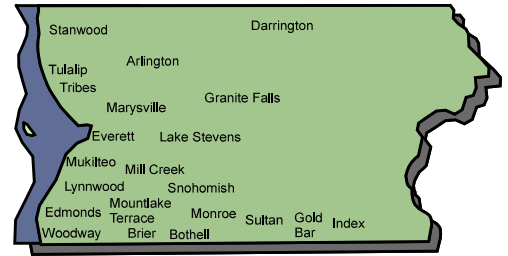


Snohomish County Tomorrow

A GROWTH MANAGEMENT ADVISORY COUNCIL



SNOHOMISH COUNTY TOMORROW STEERING COMMITTEE OPERATING GUIDELINES 4/27/22

NAME

The name shall be the Steering Committee of Snohomish County Tomorrow, or the Steering Committee.

AUTHORITY

The Snohomish County Tomorrow Steering Committee is the policy advisory body of the Snohomish County Tomorrow planning process. The Steering Committee reports to The Assembly of Snohomish County Tomorrow, which consists of all elected officials of Snohomish County, the cities and towns in the County, and the Tulalip Tribes. The Steering Committee shall report to the Assembly on the status of its efforts annually or more often as needed.

The Steering Committee operates under general authority granted to each municipal entity to participate in cooperative inter-jurisdictional planning efforts and specifically by the following:

- Snohomish County Motion No. 89-159, adopting the Snohomish County Tomorrow Planning Process, including the Steering Committee;
- Resolution to Participate in Snohomish County Tomorrow, as adopted by participating jurisdictions; and,
- Revised Code of Washington (RCW) 36.70A.210, as amended; laws of the State of Washington making comprehensive and inter-jurisdictional planning for growth management a mandatory requirement for cities, towns and the County.

MEMBERS

The members of the Steering Committee shall consist of one representative from each city and town in Snohomish County which is a signatory to The Resolution to Participate in Snohomish County Tomorrow; one representative of the Tulalip Tribes; and three representatives of the County of Snohomish, who may include the Snohomish County Executive and two County Councilmembers all of who shall be elected officials of their respective jurisdictions. These members shall be called Elected Official Representatives and shall each exercise one vote on Steering Committee decision items. In the case of a weighted vote, each Elected Official

Representative shall cast a weighted vote as set forth in the **Decision Making and Method of Vote** section contained in these Operating Guidelines.

The members so constituted shall select six additional members who shall be Snohomish County community members at large. One member from the Community Advisory Board (CAB) shall also be seated at each SCT meeting. These six members shall be called Community Representatives and, along with the CAB member shall be accorded full participation in Steering Committee meetings except for voting on decision items. Community Representatives and the CAB member are encouraged to express their recommendations during pre-vote discussion.

The term for Community Representatives shall be three (3) years, at which time the incumbent may re-apply for a new term. However, nominations may also be sought by the Steering Committee to fill the position. In the case of a mid-term vacancy, a replacement will be sought to complete the existing 3-year term which will commence upon election by the Steering Committee. At least two (2) Community Representatives shall represent unincorporated areas of Snohomish County. If the unincorporated status of a Community Representative changes and results in less than two (2) unincorporated Representatives, a vacancy will be announced. A new unincorporated Representative shall be elected whose new 3-year term will commence with selection.

ALTERNATE REPRESENTATIVE: An Elected Official Representative may, with the concurrence of his/her jurisdiction, designate an alternate to attend meetings of the Steering Committee and represent the member in meeting discussions. The alternate need not be an elected official, provided, however, that a non-elected official proxy may not participate in decision-making actions taken at such meetings.

ATTENDANCE AT MEETINGS

An attendance list shall be taken at each meeting of the Steering Committee, which list shall record members present and those absent. The list will become part of the permanent minutes.

Community Representatives and jurisdictions whose members or alternates are absent without excuse from three consecutive meetings will be considered "inactive" members. Members must call or email the Snohomish County Tomorrow offices in advance of a meeting in order to record an absence as "excused." The officers of the Steering Committee will direct the Coordinator to notify the appointing authority of the jurisdiction with such "inactive" member, and request full attendance or a reappointment. The Steering Committee shall act as a whole to select a replacement for any "inactive" Community Representative.

