



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

2021 REGIONAL BOARD AND COMMITTEE APPOINTMENTS – FAQs

1. How do I apply to serve on a regional board/committee?

You can apply by filling out the new SCA appointment form, found [here](#). If you are applying to serve on multiple committees, please fill out a form for each committee, and rank your preference in the form. (You do not need to submit supporting documents more than once.) If you have questions or challenges filling out the form, you can contact our Director of Finance and Administration Leah Willoughby at leah@soundcities.org.

2. What is the deadline for applications for 2021?

October 2, 2020.

The deadline is this early in order to give SCA staff time to prepare materials for the PIC Nominating Committee, and for the PIC Nominating Committee time to review all materials and make recommendations in advance of the November PIC Meeting.

Here's a timeline for 2021:

- Deadline for applications/nominations to 2021 boards and committees--October 2, 2020
- PIC Nominating Committee meets to review applications/nominations--October 22, 2020
- PIC makes recommendation on slate of appointees to the SCA Board of Directors--November 12, 2020
- SCA Board of Directors finalizes 2020 board and committee appointments--November 18, 2020

3. Who decides who gets appointed to regional boards and committees?

A committee made up of one representative from each SCA caucus (North, Snoqualmie Valley, South, and South Valley) called the PIC Nominating Committee makes initial recommendations on appointments to the Public Issues Committee (PIC). The PIC in turn makes a recommendation to the SCA Board, who makes the final appointments. For 2021, that decision will be made at the November 18, 2020 Board meeting.

4. What should I include in my application?

You may include a brief statement of why you want to serve on the committee, and a brief summary of your background, experience, and subject matter knowledge relevant to the committee.

5. Do I apply as an individual, or does my city need to approve my application?

That is up to your individual city to decide. In some cities, the mayor submits all applications on behalf of the city. In some cities, the city council votes or confers informally on the applications before they are submitted. In others, each individual councilmember simply applies for the committees that they are interested in.

6. Can more than one person from a city serve on a particular committee at a time?

No. Only one member from each city may serve on an individual committee at a time.

7. What happens if more than one person from my city wants to serve on a particular committee?

You and your city will need to work that out, and designate one person to apply for your city. The method for doing this is left to the individual city.

If more than one person from a city applies to serve on a particular committee, SCA will not choose between the two. The end result will be that neither will be appointed.

8. Are all committees open to all SCA members?

There are some committees in which not all cities participate. In those (rare) cases, only participating jurisdictions are eligible for appointment. (If in doubt, check with SCA staff on any special committee requirements.)

In addition, on some committees, some cities have their own individual seats. For example, cities with populations of over 80,000 have their own seats on the PSRC Executive Board. On that committee, SCA has appointing authority for other cities, and only those cities that do not have their own seats are eligible to apply for the SCA appointed seats.

In addition, the PSRC Operations Committee is a subcommittee of the PSRC Executive Board, and is only open to members of that body.

9. Do I have to reapply if I am currently serving on a committee?

In general yes, you need to reapply. Most boards and committees have one-year terms, and you must reapply each year.

Most members who have not reached a term limit are reappointed to continue serving. Per SCA Board policies, appointments may be continued from year to year, upon recommendation of the Public Issues Committee and approval of the Board of Directors, based on:

- past participation and continued interest in serving,
- successful representation of membership interests in past efforts,
- information from the caucus chair, if any,
- comparative need for organizational continuity in any appointment.

Some committees have multi-year terms (established by the external entity). If you are in the middle of a multi-year term, you do not need to reapply. Check with the SCA staff member assigned to your committee if you are not sure when your term expires.

10. What criteria does the PIC Nominating Committee use in deciding who to appoint to regional boards and committees?

SCA Board Policies state that the PIC Nominating Committee shall look at the following factors:

- geographic distribution
- size distribution
- governance distribution
- ability to serve, interest in serving, past participation
- knowledge of the subject matter
- Preference shall be given to current SCA members (e.g., elected officials in SCA member cities)

11. Do I need to serve as an alternate before I become a member?

No, but in many cases, individuals are appointed as alternates before becoming a full member of the committee. Alternates are generally given priority when an opening for a member occurs.

12. What is the role of an alternate on a regional board or committee?

In most cases, SCA alternates serving on regional boards and committees participate at the table/on the dais (or the virtual table or dais, as the case may be!) and engage in debate and discussion just like members do. The only difference is that alternates only vote if a member is absent. SCA appointees serving as an alternate are expected to attend all meetings and all caucus meetings just like committee members do.

13. What responsibilities do I have as an SCA appointee to regional boards and committees?

As noted above, all SCA appointees (including members and alternates) are expected to attend all committee meetings, and all caucus meetings. SCA appointees are expected to read materials and come to meetings prepared. They are asked to maintain good communication with SCA staff, and to attend the annual SCA orientation for regional board and committee appointees, which will be held in January. Appointees are also

encouraged to attend PIC meetings when the PIC will be discussing issues that are coming before the committee or board on which you serve.

14. Who am I representing on a regional board or committee? Myself? My city? SCA?

You are being appointed to serve on behalf of SCA, and all 38 cities that we represent. For that reason, you are expected to try and represent the interests of all SCA cities, not just your own city, or your own personal views. When you are coming to the table representing 38 cities and more than a million people, your voice carries more weight! This topic will be covered in more detail at the annual orientation in January.

15. What is a “caucus meeting”?

Prior to committee meetings, SCA appointees (both members and alternates) typically meet as a group to discuss the issues that will be on the committee agenda. This is an opportunity to share ideas with your fellow SCA appointees, to hear background information from staff, and to be well-prepared when you go out on the dais. These caucus meetings are a very important part of serving as an SCA appointee on a regional board or committee.

16. How do I get experience serving on a committee?

You can get experience by serving on other boards and committees. New members are encouraged to volunteer to serve. By serving on a committee, even if it is not your first choice, you gain experience that is strongly considered by the Nominating Committee. Attending PIC is another great way to get experience.

17. How many committees can I apply to serve on?

There is no limit to the number of committees that you can apply for. However, we ask that you rank the committees in order of your interest. You are encouraged to apply to more than one committee, in case there are no vacancies on your first choice committee.

18. How do I decide which committees to serve on?

We encourage you to take the time to review the [SCA 2020 Regional Committee and Board Appointment booklet](#). This document gives details on the subject matter of each regional board and committee. It also tells you when and where the committee meets, so you can ensure that the committee will work with your schedule. You can then determine which committee(s) best match up with your city’s priorities, and your interests. You are welcome (and encouraged) to watch a meeting of the committee before applying to serve. You are also welcome to contact the SCA staff member assigned to the committees that you are interested in, to learn more about the work of the committee, and determine if it will be a good fit for you.

19. Which committees will have vacancies for 2021?

We do not anticipate a large number of vacancies for 2021. Many board and committees did not meet for several months, and all have been limited to meeting virtually for the majority of the year. We anticipate that most 2020 appointees will reapply in 2021. The SCA Board has given direction that returning members be given special priority this year, given that they did not have a full opportunity to serve in 2020. We do currently have vacancies on the King County Flood Control District Advisory Committee, and on the Emergency Management Advisory Committee. We may have additional vacancies – we will not know of all vacancies until we receive applications. Other committee vacancies also occur throughout the year.