



The city of opportunity, the community of choice

City of Tukwila Advisory Boards and Commissions Handbook

City of Tukwila Mission

To provide superior services that support a safe, inviting and healthy environment for our residents, businesses and guests.

Strategic Goals and Objectives

- GOAL ONE** A Community of Inviting Neighborhoods & Vibrant Business Districts
- GOAL TWO** A Solid Foundation for All Tukwila Residents
- GOAL THREE** A Diverse & Regionally Competitive Economy
- GOAL FOUR** A High-Performing and Effective Organization
- GOAL FIVE** A Positive Community Identity and Image

Welcome to the City of Tukwila

Volunteers are a vital part of government's existence and are deeply appreciated. This information will provide a basic understanding of the philosophies and policies that make the City of Tukwila a wonderful place to volunteer and work. Please remember that these are general guidelines and are not meant to take the place of the by-laws and procedures developed by each advisory group.

Advisory Groups

Advisory bodies provide guidance to decision-makers and bring public participation into the process of government. Ideally the members represent the diverse viewpoints of the community and offer comprehensive recommendations to the City Council. This handbook provides an overview of the City's boards and commissions, outlines the process to serve on a City board or commission, reviews basic responsibilities and expectations of board and commission members and summarizes some of the state laws that affect advisory bodies.

City of Tukwila Boards, Commissions & Committees

Arts Commission

Major Duties: Advises City officials on arts matters, encourage citizen participation in the arts, promote art projects. Advises the Mayor on expenditure of arts related budget appropriations.

Term of Service: 4 years

Board of Ethics

Major Duties: The purpose of the Board of Ethics is to review ethics complaints for an initial determination of sufficiency before an investigation is initiated, adjudicate ethics complaints against elected officials and provide advisory opinions for elected officials, when requested. The Board of Ethics shall be composed of five members comprised of one member from each of the City's five standing Commissions – the Planning Commission, the Arts Commission, the Park Commission, the Equity and Social Justice Commission and the Civil Service Commission.

Term of Service: 1 year

Civil Service Commission

Major duties: The Civil Service Commission has jurisdiction on police and fire personnel issues as required by state law. The Commission administers civil service rules that provide the manner in which civil service (all police personnel and commissioned fire personnel) examinations, appointments, promotions, transfers, demotions, reinstatements, suspensions and discharges are made. Decides appeals from suspensions or terminations.

Term of Service: 6 years

Community-Oriented Policing Citizen's Advisory Board

Major duties: Advises and makes recommendations via the Chief of Police on issues concerning public safety and police services within the City. Enhances police-community relations.

Term of Service: 4 years

Equity & Social Justice Commission

Major duties: Advises City and school officials of opportunities to promote understanding and acceptance of cultural diversity in our community; serves as a resource for the community by providing information and educational forums that will facilitate a better understanding and awareness of social justice and human rights.

Term of Service: 2 years

Sister City and Civic Awareness Committee (Subcommittee of the Equity and Social Justice Commission)

Major duties: Advises the Mayor and City Council on how to best promote understanding and goodwill between the Tukwila community and the peoples of other nations through collaboration communication and programs and by connecting youth and residents with civic organizations for education and awareness.

Term of Service: 2 years

Human Services Advisory Board

Major duties: The Human Services Advisory Board advises the Mayor and City Council on the status of human service needs and programs in the City. The Board assists in monitoring and assessing the need for human services in Tukwila; provides recommendations for prioritizing human service needs; and recommends policies and programs for funding.

Term of Service: 3 years

Library Advisory Board

Major duties: Advises City officials on library services in the City, promotes library services and activities and promotes library gift giving.

Term of Service: 2 years

Lodging Tax Advisory Committee

Major duties: Provides recommendations to Mayor and City Council regarding the levying and application of Hotel/Motel tax collections.

Term of Service: Appointments are made by City Council on an annual basis

Park Commission

Major duties: Advises City officials regarding the acquisition, development, expansion and operation of parks and recreational facilities and programs.

Term of Service: 3 years

Planning Commission/Board of Architectural Review

Major duties: To hear and make recommendations or decisions on comprehensive planning, zoning, subdivision and land use permits. Also serves as the Board of Architectural Review to provide design review of proposed development plans.

Term of Service: 4 years

The Process for Becoming an Advisory Board, Commission or Committee Member

Community members submit a completed Boards and Commissions application to the Mayor's Office. The Mayor's Office will forward the application to the applicable Board(s) or Commission(s) for review. The Mayor recommends appointment of applicants to the advisory group and the appointments are confirmed by the City Council.

Terms and Reappointments

Terms of service vary by Board or Commission and range from annually to 6 years. Vacancies are filled throughout the year as needed. An individual may be reappointed for additional terms of service with the approval of the Mayor and City Council.

Resignations

If an advisory member is unable to complete their term of service a letter of resignation should be sent to the Mayor indicating the effective date of the resignation.

Roles and Responsibilities

Each member of a Board or Commission makes unique contributions, but some members may assume additional roles within the group. Each role that people fill within these groups has guidelines that help ensure success. The following are general guidelines that may vary with the requirements or need of each group.

