

**CITY OF ISSAQUAH
EQUITY BOARD
RULES & REGULATIONS**

Pursuant to the Issaquah Municipal Code (IMC) 2.94.030(D), we, the members of the City of Issaquah Equity Board, do hereby adopt, publish and declare the following rules and regulations which shall govern the conduct of business.

ARTICLE I. NAME

The City of Issaquah Equity Board hereinafter is referred to as the "BOARD."

ARTICLE II. MEMBERSHIP

The qualifications and terms of BOARD membership are established in IMC 2.94.020.

ARTICLE III. OFFICERS AND DUTIES

SECTION 1. OFFICERS

- A. In accordance with IMC 2.94.030, the officers of the BOARD shall consist of a Chair and Vice-Chair.
- B. Officers shall be elected each year for a one-year term at the first regular meeting in May. The term year shall be from May 1 through April 30 of the following year.

SECTION 2. CHAIR

The Chair is a voting member of the BOARD and shall preside over the meetings of the BOARD and exercise all the powers granted to the position as follows:

- 1. Set the agenda in coordination with the designated staff liaison.
- 2. Open the meeting on time and call the meeting to order.
- 3. Announce in proper sequence the business on the agenda.
- 4. Recognize members who are entitled to the floor.
- 5. Facilitate public comment.
- 6. State and put to a vote all legitimate questions that arise during the meeting.
- 7. Protect the BOARD from frivolous or delaying motions.
- 8. Enforce the rules regarding debate and keep order.
- 9. Expedite business in a way compatible with the rights of the members.
- 10. Decide all questions of order. If a motion is out of order, the Chair should rule it out of order.
- 11. Respond to inquiries of members.
- 12. Declare the meeting adjourned.
- 13. Any other duties as prescribed by parliamentary authority.

SECTION 3. VICE-CHAIR

In the absence of the Chair, the Vice-Chair shall perform the duties incumbent upon the Chair. In the absence of the Chair and Vice-Chair, the BOARD members present shall elect a temporary Chair who shall have full powers of the position for that meeting only.

SECTION 4. SUPPORT STAFF

Support Staff shall be provided by the City to prepare the agenda and draft minutes and keep such records, attend to correspondence of the BOARD, and perform such other duties as may be deemed necessary.

ARTICLE IV. MEETINGS

SECTION 1. REGULAR MEETINGS

- A. Regular meetings of the BOARD shall be held the second Wednesday of each month at 6:00 p.m. in the Tibbetts Creek Manor, located at 750 17th Avenue NW, Issaquah. Any meeting scheduled outside of the BOARD'S regular date, time or location is considered a special meeting of the BOARD.
- B. If warranted, meetings may be canceled or rescheduled by the Chair provided that the requirements of IMC 2.94.030(C) are met. If, in any given month, there is no business which requires BOARD action, the regular meeting will be canceled.
- C. Every effort will be made to conduct each meeting as efficiently as possible in order to adjourn the meeting no later than 10:00 p.m.
- D. 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 BOARD sets an alternative day.

SECTION 2. SPECIAL MEETINGS

Special meetings of the Board may be called by Support Staff, Chair, or by a majority vote of the BOARD members. Special meetings may include work sessions, retreats and joint meetings with other City boards and commissions.

SECTION 3. QUORUM

- A. In accordance with IMC 2.94.030(B), five or more Regular members of the BOARD (or Alternates filling in for an absent Regular member) 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 BOARD shall be deemed the official action of the BOARD.

To provide the fullest membership possible, Alternates will serve in the absence of Regular members, so long as the maximum number of voting members (nine) is not exceeded.

When serving in the absence of a Regular member, Alternates will be counted towards a quorum, participate in debate and voting, and have any other rights of a Regular member.

Efforts will be made to rotate the Alternate member serving as a Regular member. However, a youth Alternate member will serve in the absence of a Regular youth member only.

Once the meeting has been called to order, the Chair will announce which Alternates will be voting members and their status will be noted in the minutes.

A late arriving Regular member may resume their seat upon arrival or may wait to join the dais and resume their voting seat after the conclusion of the pending agenda item.

- C. BOARD members are to be mindful of inadvertent quorums outside of meetings. State law defines action very broadly. Therefore, whether in person, by phone or email, BOARD members will refrain from discussing BOARD business with a quorum of members and save the discussion for official meetings.

SECTION 4. ATTENDANCE

- A. Attendance of regular and special meetings is expected of all BOARD members.
- B. Any member anticipating absence from a meeting should notify the designated staff liaison and Chair or Vice Chair in advance of the meeting.
- B. BOARD members shall provide notification well in advance--at a minimum, five days--of known attendance conflicts. An exception will be made for emergency situations, such as illness or death in the family, or unexpected situations that prevent attendance. BOARD members who fail to provide notification will be listed in the minutes as unexcused.
- D. In accordance with IMC 2.94.020(E), members with more than three consecutive unexcused regular meeting absences may be removed from the BOARD. Members finding themselves unable to attend regular meetings of the BOARD are expected to tender resignation.

