

Chapter 3.61

HUMAN SERVICES COMMISSION

Sections:

3.61.010 Human Services Commission established.

3.61.020 Officers.

3.61.030 Meetings.

3.61.040 Bylaws and procedures.

3.61.050 Staff support.

3.61.060 Powers and duties.

3.61.070 Limitations.

3.61.010 Human Services Commission established.

There shall be a Human Services Commission of the City of Bellevue.

A. Membership and Appointment. The Human Services Commission shall consist of seven members appointed by the Mayor following the consent of a majority of the City Council. Commission members shall be appointed without respect to political affiliation and shall serve without compensation. The Council Liaison may recommend appointment of a non-voting ex-officio member.

B. Eligibility. Members of the Human Services Commission must be residents of the City of Bellevue. At no time shall a member of the Commission also serve on the board of directors of a human services agency delivering services to city residents.

C. Terms of Office. The term for all positions on the Commission shall be four years. Each position shall expire on May 31 of the last year of the term. The expiration date of the terms of the positions on the Commission shall be staggered so that no more than four positions expire in the same year.

No person shall serve more than two consecutive terms, provided a person appointed to fill an unexpired term of less than two years is eligible to serve two successive four-year terms, and provided further, a person who is ineligible to serve for having served two consecutive terms may again serve after two years have elapsed from the end of the second such term.

D. Vacancies, Removal of Commission Members, and Filling of Unexpired Terms.

(i). The position of a member of the Human Services Commission shall become vacant upon such member ceasing to be a resident of the City.

(ii). Members of the Commission may be removed at any time by the Mayor, upon approval of a majority of the City Council, for neglect of duty, conflict of interest, unexcused absence from three consecutive regular meetings of the commission, or for any reason deemed sufficient by a majority of the Council. The decision of the Council shall be final and there shall be no appeal.

(iii). Vacancies occurring for reasons other than the expiration of a term shall be filled for the unexpired portion of the term by appointment by the Mayor upon approval of a majority of the Council.

E. Ethical Standards. Commission members shall be held to high ethical standards and shall at all times comply with the provisions of Chapter 3.92 BCC, as they exist now or may be hereafter amended.

3.61.020 Officers.

The Commission shall annually elect from its members a Chair, Vice-Chair and other officers as the Commission deems necessary. The Chair shall preside at meetings; the Vice Chair shall preside at meetings in the absence of the Chair.

3.61.030 Meetings.

A. The Commission shall meet at least once a month, with the exception that, critical or time-sensitive work permitting, the Commission may recess for either the month of August or December.

B. All meetings shall be open to the public; provided, the Commission may hold executive sessions as permitted by law. Commission business shall be conducted in compliance with the requirements, as applicable, of the *Open Public Meetings Act*, 42.30 RCW, and the *Public Records Act*, 42.56 RCW as they exist now or may be hereafter amended.

C. A majority of the membership shall constitute a quorum. Action may be taken by a majority of the members present when a quorum exists.

D. Affirmative votes from a majority of members present and voting shall be necessary to carry any proposition. A member who fails to vote without a valid disqualification is declared to have voted in the affirmative.

E. A member not able to be physically present for a meeting may participate remotely using approved teleconferencing equipment. Remote participation must be approved in advance, either at an earlier Commission meeting or before joining a current meeting. A member may participate remotely no more than four times per year, unless absent for medical reasons, and only two members may participate remotely during any one Commission meeting. Such remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

Examples of situations where remote participation is authorized include, but are not limited to:

- An agenda item is time sensitive, and remote participation is needed to achieve a quorum;
- An agenda item is of high importance to the member who cannot be physically present;
- It is considered important for all members to participate in a key decision, but a member is unable to be physically present.

3.61.040 Bylaws and procedures.

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.

3.61.050 Staff support.

The **Parks and Community Services Department** shall provide technical and administrative support for the Commission.

3.61.060 Powers and duties.

The Commission shall act in a policy advisory capacity to the City Council. The Commission may hold public hearings and shall conduct studies, perform analyses, and prepare reports requested by the City Council. The Commission shall review, advise, and make recommendations to the Council, and shall have the power and responsibility to perform the following functions:

- A. Advise the City Council on recommended changes or refinements to the City's adopted human services policies, as needed;
- B. 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;
- C. Develop recommendations on priorities for the allocation of city resources to meet identified needs;
- D. Support regional cooperation in the planning, funding and delivery of human services;
- E. Identify and assess emerging issues and concerns related to human services and report findings to Council; and
- F. Review and make comment on city actions which may affect the availability of human services in the city.

In addition, the Commission:

- G. May provide the public with opportunities for involvement in the Commission's activities;
- I. May recommend particular concepts for inclusion in the City's vision, subject to approval by Council;
- J. May research and provide suggestions regarding new matters and/or initiatives that Council may wish to consider;
- K. Shall provide at least quarterly communications to the Council highlighting major activities, future work plans, changes in work plans, and any policy direction requested;
- L. Shall cooperate and coordinate duties with other Council-appointed boards, commissions, committees and task forces as appropriate; and
- M. Shall perform other duties directed by the City Council.

3.61.070 Limitations.

The Commission shall have no powers or duties related to the following activities:

- A. Advocacy on behalf of the City or the Commission without express Council permission;
- B. Supervision of staff, administrative operations, or maintenance; and
- C. Regional issues not specifically assigned to the Commission by the City Council.