



SCA Public Issues Committee Operating Policies

*Approved by the Public Issues Committee January 19, 2005, February 21, 2007,
January 14, 2009, September 14, 2011, December 12, 2012.*

A. Role and Responsibilities of SCA Public Issues Committee

1. Standing or Temporary Committees, General. The Board, by resolution duly adopted by a majority of the directors present at a meeting at which a quorum is present, may designate and appoint one or more standing or temporary committees. Such committees shall have and exercise the authority of the directors in the management of the corporation, subject to such limitations as may be prescribed by the Board; except, that no committee shall have the authority to: (a) amend, alter or repeal these Bylaws; (b) elect, appoint or remove any member of any other committee or any director or officer of the corporation; (c) amend the Articles of Incorporation; (d) adopt a plan of merger or consolidation with another corporation; (e) authorize a sale, lease or exchange of all or substantially all of the property and assets of the corporation not within the ordinary course of business; (f) authorize the voluntary dissolution of the corporation or revoke proceedings therefore; (g) adopt a plan for the distribution of the assets of the corporation; and (h) amend, alter or repeal any resolution of the Board or membership that by its terms provides that it shall not be amended, altered or repealed by a committee. The designation or appointment of any such committee and delegation thereto of authorities shall not operate to relieve the Board or any individual director of any responsibility imposed upon it, him or her by law. Only members in good standing may be represented on any committee of the Board. SCA Bylaw 4.17.1

2. Public Issues Committee. There shall be a Public Issues Committee which shall review and evaluate policy positions and recommend to the Board what, if any, action should be taken on such policy positions. SCA Bylaw 4.17.6

3. Regional Committee Appointments shall be recommended to the Board by December 1st each year. Additional recommendations may be made through June of each year. A nominating committee of the Public Issues Committee consisting of one representative of each SCA Regional Caucus shall be appointed by the Chair of the Public Issues Committee in October to recommend appointments to the committee. Members shall serve for a period of one year.

Appointees to major regional committees shall be selected from among elected officials otherwise qualified to serve in such positions, in accordance with the terms of the enabling documents creating such boards and committees. Appointees shall represent the positions of all the suburban cities. Equitable geographic distribution shall be considered in recommending appointments to the Board of Directors.

Suburban cities within King County who are not members of the Association may make recommendations to the nominating committee and be appointed to regional committees. SCA Bylaw 4.17.7.g

Appointments to regional boards and committees shall be made pursuant to the protocols set forth in adopted SCA Board policy 701.

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.

B. Manner of Acting

1. Membership shall consist of one representative and one alternate from each member city. Each representative or alternate must hold an elective office in the city or town they represent. SCA Bylaw 4.17.7.a

2. Resignation. Any member of any committee may resign at any time by delivering written notice to the President or the chairperson of such committee, or by giving oral or written notice at any meeting of such committee. Any such resignation will take effect at the time specified therein, or if a time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. SCA Bylaw 4.17.3

3. Vacancies on the committee are to be filled immediately by the member city responsible for the vacancy. SCA Bylaw 4.17.7.f

4. Committee Leadership shall be a Chair and Vice-chair elected by the committee. The nominating committee of the PIC shall solicit names for the Chair and Vice-chair of the PIC and make a recommendation to the PIC by December 15th of each year. The Chair may serve a one

year term with a two term maximum. The Chair shall establish the agenda in advance of each meeting in conjunction with the Executive Director. The Chair shall appoint subcommittees as needed.

5. Regular Meetings shall be held monthly or as deemed necessary.

SCA Bylaw 4.17.7.c.

6. Quorum; Manner of Acting

a. Fifty-one percent of the members of the committee, represented in person, shall constitute a quorum at a meeting of the committee. If less than a quorum of the members is represented at a meeting, a majority of the members so represented may adjourn the meeting. The vote of two thirds (2/3) represented in person at a meeting at which a quorum is present shall be necessary for the advancement of a public policy position to the Board. Votes shall be recorded in the minutes of the PIC meeting. Votes shall be in the name of the member city, rather than the individual representing the city.

SCA Bylaw 4.17.7.e

b. SCA Meeting Ground Rules/Protocol/Group Guiding Principles

During SCA Meetings:

- Participate—listen, share your ideas, thoughts and concerns, and ask questions
- One person talks at a time; no side bar conversations, please
- All voices are heard
- Stay on track
- Always RSVP to the SCA office regarding attendance per meeting
- Do your best to do the agreed upon “homework” and reading
- Turn off cell-phones
- Do not promote one city or project above others regardless of size.

SCA Board Policy 104.1

c. The PIC shall not make policy recommendations to the Board of Directors that are divisive among the members of SCA. See Board Policy 104.2. “Divisive” is defined as “creating disunity or dissension” among SCA member jurisdictions. SCA shall not take policy positions that are harmful to the interests of any member city, even if favored by a supermajority of members.

7. Special Meetings may be called by the Chair of the committee or at the request of the Board in an emergency situation. Single issue emergency meetings may be held by conference call. SCA Bylaw 4.17.6.d

8. Agenda Development. Issues shall be sent to the SCA Executive Director by any member, committee member or SCA delegation to any regional or county board, committee or task force to be placed on the agenda. Issues will be heard at one regularly scheduled meeting for discussion and may

return no sooner than the next regularly scheduled meeting for action. Resources for the development of the issue will be provided by the interested cities. If not immediately addressing a policy issue renders SCA unable to take a position on a timely basis, 85% of those present at a regularly scheduled meeting may declare an issue an emergency and the issue may be discussed and voted upon at the same meeting. SCA Bylaw 4.17.7.e

9. Process for Hearing an Issue.

- Issues will be heard at one regularly scheduled meeting for discussion and may return no sooner than the next regularly scheduled meeting for action. Resources for the development of the issue will be provided by the interested cities. If not immediately addressing a policy issue renders SCA unable to take a position on a timely basis, 85% of those present at a regularly scheduled meeting may declare an issue an emergency and the issue may be discussed and voted upon at the same meeting.
- Sub-committees, appointed by the Chair, will be made up of members declaring an interest in the issue

10. Agenda Structure.

- Order of Business
 - a. First on the agenda will be the action items (having been discussed at the prior meeting)
 - b. Second on the agenda will be discussion items (new items being brought forward)
 - c. Third, Regional Committee Reports will be called for. A time limit of 3 minutes per report will be encouraged.
 - d. Fourth, Other Business

11. Lobbying Activities. Individuals who are not members or staff of SCA may submit written materials regarding an agenda item to SCA for distribution at the PIC but are prohibited from lobbying the PIC or its members during debate of an issue. Materials are subject to SCA's guidelines for background papers.

C. General

- Communications shall be funneled electronically through the SCA office, including submissions to agendas, back-up materials, meeting notices.
- Meetings will be evening meetings unless otherwise noted.
- There will be no proxy voting.
- Meetings are open to the public.