

Families, Education, Preschool and Promise Levy Oversight Committee Bylaws

Section I. Purpose

The Levy Oversight Committee (LOC) was established by City Council Ordinance [125604](#) (the Ordinance) to advise and make recommendations to the Mayor and City Council on programs and activities supported by the families, Education, Preschool and Promise Levy revenue.

The Ordinance provides that the LOC shall, make recommendations on the design and modifications of Families, Education, Preschool, and Promise Levy-funded programs and to monitor their progress in meeting their intended outcomes and goals. Additionally, the LOC shall review an annual report of Levy outcomes and indicators for the previous school year; review and advise on proposed course corrections, program modifications, and program eliminations; and periodically review and advise on program evaluations. The Council requires that before the Executive submits to the Council the Implementation and Evaluation Plan, Partnership Agreements, or proposes any changes in Levy funding requiring Council approval by ordinance, the Executive will seek the recommendation of the Committee.

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Section II. Membership

LOC membership is defined by Section 8 (§8) of the [Ordinance](#).

2.1 Number and criteria – *The LOC shall consist of 17 members: the Mayor; the chair of the City Council's committee with oversight of education programs; the Superintendent of the Seattle School District; a member of Seattle School Board; the Chancellor of Seattle Colleges; and 12 appointed members. The Mayor and the City Council shall each appoint six of the appointed members. All members appointed by the Mayor are subject to confirmation by the City Council. The 12 members shall meet the following criteria (§8.D):*

2.1.1 *The 12 appointed members should have professional, personal or research experience associated with the growth and development of children, including student academic achievement and post-secondary and job opportunities. The City will seek candidates that represent the organizations and communities that are impacted by Levy investments, including parent teacher associations, labor, community-based organizations, and cultural - and language-based organizations. The City will also seek candidates to serve on the Committee who understand, have experience working with, and represent the historically-underserved groups including African American/Black, Hispanic/Latino, Native American, Pacific Islanders, underserved Asian populations,*

other students of color, refugee and immigrant, homeless, English language learners, and LGBTQ students.

2.2 Appointment – Six members of the LOC shall be appointed by the Mayor and confirmed by the City Council and six members shall be appointed by the City Council (§4.B). LOC appointments will be made by the Mayor and Council following an open call for applicants.

2.3 Terms – Members of the LOC *shall be appointed to staggered three year terms, except that four of them (two Mayoral appointees and two Council appointees) shall be initially appointed for a single-year term, four (two Mayoral appointees and two Council appointees) shall be initially appointed for a two-year term, and four (two Mayoral appointees and two Council appointees) shall be initially appointed for a three-year term* (§8.C).

2.4 Vacancy – Any vacancy in an unexpired term shall be filled in the same manner as the original appointment. A member whose term is ending may continue on an interim basis as a member with voting rights until such time as a successor for the position has been confirmed by the City Council.

2.5 Resignation – Any member may resign at any time from the LOC upon written notice to the appointing authority (Mayor or Council) and the LOC. *Upon the resignation, retirement, death, incapacity or removal of a Committee member, the authority appointing such member may appoint a replacement for the balance of the term. The appointing authority may remove any member for good cause, including unexcused absence from two or more consecutive meetings without cause* (§8.C).

2.6 Compensation: *Members shall serve without pay* (§8.F).

Section III. Leadership

3.1 Leadership – *The Mayor and the chair of the City Council's committee with oversight of education programs, or their respective designees, will co-chair the Committee* (§8.F).

Section IV. Meetings & Attendance

4.1 Public Meetings – All meetings of the LOC shall be open to the public and comply with requirements of the Open Public Meetings Act ([RCW 42.30](#)). LOC members are required to take the following training: http://clerk.seattle.gov/public/boards-commissions-training/story_html5.html

4.2 Meeting Schedule

4.2.1 Regular meetings – *The LOC should generally meet every other month, or as needed, beginning January 2019* (§8.F). the DEEL Director recommends monthly meetings. A regular meeting schedule will be established annually, at the end of each calendar year, to start at the beginning of a new year. DEEL Director or their designee and the Co-Chairs may adjust the regular meeting schedule.

4.2.2 Annual retreat – The LOC will develop an annual work plan at an annual retreat, usually held in the January. The work plan will be and adjusted as necessary to respond to emergent and high priority issues.

4.2.3 Special meetings – A special meeting may be called at any time by DEEL Director and the Co-Chairs or by a majority of the LOC members. Written notice must be delivered by email at least 24 hours before the meeting to each LOC member. Notice must be posted on the LOC webpage 24 hours in advance of the meeting,

4.3 Regular Meeting Agendas – DEEL Director or their designee , with support from the Co-Chairs or their designees, will prepare an agenda for each regular LOC meeting. Agendas hall be sent via email to all LOC members and other interested parties no later than 24 hours in advance of the published start time of the meeting.

4.4 Attendance – *The appointing authority may remove any member for good cause, including unexcused absence from two or more consecutive meetings without cause. (§8.C).*

Section V. Conduct of Business

5.1 Color Brave Space- developed by consulting firm Equity Matters and adopted by DEEL. Will be used as the meeting norms for each LOC meeting to encourage racial awareness.

- Put Relationships First – Work to build community and trust with an awareness of power dynamics.
- Keep Focused on Our Common Goal – We care deeply about *Our mission, to transform the lives of Seattle's children, youth, and families through strategic investments in education*, especially those who are directly impacted by racism.
- Notice Power Dynamics in the Room – Be aware of how you use your privilege: From taking up too much emotional and airtime space, or disengaging.
- Create Spaces for Multiple Truths and Norms – Speak your truth, and seek understanding of truths that differ from yours, with awareness of power dynamics.
- Be Kind and Brave – Remember relationships first, and work to be explicit with your language about race, class, gender, immigration, etc.
- Practice Examining Racially Biased Systems and Processes – Individual actions are important, and systems are what are left after all the people in this room leave.
- Look for Learning – Show what you're learning, not what you already know. Avoid playing devil's advocate, the devil has enough advocates.

