

## EVERETT COMMUNITY STREETS INITIATIVE TASK FORCE CHARTER

*Final version to be adopted by Task Force at Meeting 2*

1. RESPONSIBILITIES OF TASK FORCE. The Task Force has been tasked with the following responsibilities:
  - A. Explore and evaluate the issues and needs in Everett's commercial core areas relating to street-level social issues—homelessness, street crime, safe streets, thriving businesses.
  - B. Understand the systems currently in place to address these issues and identify major gaps.
  - C. Hear from others engaged in addressing street-level social issues in other Washington communities, and review promising practices from other jurisdictions to address these issues.
  - D. Identify both short- and long-term proposals for community action—by non-governmental service providers, county and city governments, other government agencies, the business community, residents, and others—acting individually or in partnership --to address these issues in order to foster a vibrant and healthy community in Everett. Recommendations shall include consideration of the following issues:
    1. homelessness
    2. mental health
    3. addiction
    4. public safety
    5. public spaces
    6. commercial streetscapes
  - E. Provide a report and recommendations to Mayor and City Council no later than *December 31, 2014*.
  - F. The Task Force is not charged with conducting a public outreach process, but may take public comment under advisement.

G. The Task Force shall be disbanded following presentation of its report and recommendations to the City Council.

2. MEMBERSHIP.

A. SIZE OF TASK FORCE. The Task Force shall consist of twenty-three (23) Members drawn from among a diverse group of stakeholders in the City's residential, business, and non-governmental sectors, and other community leaders.

B. NO ALTERNATES. Task Force Members shall not have alternates. [*Option: The Task Force can choose to allow Members to designate a single alternate to attend meetings in their absence.*]

C. RESIGNATION. Any Member of the Task Force may resign at any time by delivering written notice to the Mayor and Co-Chairs. A resignation shall be effective when the notice is delivered to the Mayor unless the notice specifies a later date.

D. DISMISSAL. Any Member of the Task Force may be removed from the Task Force by the majority vote of the Task Force for three (3) consecutive unexcused absences. The Task Force must advise the Member being dismissed and the Mayor in writing at least five days before taking the action.

E. APPOINTMENT OF REPLACEMENT MEMBER. Upon the dismissal, resignation or incapacity of a Member of the Task Force, the Mayor may appoint a replacement.

F. APPOINTMENT OF SUBCOMMITTEES. The Task Force may approve by majority vote, the creation of subcommittees composed of not more than eleven (11) Members to provide advice to the Task Force specific issues within the scope of the Task Force's general responsibilities. Subcommittees shall be governed by the same rules regarding meetings, voting, notice, waiver of notice and quorum as apply to the Task Force.

G. PUBLIC COMMUNICATIONS. Task Force Members may be called on from time to time to comment about the activities of the Task Force or the subject matter under deliberation. In such communications, Task Force Members will take care to distinguish any official Task Force positions from individual Member positions. Task Force Members agree to refer inquiries from the press to the Co-Chairs for response on behalf of the Task Force.

3. COMPENSATION. No compensation or reimbursement for expenditures shall be paid by the City for any service as a Member of the Task Force or as an officer of the Task Force.
4. TASK FORCE CO-CHAIRS. The Mayor has appointed Co-Chairs for the Task Force. The Co-Chairs will have the duties set forth in Section 6.
5. MEETINGS OF THE TASK FORCE.
  - A. REGULAR AND SPECIAL MEETINGS. The Task Force is expected to meet once every two weeks from July 24 through mid-November 2014. Regular meetings of the Task Force shall be held from **3:00 – 6:00 P.M.** at the **Weyerhaeuser Room** in Everett Station on the following Thursdays: **July 24, August 7, August 21, September 4, September 18, October 2, October 16, October 30, November 13.**
  - B. CANCELLATION OR ADDITIONAL MEETINGS. Cancellation of meetings, or adding additional regular meetings may be made by decision of the Co-Chairs, based on a survey of the availability of Task Force Members. Special meetings of the Task Force may be held at any time and place, whenever called by the Task Force Co-Chairs. Members *[or their Alternates]* must attend in person to participate in a meeting.
  - C. NOTICE OF MEETINGS. Notice of all scheduled meetings of the Task Force has been provided in section 5.A of this Charter. If a regularly scheduled meeting needs to be changed, City staff shall provide notice at least *seven (7) days* prior to the date on which the meeting will be held. If a special meeting is required, not less than *three (3) days'* notice shall be given by City staff charged with supporting the Task Force, by electronic mail. Any notice shall specify the date, time and place of the meeting; provided however, notice may be waived in writing signed by the person or persons entitled to such notice, whether before or after the time at which the notice is required to be given, which shall be equivalent to the giving of such notice.
  - D. AGENDAS. Prior to each regularly scheduled meeting, the Task Force Co-Chairs, working with the Facilitator and staff team, shall establish an agenda for the meeting, based on discussion and direction from the Task Force at the previous Task Force meeting. At the beginning of the meeting any Task Force Member may request that the Chair add an item to the agenda. The decision whether to add an item shall be made by the Chair. Agendas will be made available to the Task Force Members electronically (by email) *at least 4 days prior* to the meeting. Staff to the Task Force shall make best efforts to provide all meeting materials to the Task Force in advance of the meeting date.

