SCA

SOUND CITIES ASSOCIATION

36 Cities. A Million People. One Voice.

PIC 101

Everything You Wanted to Know About the Public Issues Committee

(But Were Afraid to Ask)

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Deanna Dawson, Executive Director
Sound Cities Association

About Sound Cities Association:

Formerly known as the Suburban Cities Association, Sound Cities Association (SCA) is a nonprofit association representing the cities of King County. Its members collectively represent nearly one million constituents. SCA was founded in the 1970s to help cities with populations of under 150,000 act locally and partner regionally to create vital, livable communities through advocacy, education, leadership, mutual support, and networking.

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About Sound Cities Association:

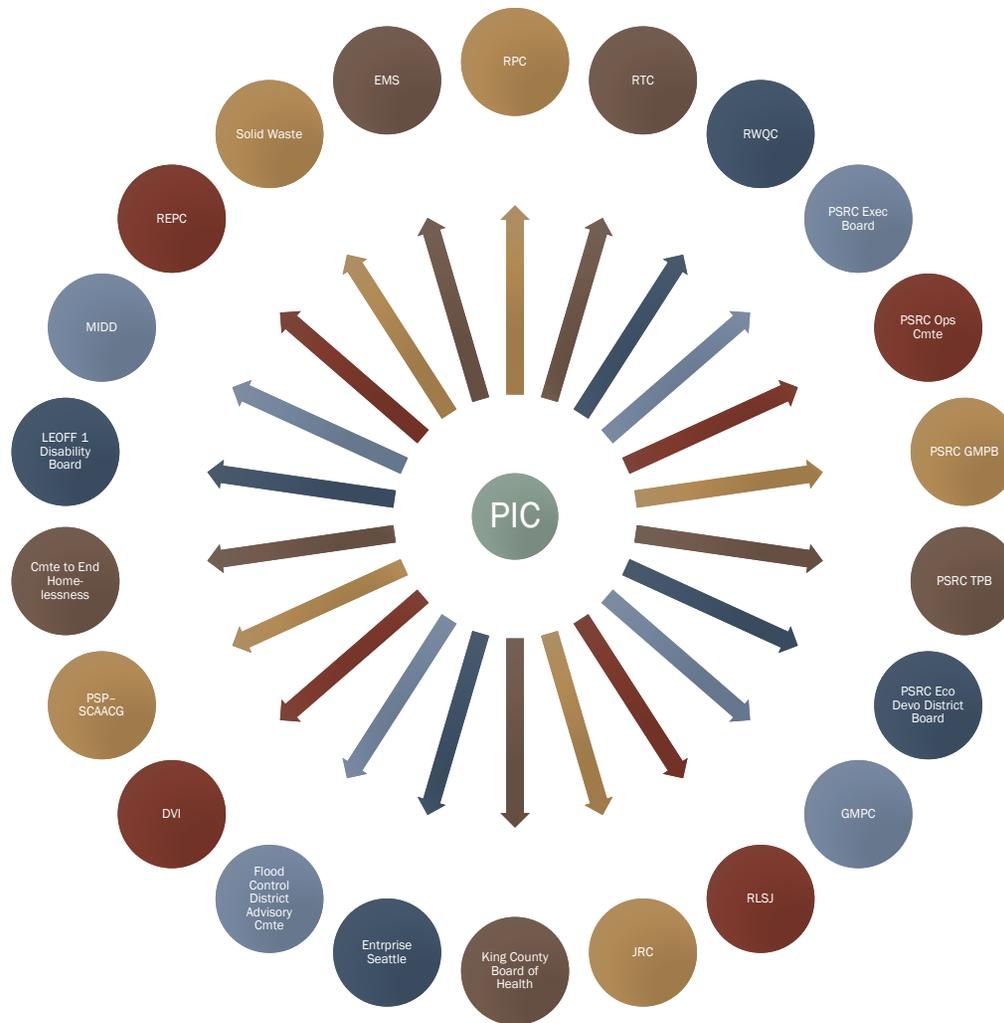Sound Cities Association (SCA) provides support to member cities through:

• Committee appointments and staffing;

• Policy research, analysis and advocacy;

• Training and education;

• Networking opportunities;

• And more!

