

By-laws
of
The North Seattle Community College

Article I.
Purpose

The North Seattle Community College Standing Advisory Committee, a representative group of adjacent community members and others who are interested North Seattle Community College, will advise the Institution and the City of Seattle on matters related to review the implementation of projects deriving from or related to the North Seattle Community College Major Institutions Master Plan in order to achieve a balance of public benefits on the growth and change of the institution with the need to maintain the livability and vitality of the adjacent neighborhoods. This will be accomplished by periodically reviewing the status of the North Seattle Community College Master Plan, any Master Use Permits (MUPs) that require a comment period or discretionary decision and any amendments and renewals of the plan.

Article II
Membership

Section 1. Composition: The North Seattle Community College Standing Advisory Committee shall be established jointly by the City and the institution composed of up to twelve people and optional alternates who are interested in performing advisory work consistent with the committee member job description (section 2). The committee shall contain one non-management employee of the institution appointed by the Institution. There shall be ex-officio members appointed by the following bodies: the Institution, City of Seattle Engineering Department, City of Seattle Department of Planning and Development and City of Seattle Department of Neighborhoods.

Section 2. Committee Member Job Description

Each Committee member will:

1. Contribute to developing good communication between the institution and the adjacent community.
2. Become familiar with the institution's Master Plan and with its mission, goals and objectives.
3. Serve a term of 2 years, meeting a minimum of once annually or as required to meet the schedule and agenda developed by the City and the institution.
4. Maintain interest and a desire for involvement in neighborhood land use issues, particularly as they relate to the institution and the community needs for medical services.

Section 3. Appointment: Final appointment of members to the Standing Advisory Committee will be made by the institution and the Department of Neighborhoods.

Article III.
Participation

Section 1. Term of Membership: Each member shall serve renewable two year terms. Terms are renewed upon agreement of the institution and the City of Seattle.

Section 2. Resignation: A member may resign from the Standing Advisory Committee by sending a letter to the Department of Neighborhoods stating the effective date and the reason for resigning.

Section 3. Replacement: Upon resignation of a member or the completion of a term, a nomination for a replacement will be prepared by the institution and the Department of Neighborhoods and appointment will be made by the Director of the Department of Neighborhoods.

Section 4. Attendance: Members who have to unexcused absences can be replaced according to the process in Section 3 above.

Section 5. Compensation: All members of the the North Seattle Community College Master Plan Standing Advisory Committee shall serve without compensation.

Section 6. Orientation: The institution and the Department of neighborhoods will provide appropriate and necessary orientation to all new members of the Standing Advisory Committee.

Article IV. Leadership

Section 1. General: The officers of the North Seattle Community College Master Plan Standing Advisory Committee shall be chair and vice-chair. Members and officers shall have one vote each.

Section 2. Appointment and Term of Office: The officers shall be elected by the Standing Advisory Committee Membership. The term of office shall be one year. Officers are eligible to be re-elected for a second one year term.

Section 3. Duties and Authority: The officers shall be responsible for setting meeting agendas in consultation with the institution and Department of Neighborhoods. The chair shall conduct each meeting and arrange for approval of all correspondence prepared on behalf of the Standing Advisory Committee, The vice-chair shall assume responsibility in the absence of the chair.

Article V. Decision Making

The North Seattle Community College Master Plan Standing Advisory Committee shall endeavor to reach consensus on all recommended actions. If consensus is not possible a vote shall be taken by the show of hands and the record of the committee shall show the number of votes cast for and against the recommendation. All actions of the Standing Advisory Committee shall be constant with the purposes stated in Article I and the intent of the City of Seattle Major Institutions Code. Each major decision to be made by the committee shall have a timeline which will be established by the committee, Deviations, if any, from this timeline shall be approved in advance by the Standing Advisory Committee and be done with great reluctance.

Article VI. Meetings

Section 1. Frequency: The Standing Committee shall meet at least once per year. Meetings will be established based on the agenda developed by the officers, the institution and the Department of Neighborhoods.

Section 2. Notice to Members: A written and/or e-mail notice of each meeting shall be sent to each Standing Advisory Committee member at least one week prior to the established meeting date. The notice shall include the agenda of the meeting, the meeting time and location, the summary of the previous meeting and any new materials that may require action at the meeting.

Section 3. Notice to Public: All meetings of the Standing Advisory Committee are open to the public and opportunity for public input should be provided on each meeting's agenda. Notices of each meeting will be sent to: 1. interested parties; and 2. presidents of local community groups (list established by the city, the institution and committee leaders).

Section 4. Location: The institution shall arrange a suitable location for the Standing Advisory Committee meetings.

Section 5. General: Robert's Rule of Order apply to the conduct of each meeting. A quorum shall be defined as 60% of all voting members (vacant positions shall not be counted as members). Actions taken by the Standing Advisory Committee require a quorum present in person or by written proxy at the time of the vote.

Article VII. Reporting

Section 1. Meeting Notices and Agendas: The institution and the Department of Neighborhoods shall be responsible for working with the officers to prepare and to send the meeting notices and agenda.

Section 2. Meeting Summary: The City Department of Neighborhoods shall be responsible for taking notes at each Standing Advisory Committee meeting, preparing a summary of each meeting's activity and mailing it to all members. The summary shall be subject to review, amendment and approval at the next subsequent Standing Advisory Committee meeting. The summary shall include a list of Standing Advisory Committee members and guests present at the meeting. Summaries of all meetings are available at the office of the Department of Neighborhoods for public review.

Section 3. Correspondence: The Department of Neighborhoods shall provide clerical assistance to produce the correspondence of the Standing Advisory Committee. Copies of all Standing Advisory Committee correspondence shall be sent to all voting and ex-officio committee members.