- E. QUORUM. A quorum at any meeting shall consist of Task Force Members *[or their Alternates]* who represent a simple majority.
- F. VOTING. The Task Force shall attempt to make decisions by consensus. Upon request of any Member, a vote will be taken, in which case each Task Force Member in attendance at the meeting *[or their Alternate]* shall be entitled to cast one vote. Votes may not be made by proxy. A routine matter will be approved by a simple majority of all votes cast (e.g., to adjourn, elect a chair or vice chair, to approve the agenda, etc.). Any recommendation included in the final Task Force report must be approved by at least 60% of the Task Force members present and voting, provided further:
1. A matter will be deemed “a **consensus recommendation**” if approved by no fewer than 80% of the Task Force Members present and voting.
  2. A matter will be deemed a “**recommendation**” of the Task Force if approved by no fewer than 60% of the Task Force Members present and voting.
  3. The minutes shall reflect the votes of each Member.
- G. RULES OF ORDER. All meetings of the Task Force shall be conducted in accordance with the latest edition or revision of Robert's Rules of Order, except as otherwise provided in this Charter.
- H. MEETINGS TO BE PUBLIC. All meetings of the Task Force shall be open to the public.
- I. TASK FORCE MATERIALS TO BE PUBLIC. The deliberations of the Task Force are subject to the Public Records Act (Chapter 42.56 RCW). Unless exempt from disclosure requirements under state law, all meeting agendas, meeting summaries and meeting materials will be posted on a website by City staff.
- J. PUBLIC COMMENT. The Task Force may, but is not required, to accept oral public comment at any of its meetings. The City will provide means for members of the public to provide written and email comments to the Task Force. The Task Force may decide to accept oral public comment upon a 60% approval of the Members present and voting. If the Task Force votes to allow public comment, the presiding Co-Chair will decide the total time to be allotted for public comment at each meeting; *no speaker*

*may comment for longer than 3 minutes, and no more than 3 individuals may testify on the same side of any issue.*

- K. MINUTES. Summary minutes shall be kept of Task Force meetings, recording attendance, general discussion items, follow-up items, decisions and votes (where taken). Minutes shall be approved by the Task Force, and as approved shall be available to the public.
- L. FINDINGS, REPORTS AND RECOMMENDATIONS. The Facilitator will draft the Task Force report based on direction from the Task Force. The Task Force shall review and comment on the draft report, and shall approve the final Report by a vote of not less than 60% of the Task Force Members. Minority reports shall not be allowed; *provided that* the Task Force final report shall, upon request of Members dissenting from a recommendation, include a summary statement as to the position and rationale of such dissenting Members.

#### 6. CO-CHAIRS OF THE TASK FORCE.

- A. DUTIES OF CO-CHAIRS. The Co-Chairs shall have the following responsibilities:
  - 1. Take turns presiding at regular and special meetings (the Facilitator will facilitate the discussions so that the Co-Chairs can fully participate);
  - 2. Working with the Facilitator, confirm the agenda for all meetings;
  - 3. As necessary, call regular and special meetings of the Task Force;
  - 4. Act as spokesperson[s] for the and execute documents on behalf of the Task Force;
  - 5. Transmit to the Mayor and City Council the report and recommendations of the Task Force; and
  - 6. Such other duties as may be delegated from time to time by the Task Force.
- B. ABSENCE OR INABILITY OF CO-CHAIRS. In the case of the temporary absence or inability of the Co-Chairs to act, the Task Force may, from time to time, delegate the powers and duties of the Co-Chair to any other Task Force member by simple majority vote.
- C. VACANCY. Any vacancy in the post of Co-Chair of the Task Force may be filled by the Mayor from amongst the other Members of the Task Force.

7. STAFFING.

- A. The Task Force shall have an independent facilitator who will assist in development of agendas and materials, facilitate Task Force meetings, support the Co-Chairs, draft the Task Force report and recommendations, and otherwise assist the Task Force in procedural matters.
- B. The Mayor's Office shall provide for logistical and subject matter support to the Task Force from all City Departments as appropriate. In addition, senior staff representatives from Snohomish County have agreed to offer their services in support of the Task Force. A lead group of City and County staff will be identified and will participate in Task Force discussions at the table, but are not Task Force Members and will not have a vote.
- C. Task Force members acknowledge that staff may have limited time and resources to respond to all questions, information requests and/or to do analysis that may be required to answer questions. Staff will make all reasonable efforts to address Task Force requests for information or analysis pertinent to the issues under consideration by the Task Force and to do so in a timely manner based on readily available data and analysis. The Task Force may need to prioritize information requests given limited staff time and resources.
- D. Staff designated to provide support to the Task Force shall be responsible for the maintenance and circulation of the minutes and agendas of the meetings of the Task Force, and preparation and mailing or delivery of all meeting notices, agendas and materials to Task Force Members.

8. AMENDMENTS. This Charter shall be adopted, and may be amended, upon a 60% vote of the Task Force Members present and voting, provided that no amendment may be approved contrary to state law or City policy.