

CITY OF RENTON, WASHINGTON

RESOLUTION NO. 4476

A RESOLUTION OF THE CITY OF RENTON, WASHINGTON, ADOPTING THE RENTON EQUITY COMMISSION BYLAWS.

WHEREAS, the Renton Equity Commission (“Commission”) Bylaws were adopted by the Commission during its regular monthly meeting June 14, 2022, and will be used for the governing of the Commissioners; and

WHEREAS, the Commission may recommend amendments to the Bylaws in the future, which will be subsequently vetted by City Administration; and

WHEREAS, any proposed revisions to the Bylaws approved by the Commission will be submitted by staff to the City Council for consideration of adoption.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RENTON, WASHINGTON, DO RESOLVE AS FOLLOWS:

SECTION I. The City Council hereby adopts the Bylaws of the Renton Equity Commission, a copy of which is attached hereto as Exhibit “A” and incorporated by this reference.

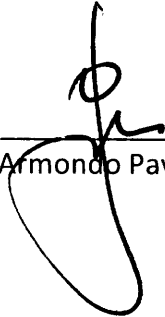
PASSED BY THE CITY COUNCIL this 15th day of August, 2022.



Jason A. Seth, City Clerk

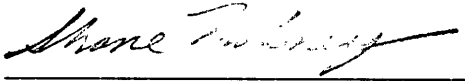
RESOLUTION NO. 4476

APPROVED BY THE MAYOR this 15th day of August, 2022.



Armondo Pavone, Mayor

Approved as to form:



Shane Moloney, City Attorney

RES-EHHS:1914:7/7/22



EXHIBIT "A"
RENTON EQUITY COMMISSION BYLAWS

**CITY OF RENTON
BYLAWS OF THE
RENTON EQUITY COMMISSION**

The City of Renton (“City”) Equity Commission (“Commission”) has adopted the following as its Bylaws setting forth the rules and procedures deemed necessary to carry out its duties established in chapter 2-7 of the Renton Municipal Code (“RMC”). After approval of these Bylaws by the Renton City Council, the Commission will file a copy of these Bylaws with the City Clerk of Renton.

ARTICLE I – ORGANIZATION, PURPOSE, STRUCTURE, ELECTION OF OFFICERS AND DUTIES

1.1 ORGANIZATION:

i. The Commission serves the City as an instrument through which the employees and officials of the City may obtain advice and assistance using the Renton Equity Lens to identify and address inequities in order to eliminate racial, economic, and social barriers identified in City programs, services, and policies.

1.2 PURPOSE:

i. The Commission was established by adoption of City of Renton Ordinance No. 6033 on November 1, 2021.

ii. Pursuant to RMC 2-7-3, the role of the Commission will be to act in an advisory capacity by making recommendations to the Mayor and City Council on matters referred to the Commission by the Mayor, City Council, and City staff. The primary duties and powers of the Commission are intended to advance equity and inclusion in support of the City’s goal to build an inclusive, informed, and hate-free city with equitable outcomes for all in support of social, economic, and racial justice.

1.3 APPOINTMENTS, TERMS, MEMBERSHIP, AND VACANCIES:

i. The Commission will consist of nine members appointed by the Mayor and confirmed by City Council as follows:

ii. At the time of initial appointment three members shall be appointed for one year; three members shall be appointed for two years; three members shall be appointed for three years. At the expiration of the initial term, three members shall be appointed each year for three-year terms.

iii. Terms shall be from January 1 of the appointment year, through December 31 of the term expiration year.

iv. Membership should reflect the diversity of the City including but not limited to ethnicity, race, age, gender, faith, gender identity and expression, and profession. Due to the size of the Commission, it is understood it is possible not every group may be represented.

v. Members shall, from the time of their appointment and confirmation through their term, be a resident of, or business owner in, the City of Renton and able to attend

meetings as necessary. If they no longer reside or have a business in Renton, they forfeit their membership in the Commission as of the date of their move.

vi. Applicants for appointment shall have a demonstrated commitment to equity.

vii. At least one member shall be a youth member between the ages of 18 and 25 at the time the member is confirmed in their appointment.

viii. No sitting City Council member shall be a member of the Commission; if a Commission member is elected or appointed to City Council, they shall forfeit their membership on the Commission effective at the date of their swearing-in as a Council member. Nothing in this section is intended to discourage former City Council members from applying for appointment so long as they meet other appointment requirements.

