

CITY OF ISSAQUAH ECONOMIC VITALITY COMMISSION

RULES AND REGULATIONS

Pursuant to the Issaquah Municipal Code Chapter 2.89, Economic Vitality Commission, we, the members of the City of Issaquah Economic Vitality Commission, do hereby adopt, publish, and declare the following rules and regulations.

The rules and procedures established herein 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 ECONOMIC VITALITY COMMISSION, hereinafter referred to as the “COMMISSION.”

ARTICLE II — OFFICERS AND DUTIES

Sections 1: Officers

The Officers of the COMMISSION shall consist of a Chair and Vice-Chair. Officers shall be elected each year for a one-year term, at the first regular meeting held in May of each year. Officers may be re-elected without limit. The COMMISSION year shall be from 1 May to 30 April 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, to himself/herself as a member of the COMMISSION, the full right to have his/her own vote recorded 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 may elect, for that meeting only, a temporary Chair who shall have full powers of the Chair.

Section 4: Staff Liaison

A Commission Liaison shall be provided by the Economic Development Department to schedule meetings, prepare agendas & minutes and keep such records, attend to correspondence of the COMMISSION, and perform such duties as may be deemed necessary.

ARTICLE III — MEETINGS

Section 1: Regular Meetings

Regular meetings of the COMMISSION shall be held on the third Wednesday of each month at 6:00 p.m. in the Tibbetts Creek Manor at 750 17th Ave. NW, Issaquah, or at such other place as the COMMISSION may determine. Any regular meeting may be canceled or rescheduled by the Chair or in his absence, by the Vice-Chair. If, in any given month there is no business which requires COMMISSION action, the regular meeting may be canceled. Meetings will be held no less frequently than once every two (2) months. Every effort will be made to conduct each meeting in as efficient a manner as possible in order to adjourn the meeting no later than 9:00 p.m.

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 any of the following: Chair, or in his/her absence by the Vice-Chair; or, by a majority vote of the COMMISSION members; or, by the COMMISSION Staff Liaison. The scheduling and holding of all COMMISSION meetings is to be done in accordance with Washington State Law.

Section 4: Quorum

It is recognized that the size of the Commission will be 9 members plus 3 Alternates. As such, five (5) 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.

Section 5: Attendance

Attendance at regular meetings is expected of all COMMISSION members, unless they have an excused absence, such as illness, family emergency, vacation, out of town or job related commitments. For an absence to be considered 'excused', a member shall notify the Staff Liaison in writing, at least two (2) days in advance of any meeting if at all possible. The Staff Liaison will notify key staff, Commission Chair and Vice Chair accordingly. This is important in determining whether or not a quorum of the Commission will be present and whether a meeting may need to be rescheduled.

Per IMC 2.89.020, Members of the COMMISSION may be removed by the Mayor for unexcused absence from more than three (3) consecutive regular meetings.

Members finding themselves unable to attend regular meetings are expected to tender their resignations.

Section 6: Alternate Members

Alternate members are expected to attend all meetings as provided under Section 5 of these Rules. An alternate member's purpose is to participate in COMMISSION discussions and serve as a voting member in the absence of any regular COMMISSION member. If there is more than one alternate member, the Chair shall determine the alternate that will serve as the voting member for the absent COMMISSION member. In determining which Alternate will serve in place of an absent Regular member, a preference will be given to the Alternate(s) attending the meeting in person.

Section 7: Virtual Attendance

1. Members are expected to attend meetings in person unless the City has recommended an entirely virtual meeting as allowed under certain circumstances in RCW 42.30.230.

2. However, members may request permission from the staff liaison to attend a meeting virtually if they are unable to attend in person for reasons such as work travel, a medical restriction, or quarantine. Permission will be granted if:

- a. The staff liaison is able to determine that a quorum of the members will attend the meeting in person.

However, if the COMMISSION has two or more vacancies, virtual attendance will be allowed even if a quorum cannot be reached in person.

- b. The member can give their full attention to the meeting. If the member is ill or otherwise unable to give their full attention, they should request an excused absence.

- c. The request is made five days prior to the meeting. This is to ensure the virtual meeting platform and equipment needs are met. Requests made with shorter notice may be granted if the staff liaison is able to make the necessary arrangements to allow virtual attendance.

