

MEMORANDUM



Bellevue Parks & Community Services

DATE: March 2, 2026
TO: Human Services Commission Members
FROM: Karen Phu, Assistant City Attorney
SUBJECT: Direction for Bylaws Update

REQUEST OF THE HUMAN SERVICES COMMISSION

ACTION



DIRECTION



INFORMATION ONLY



The Human Services Commission (Commission) will review proposed updates to the Commission's Bylaws (**Attachment A**). Staff seek direction to bring back the updated Bylaws for final action to vote on adoption at the Commission's next regular meeting.

SUMMARY

The updated Bylaws presented tonight propose the following updates:

- Amending the rules of decorum for public comment to extend the maximum exclusionary period from 60 days to 180 days and clarifying the process to appeal an exclusion, consistent with Ordinance [6864](#) and BCC [3.61.030](#) (as revised).
- Amending the rules for membership on the Commission limiting service to two consecutive terms on any City of Bellevue advisory board/commission, consistent with Ordinance [6865](#) and BCC [3.61.010](#) (as revised).
- Additional minor non-substantive updates.

BACKGROUND / ANALYSIS

Amendments to the rules of decorum for public comment

In 2023, the Bellevue City Council updated its rules of decorum for public attendance and participation during Council and board/commission meetings. These rules were intended to provide for the orderly conduct of public meetings.

MEMORANDUM



Bellevue Parks &
Community Services

More recently, the City Council has expressed an interest in updating these rules to increase the maximum exclusion period for violations of the rules of decorum from 60 days to 180 days, consistent with other local governments. In addition, the City Council wanted to revise and clarify the process to appeal any exclusionary period at the next council meeting, provided it is at least 3 business days from the receipt of a timely written appeal. This ensures staff will have sufficient time to perform necessary administrative functions, such as including the appeal as an action item in any agenda, making/distributing copies of the appeal to councilmembers, and providing sufficient time for councilmembers to consider the appeal.

Ordinance 6864, adopted on September 23, 2025, amended the Bellevue City Code for the Council's advisory boards and commissions, including the Human Services Commission. The amendments that apply to the Commission are codified at BCC 3.61.030(F)(6)(B), increasing the exclusionary period to 180 days, and BCC 3.61.030(F)(8), clarifying the appeal process to contest/review any exclusionary period that may be ordered.

The Commission is required to amend its bylaws to reflect the Ordinance and Code amendments. Staff have proposed amendments to the Commission's Bylaws at Art. VII, Sec. E(6)(B) and E(8) respectively, to conform with these updates. See Attachment A.

Amending the rules for membership on the Commission

The City Council has also sought to create more opportunities for broader community participation in council advisory boards and commissions. Specifically, the Council intends to limit service on any board/commission to two consecutive terms. Previously, after two full terms, a person was prohibited from serving on the same board/commission until there had been, at a minimum, a two-year break in service. However, said individual would be allowed to immediately serve on a different board/commission without needing to observe any two-year break.

Ordinance 6865, also adopted on September 23, 2025, similarly amended several provisions of the Bellevue City Code for the Council's advisory boards and commissions. The amendments that apply to the Commission are codified at BCC 3.61.010(C), limiting service on any board/commission to two consecutive terms.

While these requirements will likely be captured in any confirmation motion as provided for in Art. II(A)(4), Staff recommend that the Commission revise its Bylaws to memorialize the limitations. To that end, Staff have proposed amendments to the Commission's Bylaws, proposing a new Art. II(A)(5) and (6), to conform with these updates. See Attachment A.

MEMORANDUM



Bellevue Parks &
Community Services

Additional updates.

Lastly, in developing updated bylaws for the Commission's consideration, Staff observed certain additional changes that should be corrected for purposes of consistency, uniformity, and readability. These changes include updating the meeting date from Tuesdays to Mondays to align with current practices, updating the month for election of officers from January to June to align with other council-appointed boards and commissions, and updating the use of pronouns to be gender neutral. These and other minor non-substantive changes are also identified in the attachments. See Attachment A.

POLICY ISSUES

On September 23, 2025, the City Council adopted Ordinance 6864 and Ordinance 6865, amending the Bellevue City Code provisions for all the Council's advisory boards and commissions, including Chapter 3.61 BCC, which applies to the Human Services Commission.

BCC [3.61.050](#) provides: "The commission shall adopt bylaws and procedures not inconsistent with any requirements established in the Bellevue City Code for the conduct of its meetings and hearings, setting of times of hearings, and giving of notice to the public."

Pursuant to Art. XVI of the Bylaws, a two-step process is required to amend said bylaws. After this meeting, if direction is given, final revisions will be presented at the Commission's next regular meeting. Amendments require two-thirds of the membership to vote in favor of amending the bylaws.

ATTACHMENTS

- A. Proposed updated Human Services Commission bylaws – redline