ix. No current City employee or consultant shall be a member of the Commission; if a Commission member becomes employed or contracted by the City, they shall forfeit their membership on the Commission effective on their first day of employment or contract with the City. Nothing in this section is intended to discourage former City employees or consultants from applying for appointment so long as they meet other appointment requirements.

x. Should a member need or wish to resign an appointed position prior to the expiration of the term, they shall notify the Chairperson and staff liaison in writing. The member will receive a written acknowledgement of the resignation. Upon receipt of applications, a recommendation for an individual to fill the vacated position will be presented to the Mayor for appointment and confirmation according to the process noted above. If appointed, the individual will serve out the remaining time of the vacated term.

xi. Upon term expiration, Commission members who desire serving another term may re-apply for their position by completing an application. The application will be considered, along with others received, for a final recommendation to the Mayor.

xii. Unless there is not a sufficient number of candidates, Commission members are limited to not more than two consecutive full three-year terms in order to maintain diverse representation of the Commission.

1.4 ELECTION OF OFFICERS PROCESS AND DUTIES OF OFFICERS

i. Officers shall be elected as set forth in RMC 2-7-3.E. The Chairperson shall preside at all meetings. The Chairperson cannot make motions but may vote on matters before the Commission.

ii. The Commission may also elect a Vice Chairperson using the same election process as set forth below. The Vice Chairperson shall, in the absence of the Chairperson, perform the duties and possess the powers of the Chairperson, and, in addition, perform other duties assigned by the Chairperson.

- iii. The election process for the Chairperson and Vice Chairperson positions will occur annually at the beginning of the Committee's first meeting.
- iv. The Chairperson will be elected first. The Vice Chairperson will then be elected.
- v. City staff will facilitate the process to elect the Chairperson and Vice Chairperson. The process shall be the same for both positions and will be as follows with the election of the Chairperson taking place first.
- vi. Nominations will be opened for election of a Chairperson first. Self-nominations will be considered for all officer positions.
- vii. Commission voting members may nominate up to one member per person for each position. A nominee has the option to decline the nomination if they so choose.
- viii. Once all nominations have been recognized, City staff will close nominations.
- ix. Nominees may make a brief statement about their experience and why they would like to serve as Chairperson.
- x. The Commission will vote. Nominees will be voted upon in the order in which they were nominated. Voting will be complete once a simple majority of the voting members present at the meeting vote in favor of one of the nominees. Voting shall be conducted by voice vote unless a show of hands is required for clarification.
- xi. Steps v through x will be repeated for the process to elect a Vice Chairperson. All parameters of the election shall be consistent with those used to elect the Chairperson.
- xii. Unless there are not sufficient candidates, no Commission members shall serve as elected officers for the Commission more than two consecutive one-year terms in order to maintain diversity in Commission leadership.

ARTICLE II – RULES OF PROCEDURE

2.1 ROBERT'S RULES OF ORDER:

- i. Unless otherwise provided by law or modified by these rules, the procedure for Commission meetings shall be governed by *Robert's Rules of Order*.
- ii. The Commission has an obligation to the public to be clear and simple in its procedures and in the consideration of the questions coming before it. Therefore, Commission members should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the Commission as a whole, and to confuse the audience at public meetings and the public in general.

2.2 PRESIDING OFFICER:

- i. The Chairperson, or in the Chairperson’s absence the Vice Chairperson, shall serve as the Presiding Officer for purposes of running a Commission meeting. The Presiding Officer cannot make motions but may vote on matters before the Commission.

- ii. In the absence of both the Chairperson and Vice Chairperson at a Commission meeting, City staff shall solicit nominations for and manage election of a Presiding Officer in the same manner as the election of the Officers as set out in Article 1.4. The Presiding Officer so elected may vote on any matter before the Commission.

2.3. ROBERT’S RULES OF ORDER ASSISTANCE:

- i. City staff may provide guidance and support to the Presiding Officer on any questions of order.

ARTICLE III – MEETINGS AND TRAININGS

3.1 QUORUM:

- i. The Commission has nine voting members. More than 50% of the seated voting members shall constitute a quorum at any given meeting.

- ii. If less than a quorum is present at any meeting, the meeting may continue, however no action can be taken, only informational items may be presented. Current items will be carried over to the next regular meeting.

- iii. A meeting may be canceled if needed (e.g., weather, local, state, or national emergency). Current items will be carried over to the next meeting.