SECTION 5. COMMITTEES

The BOARD shall have full power to create standing or temporary committees of no more than four members, charged with such duties of examination, investigation, and inquiry relative to one or more subjects of interest to the BOARD, as it may determine necessary. No standing or temporary committee shall have the power to commit the BOARD to the endorsement of any plan or program without approval by the BOARD.

SECTION 6. PARTICIPATION

- A. Member Participation: In keeping with Robert's Rules of Order, discussion by members should be concise, to the point, and relevant to the business pending before the BOARD.

Alternate Member Participation: Alternate members are encouraged to attend and participate in all meetings of the BOARD. Alternate members who are not serving in the absence of a Regular member are encouraged to participate in discussion of agenda items but may not participate in debate of motions nor vote on motions.

- B. Staff Participation: The Chair may request qualified staff provide expert testimony or informational presentations to the BOARD.
- C. Public Participation: Members of the public may address the BOARD as indicated on the agenda under Public Comment. The following guidelines are established:
 - a) When recognized, the audience member shall use the lectern/microphone
 - b) State their Name and Address or Relationship to City
(e.g. resident, business owner, property owner, etc.)
 - c) Limit comments to five minutes or less
 - d) Submit written comments to the staff liaison

While not a question and answer session, the staff liaison may follow up with individuals regarding questions or concerns.

The Chair shall have the discretion to make exceptions to the time restrictions or impose an overall maximum duration.

Personal attacks, obscene language, derogatory remarks and disruptive behavior such as shouting, booing, clapping, and stomping feet will not be permitted. If a speaker is out of order, the Chair will direct the speaker to return to his or her seat. If a speaker does not comply, the Chair may take a recess to restore order. If a disruption to the meeting occurs and order cannot be restored, the Chair may proceed to use one of the options provided for in RCW 42.30.050 to ensure orderly continuation of the meeting.

SECTION 7. VOTING

- A. In preparation, all members of the BOARD are expected to review agenda materials. This may be done by reviewing current and prior meeting packets, minutes, and video.
- B. Any BOARD member who has an obvious material, direct or individual interest in any matter before the BOARD shall declare a conflict of interest prior to voting on the issue on which they have a conflict.

After the conflict of interest is stated, the BOARD may then, by a majority vote, excuse a member from voting on the issue. If a member is excused from voting, they shall leave the meeting room. They will be considered absent when voting occurs.

- C. Each Regular member present has a duty and obligation to vote on all questions put before the BOARD, unless an obvious conflict of interest is present.

If a member fails to vote on an issue, when that member has not been excused from voting due to a conflict of interest, they will have been determined to vote “yes” on the issue.

If a member intends to abstain from voting, they shall announce this intention prior to the vote on the issue to ensure their abstention is recognized by the Chair. The word “abstention” will not be included in the minutes; abstentions will be recorded as a “yes” vote.

SECTION 8. AGENDA AND STAFF REPORTS

Meeting agendas shall be prepared and distributed by City staff five days in advance, unless circumstances dictate otherwise. The agenda shall be accompanied with a copy of the draft minutes of the previous meeting, staff reports and any other material that may pertain to the agenda.

SECTION 9. ORDER OF BUSINESS

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

1. Call to Order
2. Approval of Minutes
3. Public Comments
4. Regular Business
5. Reports
6. Other Business/Announcements
7. Adjournment

SECTION 10. WASHINGTON STATE OPEN PUBLIC MEETINGS ACT (OPMA)

In compliance with the OPMA, any regular or special meeting of the BOARD shall be open to the public.

ARTICLE V. PARLIAMENTARY AUTHORITY

The current edition of Robert’s Rules of Order shall govern the deliberations of the BOARD except when in conflict with any of the rules contained herein.

ARTICLE VI. AMENDMENTS

These Rules & Regulations may be amended by a majority vote of the full BOARD at a regular or special meeting. Notice of intent to amend the Rules & Regulations must be provided in the agenda of the meeting at which the amendments are to be considered.

ARTICLE VII. ADOPTION

Adopted by the BOARD the 5th day of January, 2022.

DocuSigned by:

 C1DEFE4E625E4DC...
 Shalanda Fleming, Chair

DocuSigned by:

 76F9E8FB26BB46D...
 Tony Curry, Vice Chair

- Attachments:
- A. [IMC Chapter 2.94](#)
 - B. [Code of Ethics](#)
 - C. [Ethics Guidelines](#)