

CITY OF ISSAQUAH

Human Services Commission

RULES AND REGULATIONS

**Adopted 1/23/08
Amended 4/28/2021**

Pursuant to Section 2.36 of the Issaquah Municipal Code, we, the members of the Issaquah Human Services Commission, do hereby adopt, publish, and declare the following rules of procedure which shall govern the conduct of meetings, maintenance of order, and order of business at regular meetings.

Article I - NAME

The name of this Commission is and shall be the City of Issaquah Human Services Commission, hereinafter referred to as the "Commission."

Article II - OFFICERS AND DUTIES

Section 1: Officers

The Officers of the Commission shall consist of the Chair and a Vice Chair. Officers shall be elected at the first regular meeting in May for a one- year term. The Commission year shall be from May 1 to April 30 of the following year.

Section 2: Chair

The Chair shall preside over the meetings of the Commission and exercise all the powers usually incident to the office, retaining, however, as a member of the Commission, the full right to have a recorded vote in all deliberations of the Commission.

Section 3: Vice Chair

The Vice Chair, in the absence of the Chair from any meeting, shall perform all the duties incumbent upon the Chair. In the absence of the Chair and Vice Chair, the members present shall elect a temporary Chair who shall have the full powers of the Chair for that meeting only.

Section 4: Secretary

A Recording Secretary shall be provided by the City of Issaquah to prepare minutes which shall be forwarded to the appropriate staff liaison.

Article III-MEETINGS

Section 1: Regular Meetings

The scheduling and holding of all Commission meetings is to be done in accordance with Washington State law. Regular meetings of the Commission shall be held the fourth Wednesday of each month at 6:00 PM in the Police Facility/City Hall, or at such other time and place as the Commission may determine. Any regular meeting may be cancelled or rescheduled by the Chair, or in the event the Chair is unavailable, the Vice Chair can make the decision.

If, in any given month, there is no business which requires Commission action, the regular meeting(s) will be cancelled. Every effort will be made to conduct each meeting as efficiently as possible in order to adjourn the meeting no later than 8:00 PM.

Section 2: Legal Holidays

If a regular meeting falls on a legal holiday, that meeting shall automatically be held on the next day which is not a legal holiday unless the Commission, by formal action, sets an alternative day.

Section 3: Special Meetings

Special meetings of the Commission may be called by the Chair, or if absent the Vice Chair, or by a majority vote of the Commission members. The scheduling and holding of all Commission meetings is to be done in accordance with Washington State law.

Section 4: Quorum

A simple majority of the Commission, which shall be 4 or more members, shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Commission, shall be deemed the official action of the Commission. The Chair will assign alternates on a rotating schedule.

Section 5: Attendance

Attendance at all meetings is expected of all Commission members including alternates. Any member or alternate anticipating an absence from a meeting should notify the Chair or staff in advance of that meeting.

If a member shall miss three consecutive meetings without reasonable cause, such member shall tender their resignation to the Mayor.

Section 6: Standing or Temporary Committees

The Commission shall have full power to create standing or temporary committees of one or more members, charged with such duties of examination, investigation, and execution relative to one or more subjects of interest to the Commission, as it may deem necessary. No standing or temporary committee shall have the power to commit the Commission to the endorsement of any plan or program without submission to the Commission. Committee reports should be very brief, giving subject matter and date(s) during which the subject was discussed.

Section 7: Rules of the Meeting

- a. Participation. In keeping with Robert's Rules of Order, discussion by the members should be concise, to the point, and relevant to the business pending before the Commission.
- b. Staff Participation. The Chair may request any City employee qualified to give expert testimony and/or a presentation on a matter to address the Commission.
- c. Public Participation. Time limits for the maximum duration of Audience Comments and Public Hearings at any one meeting may be imposed at the discretion of the Chair.
- d. Robert's Rules of Order, Revised, shall govern the deliberations of the Commission except when in conflict with any of the sections contained herein.