DUES STRUCTURE

Annual Snohomish County Tomorrow dues shall be assessed on a per-capita basis by jurisdiction and shall be based upon the most recent Washington State Office of Financial Management (OFM) population estimates. The annual assessment for

each member jurisdiction shall be calculated as a percentage-proportion of the total projected annual SCT budget. The dues calculation and assessment shall be approved annually by formal action of the Steering Committee.

OFFICERS

The Steering Committee shall appoint in February of each year two Co-Chairpersons and two Vice Chairpersons. One Chairperson shall be a member representing a participating city or town or tribe and one Chairperson shall be a member representing the County. One Vice Chairperson shall be a member representing a participating city or town or tribe and one Vice Chairperson shall be a member representing the County. Of the two officers, one chair and one vice chair, representing a city or town or tribe, one is to represent a jurisdiction at or above the average population of municipalities within Snohomish County, and the other is to represent a jurisdiction below the average population of municipalities within the County. The average population calculation is based upon the most recent population estimate from the Washington State Office of Financial Management.

The duties of the Co-Chairpersons shall be to chair meetings of the Steering Committee, execute such documents as may be approved by the Steering Committee, chair meetings of the Executive Committee and such other duties as may from time to time be assigned by the Steering Committee. The Vice Chairs shall chair meetings in absence of the Co-Chairpersons. The Vice Chairs shall serve on the Executive Committee and perform such other duties as may from time to time be assigned by the Chair(s).

The officers shall hold office for a term of one year or until their successors are appointed.

MEETINGS

Meetings of the Steering Committee shall be held on the fourth Wednesday of each month, beginning at 6:00 p.m., unless otherwise ordered by the officers.

One third of the Elected Official Representatives of the Steering Committee (seven Representatives) shall constitute a quorum.

EXECUTIVE COMMITTEE

A standing committee called the Executive Committee shall be established, which shall consist of the Steering Committee officers, the chairperson(s) of other standing committees created by the Steering Committee, and the County Executive or his/her designee. One third of the members of the Executive Committee shall constitute a quorum, such that there is at least one Steering Committee officer representing the County and one Steering Committee officer representing a city present.

The Executive Committee shall have such administrative powers as shall from time to time be delegated by the Steering Committee, which administrative duties shall include at a minimum authority to:

- Delegate planning of meetings agendas to the SCT Steering Committee Co-Chairs;
- Prioritize issues to be considered;
- Oversee preparation of budget and work program drafts for presentation to the Steering Committee;
- Issue payment for expenditures that are consistent with budgets approved by the Steering Committee;
- Coordinate Steering Committee schedules and work progress; and,
- Employ staff or consultants to assist in the completion of the approved work program.

COMMUNITY ADVISORY BOARD (formerly Partnership for Tomorrow)

A standing committee called the Community Advisory Board (CAB) shall be established. The Chairperson (s) of the CAB shall be appointed at the first CAB meeting of each year by CAB members and shall serve as official representative (s) to the Executive Committee. The membership of the Community Advisory Board will be representative of all facets of communities in Snohomish County, including leaders from city, County and tribal governments, citizen and nonprofit organizations, special purpose districts, business and industry, financial institutions and the building, development and real estate community. CAB members must either be residents of Snohomish County or have a business location address within the County. The business must have been in operation in Snohomish County for three years or longer. A post office box would not suffice as a business address for this purpose. CAB members need not be members of the Steering Committee. The Steering Committee shall appoint all members to the Community Advisory Board and will provide direction and oversight to the standing committee.

At the direction of the Steering Committee, the Community Advisory Board will review and make recommendations concerning Snohomish countywide growth management issues.

PLANNING ADVISORY COMMITTEE

A standing committee called the Planning Advisory Committee (PAC) is hereby created. The Chairperson (s) shall be appointed in February of each year by PAC members and shall serve as official representative (s) to the Executive Committee. The Planning Advisory Committee shall consist of one staff member from each of the participating jurisdictions. The Committee shall coordinate the technical elements of the Snohomish County Tomorrow planning process and make recommendations to the Steering Committee. The PAC may form "Working Groups" as needed.

