort will be made to conduct each meeting as efficiently as possible in order to adjourn the meeting no later than 8:00 PM.

Section 2: Legal Holidays

If a regular meeting falls on a legal holiday, that meeting shall automatically be held on the next day which is not a legal holiday unless the Commission, by formal action, sets an alternative day.

Section 3: Special Meetings

Special meetings of the Commission may be called by the Chair, or if absent the Vice Chair, or by a majority vote of the Commission members. The scheduling and holding of all Commission meetings is to be done in accordance with Washington State law.

Section 4: Quorum

A simple majority of the Commission, which shall be 4 or more members, shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Commission, shall be deemed the official action of the Commission. The Chair will assign alternates on a rotating schedule.

Section 5: Attendance

Attendance at all meetings is expected of all Commission members including alternates. Any member or alternate anticipating an absence from a meeting should notify the Chair or staff in advance of that meeting.

If a member shall miss three consecutive meetings without reasonable cause, such member shall tender their resignation to the Mayor.

Section 6: Standing or Temporary Committees

The Commission shall have full power to create standing or temporary committees of one or more members, charged with such duties of examination, investigation, and execution relative to one or more subjects of interest to the Commission, as it may deem necessary. No standing or temporary committee shall have the power to commit the Commission to the endorsement of any plan or program without submission to the Commission. Committee reports should be very brief, giving subject matter and date(s) during which the subject was discussed.

Section 7: Rules of the Meeting

- a. Participation. In keeping with Robert's Rules of Order, discussion by the members should be concise, to the point, and relevant to the business pending before the Commission.
- b. Staff Participation. The Chair may request any City employee qualified to give expert testimony and/or a presentation on a matter to address the Commission.
- c. Public Participation. Time limits for the maximum duration of Audience Comments and Public Hearings at any one meeting may be imposed at the discretion of the Chair.
- d. Robert's Rules of Order, Revised, shall govern the deliberations of the Commission except when in conflict with any of the sections contained herein.

Section 8: Voting

- a. Each member present has a duty and obligation to vote on all questions put before the Commission, unless an obvious conflict of interest or appearance of fairness question is present; however, if a member is not excused from voting, such member shall be determined to have voted with the majority at the time the vote is taken
- b. Any member of the Commission who has an obvious material, direct or individual interest in any matter before the Commission shall publicly so indicate, shall then leave the room during the period of discussion and action thereon, and shall refrain from any prior discussion of such matter with other members of the Commission.
- c. If an obvious conflict of interest or appearance of fairness question is not apparent to all members of the Commission present, the member shall be excused from voting on an issue only by a majority vote of the other members present.

- d. If it is determined by a majority vote of the members present that a member has a conflict of interest or would violate the appearance of fairness doctrine, then such member shall be denied a vote on such issue.

Section 9: Agenda and Staff Reports

A focused agenda for every regular meeting shall be prepared and distributed by the City Staff to each Commission member not less than five days prior to the date of the meeting at which such agenda is to be considered, unless circumstances dictate otherwise. The agenda shall be accompanied with a complete copy of the unapproved minutes of the previous meeting, staff reports, and such other materials, illustrations, petitions, etc., as may pertain to the agenda.

Section 10: Order of Business

The order of business for each regular meeting of the Commission shall be as follows:

- a. Call to Order
- b. Public Comments
- c. Approval of Minutes
- d. Staff Report
- e. Agenda Items
- f. Other Business/Announcements
- g. Adjournment

Section 11: Meetings Open to the Public

Any regular or special meetings of the Commission shall, by Washington State Statute, be open to the public.

Article IV - COMMISSION RESPONSIBILITIES

The Commission shall have the power and responsibility to perform the following functions per IMC 2.52.040:

- A. The Commission shall in all matters be advisory to the City Council.
- B. The Commission shall provide the public with opportunities to be involved in the Commission's activities.
- C. The Commission's work shall be governed by the adopted Human Service Policies.
- D. The Commission shall advise the City Council as to changes or refinements to these Policies as needed.
- E. The Commission shall review all requests for funding of human services in light of the guidelines contained in the Human Services Policies and make recommendations to the City Council.
- F. The Commission shall develop recommendations on priorities for the allocation of City resources to meet identified needs.
- G. The Commission shall actively pursue the goal of regional cooperation in the planning, funding and delivery of human services.
- H. The Commission shall conduct studies and provide recommendations to the City

Council on emerging issues and concerns in the area of human services.

- I. The Commission shall review and make comment on City actions which may affect the availability of human services in the City.

The foregoing operational procedures were approved and adopted at a meeting of the Commission held on the 27th day of October, 2021.

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Susan Leonelli

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Susan Leonelli, Chair

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Patricia Sadate-Ngatchou

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Patricia Sadate-Ngatchou, Vice-Chair