Section 8: Voting

- a. Each member present has a duty and obligation to vote on all questions put before the Commission, unless an obvious conflict of interest or appearance of fairness question is present; however, if a member is not excused from voting, such member shall be determined to have voted with the majority at the time the vote is taken
- b. Any member of the Commission who has an obvious material, direct or individual interest in any matter before the Commission shall publicly so indicate, shall then leave the room during the period of discussion and action thereon, and shall refrain from any prior discussion of such matter with other members of the Commission.
- c. If an obvious conflict of interest or appearance of fairness question is not apparent to all members of the Commission present, the member shall be excused from voting on an issue only by a majority vote of the other members present.

- d. If it is determined by a majority vote of the members present that a member has a conflict of interest or would violate the appearance of fairness doctrine, then such member shall be denied a vote on such issue.

Section 9: Agenda and Staff Reports

A focused agenda for every regular meeting shall be prepared and distributed by the City Staff to each Commission member not less than five days prior to the date of the meeting at which such agenda is to be considered, unless circumstances dictate otherwise. The agenda shall be accompanied with a complete copy of the unapproved minutes of the previous meeting, staff reports, and such other materials, illustrations, petitions, etc., as may pertain to the agenda.

Section 10: Order of Business

The order of business for each regular meeting of the Commission shall be as follows:

- a. Call to Order
- b. Public Comments
- c. Approval of Minutes
- d. Chair Report
- e. Staff Report
- f. Agenda Items
- g. Other Business/Announcements
- h. Adjournment

Section 11: Meetings Open to the Public

Any regular or special meetings of the Commission shall, by Washington State Statute, be open to the public.

Article IV - COMMISSION RESPONSIBILITIES

The Commission shall have the power and responsibility to perform the following functions per IMC 2.52.040:

- A. The Commission shall in all matters be advisory to the City Council.
- B. The Commission shall provide the public with opportunities to be involved in the Commission's activities.
- C. The Commission's work shall be governed by the adopted Human Service Policies.
- D. The Commission shall advise the City Council as to changes or refinements to these Policies as needed.
- E. The Commission shall review all requests for funding of human services in light of the guidelines contained in the Human Services Policies and make recommendations to the City Council.
- F. The Commission shall develop recommendations on priorities for the allocation of City resources to meet identified needs.
- G. The Commission shall actively pursue the goal of regional cooperation in the planning, funding and delivery of human services.

- H. The Commission shall conduct studies and provide recommendations to the City Council on emerging issues and concerns in the area of human services.
- I. The Commission shall review and make comment on City actions which may affect the availability of human services in the City.

The foregoing operational procedures were approved and adopted at a special meeting of the Commission held on the 28th day of April, 2021.

DocuSigned by:
Derek Franklin
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Derek Franklin, Chair

DocuSigned by:
Rebekah Smith
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Rebekah Smith, Vice-Chair

Certificate Of Completion

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Source Envelope:	
Document Pages: 5	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Tisha Gieser
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	135 E. Sunset Way
	Issaquah, WA 98027
	TishaG@issaquahwa.gov
	IP Address: 24.17.201.246

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5/5/2021 11:15:01 AM	TishaG@issaquahwa.gov	

Signer Events

Derek Franklin
 djfranklinmz@gmail.com
 Security Level: Email, Account Authentication (None)

Signature

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Timestamp

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 Signed: 5/5/2021 3:35:23 PM

Signature Adoption: Pre-selected Style
 Using IP Address: 50.204.250.78

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Rebekah Smith
 smithra04@gmail.com
 Security Level: Email, Account Authentication (None)

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 Using IP Address: 73.239.221.179

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/5/2021 11:19:55 AM

Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	5/6/2021 7:43:57 AM
Completed	Security Checked	5/6/2021 7:43:57 AM

Payment Events	Status	Timestamps
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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

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To advise City of Issaquah of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at gust@issaquahwa.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to gust@issaquahwa.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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- ii. send us an email to gust@issaquahwa.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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