INFRASTRUCTURE COORDINATING COMMITTEE

A standing committee called the Infrastructure Coordinating Committee (ICC) is hereby officially included as part of the Snohomish County Tomorrow organization. The Chairperson (s) shall be appointed in February of each year by ICC members and shall serve as official representative (s) to the Executive Committee. The ICC consists of public works representatives of the County, the cities, and the Tulalip Tribes, as well as the PUD and the Washington State Department of Transportation. In addition, water and sewer districts are invited to participate. The mission of the ICC is to coordinate the planning, functioning, and implementation of infrastructure and transportation systems in Snohomish County.

CITY/COUNTY MANAGERS AND ADMINISTRATORS GROUP, COUNTY EXECUTIVE AND COUNCIL STAFF

A standing committee comprised of City Managers and Administrators, County Executive and Council staff (MAG) is hereby officially included in the Snohomish County Tomorrow organization. The Chairperson(s) shall be appointed in February of each year by MAG members and shall serve as official representative (s) to the Executive Committee. The purpose and goals relate to an overall effort to define strategies and alternatives that allow for the transition of local and regional services as unincorporated urban growth areas become part of cities. They study service, revenue, and expenditure issues.

OTHER COMMITTEES

The Steering Committee may create such other committees as it deems necessary.

VOTING MEMBERS

Voting members of the Steering Committee are the Elected Official Representatives of the member jurisdictions:

Arlington	Index	Mukilteo
Bothell	Lake Stevens	Snohomish
Darrington	Lynnwood	Stanwood
Edmonds	Marysville	Sultan
Everett	Mill Creek	Snohomish County
Gold Bar	Monroe	Tulalip Tribes
Granite Falls	Mountlake Terrace	Woodway

DECISION MAKING AND METHOD OF VOTE

Action taken by the Steering Committee shall normally be by consensus. In relation to the Snohomish County Tomorrow Steering Committee, consensus is defined as a "general agreement or a majority of opinion." In some cases, there may be votes required to resolve issues. In most cases, a simple show of hands of a majority of those present should suffice. In those cases, the minutes should reflect the vote count. In some cases, a weighted vote may be required. A

weighted vote should be used sparingly and for important matters when substantial, good faith attempts at consensus fail. If the Executive Committee believes there is an item of significance on an upcoming agenda and a weighted vote may be required, notice of potential weighted vote shall be so indicated on the agenda. If, in the course of the decision making process, two or more voting representatives disagree with the consensus process, they may call for a weighted vote at a subsequent meeting. The Executive Committee shall schedule and note on the next regular meeting agenda the weighted vote or report on the status of the issue and the potential date it will be presented to the Steering Committee for action. The format for the weighted vote system is outlined below.

Each Elected Official Representative shall cast a weighted vote determined as follows. One voting unit shall be allocated for each 2500 of population residing in the jurisdiction, based on the most recent State of Washington Census of Population figures. Voting units shall be rounded upwards such that 1 - 2500 population equal 1 voting unit; 2501 - 5000 population equals 2 voting units; 5001 - 7500 population equals 3 voting units; etc. A weighted vote shall require a super majority of 60% of votes, of representatives present, for passage.

Once a recommendation has been made by the Steering Committee, the Coordinator shall transmit the recommendations(s) and appropriate attachments to the County Council Clerk and to each SCT member jurisdiction

From time to time the SCT Steering Committee will be required to assume responsibility for business delegated by the Puget Sound Regional Council (PSRC). The occasions that require SCT action shall be given specific designation on published agendas and shall be accompanied by a brief summary of requirements and guidelines as provided by the PSRC for use by SCT.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order shall govern the Steering Committee in all cases to which they are applicable and in which they are not inconsistent with these Guidelines and any special rules of order the Steering Committee may adopt.

AMENDMENTS

These Operating Guidelines can be amended at any regular meeting of the Steering Committee by a two-thirds vote of Elected Representatives present, provided that the amendment has been submitted in writing at a previous meeting.

PUBLIC ATTENDANCE AT COMMITTEES AND WORKING GROUPS, AND NOTICE OF MEETINGS

All SCT committees and Working Groups shall provide time on their agenda for public comment. Each committee and Working Group may individually establish

how much time each person may take for comments, and the overall amount of time on their agenda allotted for public comment.