5.2 Decision making – The LOC will strive to make decisions by consensus whenever possible to assure the opinions of everyone are heard, discussed, and valued. Decisions making protocols will be established by the DEEL Director and LOC members.

5.3 LOC actions – LOC actions include formal LOC positions, reports, statements, letters to government officials (Mayor, Council, department directors, agency directors) and City staff, and other actions it deems necessary to carry out its role and responsibilities. All formal actions or decisions on statements, letters or memos require a final draft to be sent to the LOC for review and approval.

5.4 Representing the LOC – Individual LOC members may represent the LOC only if designated by the full LOC (e.g. providing testimony, meetings with Council, Mayor, etc.)

A LOC member may speak as an individual, clearly specifying they are speaking as an individual, or as an individual LOC member articulating their own views and concerns (e.g. “Although I am a member of the FEPP LOC, today I am speaking as an individual, not on behalf of the Committee.”)

Section VI. Records

6.1 All decisions of the LOC shall be evidenced in writing.

6.2 Minutes – Minutes of all LOC meetings will be promptly recorded and prepared by staff. After approval by the LOC, minutes shall be posted on the LOC webpage as a public record by DEEL Director or their designee .

6.3 Agendas – Agendas webpage no later than 24 hours in advance of the published start time of the meeting.

6.4 Records – Copies of specific LOC documents will be made available to the public upon written request to the staff coordinator.

Section VII. Ethics

7.1 LOC members shall conduct themselves in a manner consistent with the [Seattle Ethics Code \(Seattle Municipal Code ~ SMC 4.16\)](#). The Ethics Code sets high ethical standards for members of advisory boards and commissions, whose advice may have a major impact on City policies.

7.2 Disclosure of interests –The Ethics Code requires full disclosure if a LOC member engages or has engaged in an activity or transaction that would appear to a reasonable person to impair the member’s independence of judgment.

To satisfy the disclosure requirement, LOC members must fully disclose the facts on the record of the LOC meeting using the **Disclosure Form** downloadable in [PDF version](#) or [Microsoft Word version](#).

The LOC staff coordinator will file copies of any completed disclosure forms and send a copy to the Seattle Ethics and Elections Commission.

Regular disclosures should be filed annually, at the start of the calendar year. Ad hoc disclosures should be made in writing at the LOC meeting before or as soon as the relevant matter comes before the LOC. The Co-Chairs and staff will ensure there are regular opportunities for ad hoc disclosure of interests in LOC meetings.

7.3 Conflict of Interest – At all times no more than five Committee members shall be an officer, director, board member, trustee, partner, or employee of an entity that receives or competes for funding under this ordinance; or be an ***immediate family** member of, or an individual residing with, an officer, director, board member, trustee, partner, or employee of an entity that receives or competes for funding under this ordinance; or be a person seeking or having an

arrangement concerning future employment with an entity that receives or competes for funding under this ordinance. (§8.E).

***“Immediate family”** means a spouse or domestic partner, child, child of a spouse or domestic partner, sibling, sibling of a domestic partner, brother in-law, sister-in-law, parent, parent of a spouse or domestic partner, a person for whom the Covered Individual is a legal guardian, or a person claimed as a dependent on the Covered Individual's most recently filed federal income tax return (§8.E) and (SMC 4.16.030).

For more information, LOC members are encouraged to visit the [City’s webpage](#) that answers Frequently Asked Questions for advisory boards and commissions.

7.4 Recusal procedures – LOC members who have recused themselves from a matter before the LOC due to a conflict of interest will:

Refrain from deliberation in forming recommendations or advice on the matter and will not participate in any LOC action on the recommendations or advice.

Remove themselves from the room during the formation of formal advice or recommendations.

Refrain from engaging in conversation or communication with other members of the LOC on the matter for which they have recused themselves.

LOC members may recuse themselves from any matter or activity they choose even if there is not a financial conflict of interest.

Section VIII. Responsibilities of the Department Staff

The Department of Education and Early Learning (DEEL) shall provide administrative support for the LOC. DEEL Director or their designee provides general LOC and meeting support, coordination, communication as follows:

General LOC support

- Maintain and distribute member rosters
- Facilitate communication with appointing authorities
- Provide the LOC with requested information that it needs to conduct its business

Meeting support

- Assist the Co-Chairs in developing and distributing meeting agendas
- Provide information or follow-up with department staff on questions or requests by the LOC
- Work with department staff to keep the LOC updated on City projects or issues
- Manage room reservations, audio-visual equipment needs, and other logistical issues
- Maintain meeting schedule
- Assist in coordinating and communicating with presenters for LOC meetings
- Assist in scheduling meetings between the LOC and the Mayor and City Council
- Help support special LOC events such as annual retreats

Communications

- Field and respond to requests from the public for information about the LOC
- Assist with preparing, formatting and distributing LOC correspondence and minutes
- Maintain an accurate, up-to-date webpage, including posting meeting agendas, minutes and other materials
- Help the LOC assure that internal and external LOC communications comply with the Open Public Meetings Act
- Assist with drafting reports, recommendations, advice or correspondence with the Mayor, City Council, and the departments, when assigned by the LOC.

Section IX. Amendment to Responsibilities, Policies, and Procedures

This document may be amended by the LOC at any regular or special meeting.