

# City of Tacoma 2024 Charter Review Committee

## CHARTER

1. RESPONSIBILITIES OF CHARTER REVIEW COMMITTEE. The Charter Review Committee (CRC) has been tasked with the following responsibilities:

- A. Review the existing Charter of the City of Tacoma and make such recommendations to the City Council for change as the Committee may deem necessary and proper in order to amend the provisions of the existing City Charter with reference to improving the mode and manner of operation and efficiency in conducting the affairs of the City.
- B. Provide a report and recommendations to the City Council no later than May 7, 2024 so that adequate and appropriate provisions can be made for the holding of a special municipal election in November 2024, in the event that the City Council determines that recommendations for revisions or changes should be submitted to the electorate.
- C. The CRC members understand that the City Council reserves the right to request Committee consideration of charter review topics and provide guidelines to the Committee with reference to the scope of the Committee's review. The City Council may accept, reject or modify the recommended amendments and may submit any recommended charter amendments to the voters in the manner provided in state law.
- D. The CRC will commence in January 2024, and CRC members shall thereafter serve until such time as the final reports and recommendations are made to the City Council on or before May 7, 2024, at which time said committee shall be dissolved without further action of the City Council.

2. MEMBERSHIP

- A. SIZE OF CRC. The CRC shall consist of fifteen (15) members.
- B. MEMBER COMMITMENTS. By agreeing to serve on the CRC, each member of the CRC commits to participating in good faith to accomplish the mission of the CRC

as expressed in Section 1 above. Each member further agrees to abide by the CRC Guidelines as adopted by the CRC members.

C. RESIGNATION. Any member of the CRC may resign at any time by delivering written notice to the CRC Chair. A resignation shall be effective when the notice is delivered unless the notice specifies a later date.

D. REMOVAL. The City Council reserves the right to remove any CRC member with three or more unexcused absences and appoint a new CRC member to any vacant position from the remaining list of applicants referred by the Government Performance and Finance Committee.

### 3. COMMITTEE OPERATIONS.

A. CHAIR. The CRC Chair is the member appointed by the Mayor. The Chair shall have the duties set forth in Section 6.

B. VICE-CHAIR. The Chair will designate a Vice-Chair if the Chair determines necessary. Should it emerge the CRC would be aided by the service of a permanent Vice-Chair, the Chair will invite members to enter self-nominations, interview those prospects and then ask the CRC to confirm the selection by a 60% majority vote.

C. SUBCOMMITTEES. The CRC may approve, by a 60% majority vote, the creation of subcommittees composed of not more than 5 CRC members to provide advice to the CRC on specific issues within the scope of the CRC's general responsibilities.

#### D. PUBLIC OUTREACH AND COMMUNICATIONS.

- i. The CRC may conduct a public outreach process.
- ii. CRC members are encouraged to engage in outreach to increase diverse public engagement.
- iii. When engaging in communications with the public, CRC members will take care to distinguish any official Committee or Subcommittee positions from individual member positions.
- iv. CRC members agree to refer inquiries from the press to the Chair for response on behalf of the CRC.

- E. CRC MATERIALS TO BE PUBLIC. The deliberations of the CRC are subject to the Public Records Act [Chapter 42.56 RCW]. Unless exempt from disclosure requirements under state law, all meeting agendas, meeting summaries and meeting materials will be posted on a website by City staff.
- F. COMPENSATION. No compensation or reimbursement for expenditures shall be paid by the City for any service as a member of the CRC.
- G. MINUTES. Summary minutes shall be kept of CRC meetings of the whole, recording attendance, general discussion items, decisions and votes (where taken). Minutes shall be available to the public. Minutes are not required to be kept of subcommittee meetings.
- H. FINDINGS, REPORTS AND RECOMMENDATIONS. Unless the Chair determines otherwise, the CRC staff shall draft the CRC report, and the CRC members shall review and comment on the draft report. The CRC members shall approve the final Report by a vote of not less than sixty percent (60%) of those present and voting. Minority reports will not be allowed; however, staff shall work with members dissenting from a recommendation to prepare a summary statement as to the position(s) of the dissenters.