Chair/Vice-Chair

- As group leader, the chair suggests group direction and options for setting goals
- Provides a supportive environment for process, content, and group members
- Sees that agendas are set
- Sets a positive tone and pace for the group
- May share the role of meeting preparation with the advisory group staff person
- Represents the group in the community

Group Member

- Arranges adequate time to carry out responsibility as a group member
- Comes to meetings prepared
- Listens to other group members and communicates with respect and courtesy
- Participates in group discussion and decision making

Staff Support for Advisory Groups

City staff support the City of Tukwila advisory groups. The primary role of staff is to represent the City and facilitate communication between the advisory group, City Administration, the City Council and other City departments. Staff responsibilities include:

- Ensuring that meeting notifications and recordkeeping is consistent with applicable state laws,

- Ensuring compliance with applicable laws, such as the Open Public Meetings Act (OPMA) and the Public Records Act (PRA)
- Providing professional guidance, issue analysis and recommendations
- Assisting with research, report preparation and correspondence
- Compiling agendas, maintaining minutes, forwarding recommendations and/or implementing actions

Being an Effective Advisory Group Member

Residents are appointed to a City of Tukwila advisory group to represent the public interest. The appointments may reflect a geographic interest, an area of expertise, or a special interest group or professional association. Each individual brings an important point of view. Considering diverse points of view produces comprehensive and fair recommendations.

Advisory bodies provide an important link between the community and City staff. The information each group provides about specific community needs and opinions can have a profound effect on public policies. Advisory group members play a very special role in creating recommendations on governmental issues.

As a member of an advisory group, you will be expected to:

- Represent community opinions, attitudes, and needs to City staff and the City Council
- Study programs and services
- Analyze problems and needs
- Offer recommendations

While advisory groups provide recommendations about policy, they do not create or administer policy, programs or services.

It is vital that all members regularly attend meetings and come to meetings prepared. The best preparation is to read all reports, proposals and other documents distributed by staff prior to meetings.

The Meetings

Each advisory group member is responsible for the content and productivity of meetings they attend and should come prepared to take ownership for their contribution to the meeting. Meetings do matter. The following guidelines will ensure that participants contribute productively.

- ☑ All participants arrive prepared
- ☑ There are clear group rules that all agree to honor
- ☑ Agenda is written and shared
- ☑ Start and end meetings on time
- ☑ All participants contribute
- ☑ All points of view are considered with courtesy and respect
- ☑ Process is focused
- ☑ Work to be accomplished is defined and assigned
- ☑ Laughter and fun are encouraged

Group Rules

Each group member is an individual and has a different way of accomplishing tasks. At times, these differences can cause friction between members and slow down the process of the group as a whole. Following the guidelines below will help prevent misunderstandings and disagreements.

- **Attendance:** Group should place a high priority on attendance at meetings. Talk about what would be legitimate reasons for missing a meeting, and establish a procedure for informing the group leader of a member's absence from a scheduled meeting.
- **Promptness:** Meetings should start and end on time.
- **Meeting place and time:** Specify a regular meeting time and place, and establish a procedure for notifying members of meetings.
- **Participation:** Everyone's viewpoint is valuable. Every team member can make a unique contribution; therefore, emphasize the importance of both speaking freely and listening attentively. When members have differing viewpoints respectively agree to disagree.
- **Stay on task:** Conversations should be limited to subjects that the group has the authority to make decisions on.
- **Basic conversational courtesies:** Listen attentively and respectfully to others, do not interrupt, one conversation at a time, and so forth.
- **Rotation of routine chores:** Decide who will be responsible for routine chores required of regular meetings and decide how to rotate these duties among the group of members.

Group Decision Making

Just as the functions of the City of Tukwila’s advisory groups are different, so are the ways in which each group reaches agreement. After a discussion, some groups may vote; others may prioritize and select the recommendation that emerged as a priority; and still others may use consensus as a way to reach a decision. It is important for volunteer advisory group members to be aware of the type of decision making process their group uses as spelled out by their bylaws.

Bylaws

Every advisory group must have a set of bylaws to direct and clarify its actions, procedures, and organization. Bylaws are the guidelines by which a group functions.

Bylaws should include expectations as well as guidelines for members. Issues such as attendance, responsibilities, and removal should be addressed in the bylaws. Advisory group members are expected to become familiar with and adhere to bylaws and all relevant statutes.

Laws Affecting Advisory Group Activities

Advisory group members should be aware of certain restrictions and requirements and be familiar with and operate within their group’s governing statutes, bylaws, and city, state and federal laws at all times.

These laws ensure that all levels of government operate properly. Fortunately, it is not difficult to comply with these laws. **The first step is to know what is required**. If a Board or Commission has a legal question, they may ask the staff liaison to request clarification from the City Attorney.