3.2 REGULAR MEETINGS:

- i. The Commission shall meet on the second Tuesday of every month at 5:30 p.m. and in person to the greatest extent possible. The Commission shall have the authority to change a regular meeting date and time, if necessary, by action of a majority of the Commission at a regular Commission meeting. If a regularly scheduled meeting falls on a city holiday, it shall be held on the next business day for which there is no conflict in meeting locations.

- ii. A meeting schedule for the following year shall be proposed by City staff and placed on the New Business portion of the agenda for the final meeting of the current year. The Commission may approve or amend the proposed meeting schedule by simple majority vote of those in attendance.

- iii. The Chairperson may change, cancel, or alter the date of a meeting on an emergency basis as needed.

3.3 SPECIAL MEETINGS:

i. The Chairperson may call special meetings, work sessions and Commission meetings when proper and as necessary with notice to Commission members and the public. Work sessions shall be noticed as public meetings and all Commission members may participate.

3.4. OPEN PUBLIC MEETINGS ACT AND PUBLIC RECORDS ACT:

i. The Commission shall comply with the Open Public Meetings Act (OPMA) and the Public Records Act (collectively the “Acts”). In accordance with RCW 42.30.205, RCW 42.56.150, and RCW 42.56.152, members are required to complete OPMA and Public Records Act training within 90 days of their appointment. These trainings will be conducted during the Commission’s inaugural meeting.

ii. Thereafter, the Commission will receive refresher sessions on the Acts every two years. Upon completion of the trainings, members shall submit a Certificate of Completion to the City Clerk Division documenting attendance of initial training and subsequent trainings for public officers.

3.5. RENTON EQUITY LENS TRAINING:

i. Commission members will receive training on how to use the Renton Equity Lens within 120 days for initial formation, and thereafter within 90 days of their appointment and confirmation and every two years thereafter.

3.6. SUBCOMMITTEES:

i. A majority of the members of the Commission may name such subcommittee or subcommittees, as in its judgment, will aid in effectuating the purpose of this Chapter and may empower any such subcommittee to review policies, practices, and procedures and advise the full Commission regarding its findings on equity issues for the Commission to take action within the purview of this Chapter.

3.7. VIRTUAL MEETINGS AND REMOTE ATTENDANCE:

3.7.1. Virtual Meetings:

i. Although the Commission shall have a standard practice of meeting in person at a site determined by City staff, if needed, or directed to do so because of an emergency situation, the Commission will be permitted to conduct business via a virtual platform if allowed by law. Regardless of how the meeting is conducted, members will be invited to attend and participate as outlined in Article I.3 and in accordance with current OPMA guidelines.

3.7.2. Remote Attendance:

i. Any member may attend a meeting remotely if (1) by telephonic access, or by other electronic, internet or other means of remote access acceptable to and arranged with City staff, and (2) if all persons attending the meeting can hear and be heard by the member attending remotely. This paragraph will be interpreted to comply with

Washington State requirements for the OPMA and may be subject to change to comply with those requirements.

3.8. NOTICE:

- i. All meetings will be noticed by the City Clerk Division at least 24 hours in advance of the meeting. Each meeting notice shall include the date, time, location, and primary agenda topics.
- ii. In addition, an email notice may be sent to all interested persons providing a link to the City's website on which the meeting agenda and supporting materials will be posted. If the website is not available at the time of the notification, meeting materials may be sent as attachments to the email.

3.9. ATTENDANCE REQUIREMENTS:

- i. Commission members are expected to attend all Commission meetings within a calendar year. Occasional absence is excused with notification submitted to the City staff and Chairperson. Two unexcused absences from Commission meetings in a calendar year may result in the Commission submitting a removal recommendation to the Mayor. The Commission will vote on all absences to determine if they are excused or unexcused following the roll call portion of their meeting.
- ii. If the cause of absence is not of an excusable and temporary nature, including, but not limited to, illness, vacation or work necessity, staff shall work with the Chairperson to contact the member and remind the member that attendance is a key responsibility of membership. A Commissioner who does not attend and does not provide advance notice of their absence may be presumed to have an unexcused absence; the absence may be excused by the Commission at a later meeting.
- iii. Members who have more than two unexcused absences in a calendar year may be removed by action of the Mayor. Vacant positions may be refilled for the unexpired portion of the term according to the process outlined in Section 1.3 above.