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SCA appoints members to and staffs numerous regional boards and committees – the PIC plays an integral role in appointments, and policy direction to the committees

Each city has an equal voice on the PIC

Carnation (1,785) = Redmond (55,360) = Renton (93,910)

And SCA does not take positions that are "divisive" between member cities …

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Background on the PIC:

- Established by SCA in 1995 as a standing board committee;

- Per SCA Bylaws, the PIC "shall review and evaluate policy positions and recommend to the Board what, if any, action should be taken on such policy positions";

- Governed by SCA Bylaws (adopted by membership as a whole at Annual Meetings), SCA Board Policies (adopted by Board), and PIC Operating Policies (adopted by PIC).

The PIC is:

- Representative of each city in SCA;
- The body responsible for making recommendations on policies and committee appointments to the Board;
- SCA's vehicle for bringing policies to member cities, and for member cities to bring policies to SCA;
- What you choose to make of it!

Appointments to the PIC

- Q: How does SCA appoint members to the PIC?

    a.   The PIC appoints

    b.   The PIC Chair appoints, based on staff recommendations

    c.   The Board appoints, based on recommendations from PIC

    d.   None of the above

- A: d.   None of the above

Committee Appointments:

- Regional Committee Appointments shall be recommended by the PIC to the Board by December 31st 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
- The Public Issues Committee through its Nominating Committee shall review all pertinent information and determine a draft list of appointments for the coming year with regard to the following criteria:
  - 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

Policy direction to committee members:

- 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."

Policy direction to committee members:

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.

Membership on PIC:

- Each city has one seat:
- "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."
- "One city, one vote" principle reaffirmed by Board and Membership in 2012.

PIC Leadership:

- "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."
- 2016 PIC Chair: Marlla Mhoon, Covington
- 2016 PIC Vice Chair: Tola Marts, Issaquah

Meetings:

- Monthly on second Wednesday at 7 PM at Renton City Hall
  - PIC can change location, if desired
- Open to the public
- Special Meetings may be called by the Chair of the committee or at the request of the Board in an emergency situation.

How do policies come before the PIC?

- From SCA members, via:
  - Board
  - PIC Chair/Vice Chair
  - PIC discussion
  - Committees
  - Other SCA members, meetings (North End Mayors, individual cities, etc.)

  - Note: Staff memos generally note who initially brought policy forward

How is a policy position established?

- Policy brought to SCA staff, who work with interested parties to draft a proposed position to bring forward to PIC
- PIC discusses item, votes on whether to bring back for possible adoption at next meeting
  - Exception: emergency action
- PIC members bring item back to their individual cities (staff, mayor, council) for discussion and vetting
- Policy comes back to PIC at next meeting for vote
- Policy forwarded to Board for adoption

Emergency action:

- "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."

Quorum, voting:

- "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."

No "divisive" issues:

- "The PIC shall not make policy recommendations to the Board of Directors that are divisive among the members of SCA. '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."

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

Miscellaneous items of note:

- Please arrive early so we can begin promptly at 7 and end at or before 9;
- Please come to meeting prepared – read your packet, do your homework!
- Each PIC member and alternate has a name plate- please place at your seat, and tip during meeting when you wish to be recognized;
- Robert's Rules of Order are in effect;
- Members are seated at table;
- Alternates and guests may be recognized at discretion of chair, depending on nature of proceeding: inclusive, welcoming environment- but not a free for all;
- If you have questions, please ask!

PIC is a two-way street …

- Primary role of PIC is to bring all 36 cities together to set policies that reflect views of all members

- Another important role is to get information back to all 36 member cities

- Lessons from experienced members about how to make most effective use of the forum

David Baker	Leanne Guier
Hank Margeson	Catherine Stanford
Tola Marts	Marlla Mhoon

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Questions?

Deanna Dawson
(206) 495-3265 (cell)
deanna@soundcities.org