

Regional Affordable Housing Task Force Rules

In furtherance of the objectives for the Regional Affordable Housing Task Force ("Task Force"), as stated in King County Council Motion 14873, these Rules shall govern the meetings of the Task Force, with the most-recent edition of the Scott, Foresman Robert's Rules of Order used as a guide to address procedural questions.

Open Public Meeting Act Compliance (Chapter 42.30 RCW)

- All meetings of the RAH Task Force will comply with the Open Public Meetings Act, Chapter 42.30 RCW.
- The following times and places constitute special meetings of the Task Force pursuant to RCW 42.30.080:
 - July 14th, 9:00-12:00 at the Renton Community Center
 - September 22nd, 10-12pm at the Mercer Island Community and Event Center
- The following times and places constitute regular meetings of the Task Force pursuant to RCW 42.30.070:
 - October 31st, 1-3pm, TAF Bethaday Learning Center (White Center)
 - November 30th, 1-3pm, Kenmore City Hall
 - January 30th, 6:30 p.m.-8:30 p.m., New Holly Gathering Space, Seattle
 - February 15th, 10-12 p.m., Bertha Knight Landes, Seattle
 - March 29th, 2-4pm, New Holly Gathering Space, Seattle
 - April 19th, 10-12 p.m., Port of Seattle Pier 69 Port Commissioner's Chambers, Seattle
 - May 31st, 2-4 p.m., Federal Way Community Center, Federal Way
 - June 29th, 10- 12 p.m., Mercer Island Community and Event Center
- All agendas for the Task Force will be published on the Task Force website (kingcounty.gov/affordablehousing) at least 24 hours before regular meetings, pursuant to RCW 42.30.077.
- Pursuant to K.C.C. 1.24.035 A. and F., Task Force meetings will also be noticed as a meeting of the Metropolitan King County Council and its standing, special and regional committees; however, Task Force agendas will be limited to the business of the Task Force. In all Task Force meetings, only the rules and procedures adopted by the Task Force apply and not those applicable to meetings of the King County council or its standing, regional or special committees.
- The presiding co-chair may choose to call a special meeting at a time and place not identified in the rules. In which case, pursuant to RCW 42.30.080:

- The members of the Task Force will be notified via email of the time and place at least 24 hours in advance of the meeting,
- Notice of the special meeting will be posted on the Task Force website at least 24 hours in advance of the meeting, and
- The special meeting agenda will be posted at the location of the meeting at least 24 hours in advance.

Roles of Task Force Members

- Engage with the subject matter
- Arrive at meetings on time and stay until the agenda is completed
- Review meeting materials in advance
- Review and approve summary meeting notes
- Develop recommendations
- Communicate with constituents and stakeholders about the work of the Task Force

Co-Chairs

- The Task Force will select two co-chairs: one from a city and one from the County
- The co-chairs will generally alternate chairing the meetings
- The presiding co-chair will set the agenda for the meeting he/she chairs. The presiding co-chair will confer with other members of the Task Force, including the other co-chair, in preparing the agenda

Ex Officio Member

The Director of the King County Department of Community and Human Services will serve as a non-voting member of the Task Force.

Meeting Principles

The Task Force will engage in challenging issues where there will be legitimate points of disagreement. Members will need to speak honestly and engage with one another thoughtfully. Everyone's perspective is valuable and members should take the time to listen and understand what others are saying.

Meeting Participation

Members are strongly encouraged to participate in meetings in person, but if necessary they may participate via conference call or other supported audio and/or audio-visual medium if the technology is available at the meeting location.

Decision Making

The Task Force will make decisions based on consensus to the extent possible. In the absence of consensus, decisions shall be made by a vote.

- A Quorum is eight of the twelve Task Force members and a vote decision will require support of at least a majority of members participating in the meeting
- To call for a vote, one member must make a motion and another second it. If the motion is made by a County representative, it must be seconded by a city representative and vice versa
- Each Task Force member has one vote
- Only appointed members of the Task Force may vote. No proxies will be accepted
- Task Force members may choose to abstain from any vote
- The minutes will reflect all votes and abstentions

Designees

Members are strongly encouraged to attend all meetings and no designees are allowed.