#### 4. COMMITTEE MEETINGS.

- A. REGULAR AND SPECIAL MEETINGS. The CRC is expected to meet approximately from January 2024 through May 2024. Meetings of the CRC shall be held as determined by the Chair in consultation with the CRC members. Cancellation of meetings, or adding additional regular meetings may be made by decision of the Chair, in consultation with CRC members as determined appropriate by the Chair.
- B. MEETING FORMAT. Most meetings will be conducted in a hybrid format with members choosing to participate in-person or remotely. At the discretion of the Chair, and in consultation with the CRC and staff, some meetings will be conducted solely in-person and others may be conducted solely remotely.
- C. AGENDAS. Prior to each regularly scheduled meeting, the CRC Chair, working with the CRC staff, shall establish an agenda for the meeting with consideration of discussion and direction from the CRC. The Chair and staff will make agendas available to the CRC members electronically (by email) as soon as possible prior to the meeting. Staff to the CRC will make best efforts to provide all meeting

materials to the CRC in advance of the meeting date. Because the work of the CRC may require staff to prepare, and members to review, materials in advance, modifications to a published or distributed agenda will be at the discretion of the Chair.

- D. NOTICE OF MEETINGS. Notice of all scheduled meetings of the full CRC will be provided by the City Clerk. If a regularly scheduled meeting date, time or location needs to be changed, the City Clerk will provide notice as required by law.
  - E. QUORUM. A quorum at any meeting shall consist of CRC members who represent a simple majority of the total number of members or subcommittee members.
  - F. VOTING. Except for items to be included in the final report to be submitted to the City Council, and other matters specifically called out in this document, the CRC shall attempt to make decisions by consensus as determined by the Chair. Upon request of any CRC member, a vote will be taken, in which case each CRC member in attendance at the meeting shall be entitled to cast one vote. Votes may not be made by proxy. If subject to a vote, other than recommendations to the Council and as otherwise provided in this CRC Charter, matters will be approved by a simple majority of all votes cast. A supermajority vote will be required to secure approval of any recommendation to be included in the CRC final report and recommendations; provided further:
    - a. A matter will be deemed “a **consensus recommendation**” if approved by no fewer than eighty percent (80%) of the CRC members present and voting.
    - b. A matter will be deemed a “**recommendation**” of the CRC if approved by no fewer than sixty percent (60%) of the CRC members present and voting.
    - c. The minutes shall reflect the votes of each CRC member for each recommendation.
  - G. RULES OF ORDER. All meetings of the CRC shall be conducted in accordance with the latest edition or revision of Robert's Rules of Order, except as otherwise provided in this Charter.
  - H. MEETINGS TO BE PUBLIC. All meetings of the full CRC shall be open to the public.
5. DUTIES OF CHAIR. The Chair shall have the following responsibilities:
- A. As they deem appropriate, call regular and special meetings of the CRC.

- B. Chair each meeting or designate a Vice-Chair or committee member to chair a meeting.
- C. Working with the CRC staff, confirm the agenda for all meetings.
- D. Propose the formation of subcommittees and assign CRC members to any subcommittees created per section 3 C.
- E. Act as the primary spokesperson for the CRC and execute documents on behalf of the CRC.
- F. Transmit to the City Council any approved reports and recommendations of the CRC.
- G. Such other duties as defined in this Charter and that may be delegated from time to time by the CRC.

## 7. STAFFING

- A. The City will provide logistical and staff support to the CRC. The CRC members acknowledge that staff may have limited time and resources to respond to all questions, information requests and/or to do analysis that may be required to answer questions. Staff will make all reasonable efforts to address CRC requests for information or analysis pertinent to the issues under consideration by the CRC as directed by the Chair and to do so in a timely manner based on readily available data and analysis. The CRC may need to prioritize information requests given limited staff time and resources.
- B. Requests to staff to conduct research, analysis, or other work on behalf of a CRC member shall be provided to the Chair. The Chair will prioritize the requests to staff with requests for the CRC as a whole taking precedents over requests for an individual member.
- C. Staff may work with third parties in order to provide relevant information to the CRC.
- D. City staff designated to provide support to the CRC will be responsible for the maintenance and circulation of the minutes and agendas of the meetings of the CRC, as well as preparation and delivery of all meeting notices, agendas and materials to CRC members.

8. AMENDMENTS. This Charter shall be adopted, and may be amended, upon a sixty percent (60%) vote of the CRC members present and voting provided that no amendment may be approved contrary to state law or City policy.