3. Members attending virtually will be considered present at the meeting and may fully participate in the meeting as if they were physically present.

The Chair may attend a meeting virtually but must pass the Chair role to another member who is physically present at the meeting, except in such cases when an entirely virtual meeting is held as allowed under State law.

4. At a minimum, members attending virtually must be audible to all present and have access to any visual presentations being provided during the meeting. However, video participation is strongly recommended. Members participating by video should leave their camera on for the duration of the meeting and notify the Chair or staff liaison if they need to step away from the meeting.

5. During any meeting that a member is attending virtually, the Chair or staff liaison will:

- Confirm that the member is audible to all attendees, that they can adequately hear all other attendees, and that they have access to any visual presentations.

- State for the record that the member is attending virtually. The member's virtual participation will be noted in the minutes.
- Ensure that adequate time is provided for the member to unmute to participate in the meeting, including discussion and any voice votes (if serving as a Regular member). If there is any question as to whether the member participated in a vote, a roll call vote should be called.

6. If an interruption to a member's audio or video connection occurs, and their attendance was not necessary to maintain a quorum, the meeting will proceed without them.

If their attendance is necessary for the COMMISSION to maintain a quorum, then the meeting must stand in recess until they are able to rejoin the meeting. If they are unable to rejoin the meeting, then the meeting must be adjourned.

Section 8: Standing, Temporary or Sub-Committees

The COMMISSION shall have full power to create standing, temporary or sub-committees of no more than four members, charged with such duties of examination, investigation, and inquiry relative to one or more subjects of interest to the COMMISSION, as it may determine necessary. No standing, temporary or sub-committee shall have the power to commit the COMMISSION to the endorsement of any plan or program without its submission to the body of the COMMISSION, unless otherwise required by the COMMISSION. Committee reports should be brief, giving subject matter and date(s) during which subject was discussed. Committee reports should also include a recommendation.

Section 9: Rules of the Meetings

1. Robert's Rules of Order, Revised, shall govern the deliberations of the COMMISSION except when in conflict with any of the rules contained herein.

Section 10: Participation

1. **Member 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.

2. **Staff Participation.** The Chair may request any designated City staff member or consultant to City staff, qualified to give expert testimony and/or a presentation on a matter, to address the COMMISSION. If a virtual option for attending a meeting is available, the staff presenters may choose to attend the meeting either in person or virtually.

3. **Public Participation.** Members of the public may address the COMMISSION as indicated on the agenda under Public Comment. The following guidelines are established:

- a) When recognized, the audience member shall use the lectern/microphone
- b) State their Name and Address or Relationship to City
(e.g. resident, business owner, property owner, etc.)

- c) Limit comments to five minutes or less
- d) Submit written comments to the staff liaison

While not a question and answer session, the staff liaison may follow up with individuals regarding questions or concerns.

The Chair shall have the discretion to make exceptions to the time restrictions or impose an overall maximum duration.

If a virtual option for attending a meeting is available, the public may choose to attend meetings either in person or virtually, unless the meeting is solely held virtually, in which case the public may attend virtually. Attendance may be limited during declared emergencies pursuant to Chapter 42.30 RCW. Both in person and virtual attendees will have the opportunity to make public comments. However, if a virtual attendee does not respond after their name or phone number is called or if their connection is lost unexpectedly as the result of a technical issue, the meeting will need to proceed.

Personal attacks, obscene language, derogatory remarks and disruptive behavior such as shouting, booing, clapping, and stomping feet will not be permitted. If a speaker is out of order, the Chair will direct the speaker to return to his or her seat, or, for virtual attendees, may direct staff to mute their microphone. If a speaker does not comply, the Chair may take a recess to restore order. If a disruption to the meeting occurs and order cannot be restored, the Chair may proceed to use one of the options provided for in RCW 42.30.050 to ensure orderly continuation of the meeting.

Section 11: Voting

1. All motions put before the COMMISSION, excluding amendments of Rules or regulations, shall be decided by an affirmative vote of a majority of members in attendance. (See Article IV for Amendments.)
2. COMMISSION members may only abstain on votes related to approval of minutes at meetings which they did not attend.
3. A tie vote will be recorded as a denial of the motion. Prior to concluding with a tie vote, the Chair will call for further discussion and a re-vote.

