

# MEMORANDUM



Bellevue Parks &  
Community Services

DATE: February 21, 2024  
TO: Human Services Commission Members  
FROM: Karen Phu, Assistant City Attorney  
SUBJECT: Updates to the Human Services Commission bylaws

## REQUEST OF THE HUMAN SERVICES COMMISSION

### ACTION



### DIRECTION



### INFORMATION ONLY



The Human Services Commission will vote on adoption of updated bylaws.

## BACKGROUND / ANALYSIS

At the January 3rd Commission meeting, staff presented an overview of Ordinance 6752 amending the Bellevue City Code (BCC) for the Council's advisory boards and commissions regarding (1) the rules for remote participation by board and commission members and (2) the rules of decorum for public comment. Due to this Ordinance and resulting changes to Chapter 3.61 BCC governing the Human Services Commission, the Commission is required to update corresponding sections of its bylaws. In addition, staff recommended amending the Order of Business in the bylaws to remove the second oral communications period to be consistent with the City Council's rules. These bylaw updates are tracked in **Attachment A**.

Following discussion on its January 3rd meeting, the Commission directed staff to bring back the updated Bylaws for final action to vote on adoption at the Commission's next regular meeting. The final updated Commission Bylaws are included as **Attachment B**.

## **POLICY ISSUES**

On August 7, 2023, the City Council adopted Ordinance 6752 amending the Bellevue City Code provisions for all the Council's advisory boards and commissions, including Chapter 3.61 BCC governing the Human Services Commission. These amendments modify the rules for remote participation by commissioners and rules for public participation.

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 Commission Bylaws, adoption of the updated Bylaws requires two-thirds of the membership to vote in favor.

## **STAFF RECOMMENDATION**

Staff recommends adopting the updated Bylaws.

## **OPTIONS**

Option 1: Adopt the updated Human Services Commission Bylaws.

Option 2: Do not adopt the updated Human Services Bylaws and provide alternative direction.

## **NEXT STEPS**

If adopted, the Commission's bylaws will be in conformance with Ordinance 6752 and BCC 3.61.030.E and F.

## **ATTACHMENTS**

- A. Redline Human Services Commission Bylaws
- B. Updated Human Services Commission Bylaws (for adoption)