While SCT is not required by law to give formal notice of its committee meetings, it will make information about committee meetings, including dates and meeting times, available through use of a range of methods including:

- Adding individuals to email distribution lists upon request,
- Posting meeting dates and times on the SCT webpages,
- Sharing meeting dates, times, and upcoming issues on the county's blog and in press releases as appropriate,
- Utilizing the county's subscription notification services,
- Other online media as appropriate.

PROCEDURES

I. Nominating Community Representatives to the Steering Committee

1. When a Community Representative position becomes vacant the following measures should be considered in order to fill it:
 - a. Announcing the vacancy at Steering Committee meetings and asking for nominations from the floor
 - b. Notifying all SCT committee members and asking for nominations
 - c. Appending each month's public meeting announcement with a statement that SCT is seeking to fill the vacancy
 - d. Posting notice on the County's and SCT's webpage
 - e. Asking the person holding the position if they wish to be re-appointed
2. People nominated for the position shall fill out an application form found by going to the County's "Boards & Commissions Vacancies" webpage. The full Steering Committee shall vote on the applicants using the same balloting process as for annual elections.
3. All departing Community Representatives may be given a token of appreciation (for example a card, plaque, certificate...)

II. Advertising Community Representative or CAB vacancies

When there is a vacancy for a Community Representative to the Steering Committee or the Community Advisory Board the following measures should be considered in seeking candidates:

- Announcing the vacancy at Steering Committee meetings and asking for nominations "from the floor"
- Notifying all SCT committee members and asking for nominations
- Appending each month's public meeting announcement with a statement that SCT is seeking to fill the vacancy
- Posting notice on the County's and SCT's webpage

III. General procedures

Name "tents" for Community Representatives should show the geographic and/or interest area they represent.

IV. Criteria and Process for Selecting Other Cities Representation to the PSRC Regional Staff Committee (RSC)

- Representation for this position would be from a city that is not represented directly on the PSRC Regional Staff Committee (RSC). (Currently, Everett is the only Snohomish County city that has its own seat at the table. Therefore, a director from any other city would be eligible for the position.)
- Selection of a representative would be made by a vote by PAC members, following nominations (self- or otherwise). The SCT Steering Committee would confirm the vote by PAC as soon as possible after election.
- The regular term for a representative to RSC would be 4 years—sooner, of course, if the representative stops working for an “other Snohomish County city,” otherwise can’t attend meetings, or wants to resign.
- The representative must already be familiar with the Growth Management Act and have experience with local governments in Washington.
- The representative must try to represent all “other cities”—not just his or her own city’s perspective.
- The representative should try to keep other PAC members informed of PSRC Regional Staff Committee activities and consider input. (This can probably be best achieved at PAC meetings, though other methods could be used, too.)
- Nominations for the next 4 year term should be sought by PAC in early 2017. ¹ Nominations should be opened to additional applicants as well as the current representative.
- The alternate positions would be subject to the same criteria and selection process as above, except that the term would begin and end on alternating years from the regular positions.
- Representatives would not serve more than two consecutive terms.

Steering Committee appointment of committee members would be transmitted to the County Executive’s office as an informational item. The County Executive would notify PSRC annually who the appointed representatives to RSC are for that year.

¹ This criterion was adopted in January and the PAC completed nominations in March 2017.

V. Criteria and Process to Select Other Cities Representation to PSRC Regional Project Evaluation Committee (RPEC)

- Representation for this position would be from a city that is not represented directly on the PSRC RPEC (currently, Everett is the only Snohomish County city that has its own seat at the table. Therefore, a representative from any other city would be eligible for the position.)
- Selection for a representative would be made by a vote of ICC members present at the meeting, following nominations (self-or otherwise).
- The regular term for a representative would be 2 years – sooner, if the representative stops working for “another Snohomish County city,” can’t attend meetings, or resigns.
- The representative must be familiar with the Growth Management Act and have experience with the local governments in Washington.
- The representative must try to represent all “other cities” – not just his or her own city’s perspective.
- The representative must try to keep other ICC members informed of PSRC RPEC activities and consider input. (This can probably be best achieved at the monthly ICC meeting, though other methods could be used, too.)
- ICC’s recommendation will be sent to SCT Steering Committee for approval prior to notifying PSRC Staff.

Note: The alternate position would be subject to the same criteria and selection process as above.