



## 2022 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, which will be emailed to all SCA members. 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](mailto:leah@soundcities.org).

### 2. What is the timeline for applications for 2022?

Here is the tentative timeline for 2022 appointments:

- Call for nominations sent - **October 8, 2021**
- Deadline for applications – **November 4, 2021**
- PIC Nominating Committee meets – **November 19, 2021**
- Possible Nominating Committee follow up meeting – **November 30, 2021**
- SCA PIC makes a recommendation– **December 8, 2021**
- SCA Board of Directors finalizes– **December 15, 2021**

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

A committee made up of one Public Issues Committee (PIC) representative from each SCA caucus (North, Snoqualmie Valley, South, and South Valley) called the PIC Nominating Committee is appointed by the PIC Chair each October. The PIC Nominating Committee makes initial recommendations on appointments to the PIC. The PIC in turn makes a recommendation to the SCA Board, who makes the final appointments for members and alternates to the regional boards and committees. For 2022, that decision is anticipated be made at the December 15, 2021 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.

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. (And if in doubt, submit an application!)

It should also be noted that there is a six-year term limit for SCA appointments to regional boards and committees. This limitation does not apply to alternates to regional boards and committees. The SCA bylaws provide that in extraordinary circumstances, the Board may make exceptions to the six-year term limit upon the recommendation of the PIC nominating committee and the PIC when a supermajority (2/3) of Board members present and voting at a meeting finds that doing so would be in the best interests of SCA and its member cities.

**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!

Pursuant to SCA Board Policy 701, "A member representing SCA is expected to reflect policy which has been developed by SCA when sitting as a member of any regional committee, board or task force." SCA representatives serving on regional boards and committees shall endeavor to avoid taking positions that are harmful to any SCA

member cities. SCA appointees shall follow the following protocols when serving on regional boards and committees:

- 1) When the PIC & Board adopt a public policy position, it shall be binding on SCA representatives serving on regional boards and committees;
- 2) In the absence of such a position, the SCA caucus of a given board or committee shall attempt to develop a caucus position that represents the consensus of the caucus, based (where applicable) on existing SCA policy positions;
- 3) Where no policy position has been adopted by the PIC and Board, and the caucus is unable to reach a consensus position, individual members shall be free to vote their conscience, with the caveat that no SCA representative to a regional board or committee shall vote in a manner that is at odds with an adopted SCA policy position.

**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 as a member or alternate 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. Can newly elected officials be appointed to regional boards and committees?**

Nothing in the SCA Bylaws or Board Policies precludes newly elected officials from being appointed to regional boards and committees. As a practical matter, it may be challenging for a newly elected official to get up to speed on the issues on a regional board or committee at the same time as they are learning the ropes as a new councilmember or mayor, and a newly elected official may not have the same knowledge of subject matter and level of past participation that the PIC Nominating Committee may consider when making appointment recommendations. The 2022 Call for Nominations will be shared with current elected officials and city staff. Cities are free to share the Call for Nominations with councilmembers and/or mayors elected in their jurisdictions in November 2021 if they wish to do so.

### **18. 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.

### **19. How do I decide which committees to serve on?**

We encourage you to take the time to review the [SCA Regional Committee and Board Appointment booklet](#). (Note – this link is to the 2020 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 SCA Executive Director Deanna Dawson or SCA Policy Director Brian Parry with questions.

### **Next Steps**

The tentative schedule for 2022 appointments is as follows:

- Call for nominations - **October 8, 2021**
- Nominating Committee appointed - **October 13, 2021**
- Deadline for applications – **November 4, 2021**
- PIC Nominating Committee meets – **November 19, 2021**
- Possible Nominating Committee follow up meeting – **November 30, 2021**
- SCA PIC makes a recommendation– **December 8, 2021**
- SCA Board of Directors finalizes– **December 15, 2021**

SCA staff and the SCA Board would appreciate feedback on ways to make the appointment process as transparent and inclusive as possible. To provide feedback or more information, contact SCA Executive Director Deanna Dawson at [deanna@soundcities.org](mailto:deanna@soundcities.org) or 206-495-3265.