3.10. GENERAL DECORUM:

3.10.1. Presiding Officer:

- i. The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal to the Commission.

3.10.2. Members:

- i. While the Commission is in session, all members must preserve order, decency and decorum, and no member shall delay or interrupt the proceedings of the Commission or disturb any member while speaking or refuse to obey the order of the Presiding Officer. Discussion by members of the Committee shall relate to the subject matter at hand and shall be relevant and pertinent to allow for the expeditious disposition and resolution of the business before the Commission.

3.10.3. Staff:

i. City staff and other representatives attending Commission meetings shall observe the same rules of procedure, decorum, and good conduct applicable to the members of the Commission.

3.10.4. Public Addressing Commission:

i. There will be a public comment period on the regular agenda of the Commission, any time limits on comments will be clearly identified on the published agenda.

ii. Any person whose conduct disrupts a Commission meeting from going forward may be barred from that meeting by the Presiding Officer.

iii. Disruptive conduct that continues after a notice and warning from the Presiding Officer may result in the removal of the individual from that meeting, or a clearing of the room, or the meeting may be adjourned.

iv. An individual may not return for the remainder of the disrupted meeting unless permission is granted by a majority vote of the Commission quorum in attendance.

3.10.5. Use of Email:

i. Email may be used to distribute information to the Commission.

ii. In compliance with the OPMA, responses to the full group which stimulate dialogue, and/or discussion of pending action items are prohibited; such responses should be made during the next Commission meeting during which a quorum is present.

iii. All communications related to the business of the Commission may be subject to the Public Records Act.

3.10.6. SETTING THE MEETING AGENDA:

i. City staff will create a draft meeting agenda prior to each meeting.

ii. Staff will provide the draft meeting agenda to the Chairperson and Vice Chairperson to review and finalize the agenda before the meeting documents are distributed to the Commission members and published.

3.10.7. ORDER OF BUSINESS:

i. The order of business for all regular Commission meetings shall be as follows, provided, however when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by majority vote:

- Call to Order
- Roll Call
- Public Comment

- Consent Agenda (including approval of previous meeting minutes)
- Special Presentations and Reports
- Equity, Housing, and Human Services Administrator's Report
- Staff Report
- Chairperson's Report
- Committee Member Comments
- Unfinished Business
- New Business
- General Business Discussion Items
- Action Items
- Debate of Items as needed
- Adjournment

ARTICLE IV – ETHICS

4.1. STATE AND CITY ETHICS CODE/OPEN PUBLIC MEETINGS ACT:

i. Members shall follow the City's Code of Ethics Policy 100-07. A copy of this policy is included in the Commission handbooks distributed to members upon appointment.

4.2. CONFLICTS:

i. Commission members are required to indicate whether they have a conflict of interest concerning action items on the Commission agenda. They must recuse themselves from voting and discussion on action items if they have a direct conflict.

4.3. GIFTS:

i. Members shall not accept gifts from any person having an interest in the work of the Committee.

ARTICLE V – SUSPENSION AND AMENDING THE BYLAWS

5.1. SUSPENSION:

i. Any provision of these Bylaws may be temporarily suspended for a single meeting by a majority vote of the Commission members present. The vote on any such suspension shall be taken by voice vote unless a show of hands is required for clarification. The temporary suspension shall remain in effect for the remainder of the meeting.

ii. Any actions taken under a suspension must be ratified at the next regular meeting.

5.2. AMENDMENT:

i. These Bylaws may be amended or repealed, and new Bylaws may be adopted at any meeting of the Commission by a vote of more than 50% of the seated voting membership, provided such changes are submitted to all members by City staff in writing at least four days prior to such meeting.

ii. A special meeting may be called for such purposes.

iii. All amendments to the Bylaws adopted by the Commission shall be provided in writing to the office of the Mayor and City Council for approval. Such Bylaws shall not be effective until approved by the City Council.

PASSED BY THE RENTON EQUITY COMMISSION THIS XX DAY OF XX 2022, AND EFFECTIVE ON THE DATE APPROVED BY THE RENTON CITY COUNCIL XX XX, 2022.

Linda S. Moschetti-Newing
Equity, Housing, and Human Services
Administrative Assistant

Chairperson
Renton Equity Commission

Administrator
Equity, Housing, and Human Services

Approved as to form:

M. Patrice Kent
Senior Assistant City Attorney