Influencing Ballot Measures and Using City Facilities for Political Purposes: Revised Code of Washington (RCW) 42.17A.555 strictly forbids the use of public facilities for the purpose of assisting a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition unless they are activities that are part of the normal and regular conduct of the office or agency. Advisory group members may support or oppose a candidate or ballot measure as an individual, but not in their capacity as a Board or Commission member. For example, Jane Doe, an appointed Planning Commissioner, cannot support a candidate by signing her name as “Jane Doe, Tukwila Planning Commissioner,” but she can sign “Jane Doe.” John Doe, who is a member of an advisory group, cannot use the facilities or the forum of an advisory group meeting to publicly support a candidate or ballot measure, but as an individual he can speak to individual members of the group to express his political opinions.

Open Public Meetings Act (OPMA)

The Washington Open Meeting Act (RCW 42.30), essentially requires three things:

- Notice must be provided for all meetings;
- Meetings must be open to the public; and
- Minutes must be created for each meeting.

A “meeting” is defined to include not only formal gatherings of the advisory group but also any occasion where a “quorum” (usually majority) of advisory group members come together and discuss group issues or City business. Electronic or telephonic communications may constitute a meeting which is subject to the Open Public Meetings Act if a majority of members discuss information, give input or take action via e-mail or telephone.

Every member of an advisory body must complete training on the OPMA within 90 days of appointment and must complete the training within 90 days of reappointment or every four years, whichever comes first. (RCW 42.30.205)

Link to OPMA Training: <https://youtu.be/pTnr-DvUu9M>

Public Records Act (PRA)

The Public Records Act (RCW 42.56) requires the minutes of all regular meetings to be recorded and made available for public inspection. The law also requires that agencies maintain records of business conducted and produce these records upon receipt of a public records request. Board and Commission members are subject to the Public Records Act, which means that all documents used or created by members in the course of their work as a Board or Commission members, are subject to Washington State records retention laws and disclosure under the Public Records Act. This includes email communications sent and received via a private email account, as well as any notes taken by members in the course of their work as Board or Commission members. Board and Commission members should promptly turn over any relevant documents when requested by the City pursuant to a public records request.

Every member of an advisory body must complete training on the PRA within 90 days of appointment and must complete the training within 90 days of reappointment or every four years, whichever comes first.

Link to PRA Training: <https://youtu.be/mTE2KNYxa4>

Ethics and Appearance of Fairness

Washington's ethics laws prohibit public officials from gaining financially as a result of his or her position. Also, public officials must declare any conflicts of interest at a public meeting. A conflict exists if a recommendation potentially could affect the finances of the group member or the finances of a family member. If a conflict exists, the member must declare this fact at a meeting where the issue is being discussed and refrain from discussing or voting on the recommendation.

Every member of an advisory body must complete training on Ethics within 90 days of appointment and must complete the training within 90 days of reappointment or every four years, whichever comes first.

Every member of an advisory board must sign a Conflict of Interest Disclosure Form and Ethics, OPMA and PRA Training Certification Form within 90 days of appointment and must sign new Disclosure and Certification forms within 90 days of reappointment or every four years, whichever comes first.

Link to Ethics Training: <https://youtu.be/PwBV-bt4P-o>



The city of opportunity, the community of choice

Conflict of Interest Disclosure

I have reviewed the City of Tukwila Boards and Commissions Handbook and understand my commitments and obligations as a member of the _____.
I agree to work with staff and other volunteers to comply with said responsibilities and abide by all relevant laws.

I understand that as an advisory board or commission member I may be asked to make recommendations to the City Council about the investment of City of Tukwila financial resources. I agree to abide by all state and local laws regarding Ethics in Public Office and to avoid situations where personal affiliations and/or relationships could have, or give the appearance of having, an influence on the matters being considered. If and/or when such a situations occur I shall disclose the potential conflict to the members of the advisory group and excuse myself from discussion and voting.

Member Signature

Date

Printed Name



The city of opportunity, the community of choice

Certification of Training

This will certify that as a member of the _____ I have received Ethics, Open Public Meeting Act and Public Records Act Training as outlined below.

Ethics: _____
Training Format (Live/Webinar/Video) Date

OPMA: _____
Training Format (Live/Webinar/Video) Date

PRA: _____
Training Format (Live/Webinar/Video) Date

I agree to comply with the OPMA and PRA and to abide by all relevant laws.

Member Signature

Date

Printed Name

The City of Tukwila is an equal opportunity organization and does not discriminate in violation of law on the basis of race, color, national origin, creed, religion, sex, age, marital status, physical or mental disability, genetic information, gender identification, status as an honorably discharged veteran or any other class protected by federal, state or local law. The City of Tukwila also promotes a productive work environment and does not tolerate discrimination, harassment or retaliation.

It is our goal to create, foster and maintain an atmosphere of non-discrimination. Discrimination in any form undermines morale and integrity of working relationships and interferes with the productivity of the group.

Anyone who feels they have been subjected to discrimination or harassment should immediately notify your advisory group staff liaison or the Mayor's office. Any reports of discrimination or harassment will be handled impartially and resolved promptly.

The City of Tukwila is a drug free organization and expects all employees and volunteers to report to their assignment free from drug and/or alcohol impairment. Volunteers must abide by the provisions of this policy as a condition of volunteer service.