Section 12: Conflict of Interest

1. Any member of the COMMISSION who has a material, direct, or individual interest in a matter before the COMMISSION shall publicly so indicate at the first available time and prior to voting on the issue on which they have a conflict.
2. After the conflict of interest is stated, the COMMISSION may then, by a majority vote, excuse a member from voting on the issue. If a member is excused from voting, they shall leave the meeting room. They will be considered absent when voting occurs.

Section 13: Agenda and Staff Reports

An agenda for every regular meeting should be prepared and distributed by the Economic Development Department to each COMMISSION member and alternate not less than five (5) calendar days prior to the date of the meeting at which such agenda is to be considered. For the COMMISSION members, the agenda should be accompanied with a complete copy of the unapproved minutes of the previous meeting, staff reports, and such other material, illustrations, petitions, etc. as may pertain to the agenda.

Section 14: Order of Business

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

- A. Call to order
- B. Approval of Minutes of Preceding Meeting
- C. Public Comment
- D. Commission Business
- E. Reports
- F. Other Business/Announcements
- G. Adjournment

Section 15: Meetings Open to the Public

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


Section 16: Violation of Rules & Regulations


These Rules & Regulations are intended to help the COMMISSION conduct business. Any violation of these Rules shall not be cause to invalidate any action or proceeding of the COMMISSION, nor shall a third party, have the right to insist on adherence to these rules nor to rely on their adherence.

ARTICLE IV — AMENDMENTS

These rules and regulations may be amended by an affirmative vote equal to a majority of the total membership of the COMMISSION (five members), at a regular or special meeting.

The foregoing rules and regulations were approved and adopted at a regular meeting of the COMMISSION held on April 19, 2023.

DocuSigned by:

C63C6887D40D454
Chair

DocuSigned by:

100A6151D7384D2...
Vice-Chair

Certificate Of Completion

Envelope Id: 36E6925EBD1C429EB4CC8FD444C3F26F	Status: Completed
Subject: Complete with DocuSign: EVC Rules & Regulations 04192023.pdf	
Source Envelope:	
Document Pages: 6	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: 174.127.161.34

Record Tracking

Status: Original	Holder: Tisha Gieser	Location: DocuSign
5/8/2023 12:21:56 PM	TishaG@issaquahwa.gov	

Signer Events

Ashwin Muthuvenkataraman
 ashwinm@teamlogicit.com
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

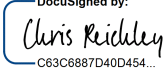
 100A6151D7384D2...
 Signature Adoption: Drawn on Device
 Using IP Address: 24.16.143.217
 Signed using mobile

Timestamp

Sent: 5/8/2023 12:24:08 PM
 Viewed: 5/8/2023 5:49:00 PM
 Signed: 5/8/2023 6:10:09 PM

Electronic Record and Signature Disclosure:
 Accepted: 5/8/2023 5:49:00 PM
 ID: 9010da93-befd-401d-9f92-92594a726905

Chris Reichley
 christopher.reichley@harborstone.com
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 C63C6887D40D454...
 Signature Adoption: Pre-selected Style
 Using IP Address: 216.194.107.69

Sent: 5/8/2023 12:24:08 PM
 Viewed: 5/8/2023 1:03:12 PM
 Signed: 5/8/2023 1:03:26 PM

Electronic Record and Signature Disclosure:
 Accepted: 5/8/2023 1:03:12 PM
 ID: 495fd347-1cf5-478f-87db-bec89f940b62

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

Jen Davis Hayes
 JenH@issaquahwa.gov
 Economic Development Manager
 City of Issaquah
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 5/8/2023 12:24:08 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Witness Events	Signature	Timestamp
-----------------------	------------------	------------------

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	5/8/2023 12:24:09 PM
Certified Delivered	Security Checked	5/8/2023 1:03:12 PM
Signing Complete	Security Checked	5/8/2023 1:03:26 PM
Completed	Security Checked	5/8/2023 6:10:09 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Issaquah (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

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.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Issaquah:

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:

To contact us by email send messages to: gust@issaquahwa.gov

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.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Issaquah

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.

To withdraw your consent with City of Issaquah

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- 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..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Issaquah as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Issaquah during the course of your relationship with City of Issaquah.