

CUCAC

By-laws of

The City of Seattle/University of Washington Community Advisory Committee

Article I.

Purpose

“The purpose of the Community Advisory Committee shall be to advise the City and the University on the orderly physical development of the greater University area; to encourage the provision of adequate City services to the University and adjacent community and business areas; to assist the University and City in preserving the many positive aspects of the University’s presence in the community; to review and comment upon potential adverse effects of removing aspects of University programs from the University campus; and to assist in the protection of the adjacent community and business areas from the adverse effects of University and City actions” (Joint Statement of Goals and Policies of the City of Seattle and the University of Washington, May 6, 1977.)

Article II.

Responsibilities

The responsibilities of the CUCAC shall be to review and comment upon the following actions regarding the physical development of the University and the greater University area: the draft and final Master Plans, (including the Transportation Management Plan, policies, development standards, public outreach plan), major and minor amendments to the Master Plan, environmental documents prepared under SEPA, all annual reports and other issues identified by CUCAC members, represented community organizations, the University and the City. CUCAC shall make recommendations to the appropriate decision-making body, individual or responsible official or agency within a specified time period so that such recommendations may be considered before a final action is taken. The appropriate decision-making body, individual or responsible official or agency shall inform CUCAC of its final decision on the action along with its jurisdiction.

Article III.

Membership

Section A. Committee Members: A Community Advisory Committee, to be known as the City University Community Advisory Committee or CUCAC, shall be established jointly by the City and the University composed of a maximum of 16 voting members designated as follows:

1. one designee each selected annually by the following organizations: (1) Eastlake Community Council, (2) the Greater University Chamber of Commerce, (3) Laurelhurst Community Club, (4) Montlake Community Club, (5) Portage Bay/Roanake Park Community Council, (6) Ravenna-Bryant Community Association, (7) Ravenna Springs Community Group, (8) Roosevelt Neighbors' Alliance, (9) Roosevelt Neighborhood Association, (10) University District Community Council, (11) University Park Community Club, (12) Wallingford Community Council; and
2. one designee selected annually by the University from each of the following: (1) the University faculty, (2) the University students, (3) the University staff and (4) an at-large representative.

The City and University administration will provide staff members to serve as staff to the Committee and as liaison with their respective employers.

Article IV.

Participation

Section A. Appointment: Each participating Community or business organization shall appoint one representative. Member organizations and the University may also designate an alternate representative. Alternates shall be identified to CUCAC by the member organizations and the University and may then vote in the absence of primary member. The University shall be responsible for appointing representatives from the University faculty, the University students, the University staff, and an at-large member. The University and the City shall designate administrative staff members to serve as staff to CUCAC and as liaison with their respective employers.

Section B. Tenure and Qualifications: Each member organization shall formally designate its representative who will serve at the pleasure of that organization. Term of membership shall be one year. Members may serve consecutive terms but shall be formally reappointed by their respective organizations.

Article V.

Officers

Section A. General: The officers of CUCAC shall consist of Co-chairs. Members and officers alike shall have one vote each. CUCAC shall endeavor to maintain Co-chairs for the purpose of sharing chair responsibilities and burden.

Section B. Appointment and Term of Office: The Co-chairs shall be selected by the CUCAC membership. The term of office shall be one year. Co-chairs may serve consecutive terms but shall be formally re-appointed by CUCAC.

Section C. Duties and Authority: The Co-chairs shall be responsible for setting each meeting agenda, conducting each meeting, and arranging for and approving all correspondence prepared on behalf of CUCAC. The City-University Agreement states that CUCAC meetings shall be conducted according to Roberts Rules of Order. Since the Rules allow for suspension, CUCAC may vote to suspend use of Roberts Rules. The Rules may be re-instated if any two members so desire.

Article VI.

Decision-Making

Section A. CUCAC shall endeavor to reach consensus on all recommended actions in fulfillment of its purpose, and consistent with Appendix A of the Joint Statement of Goals and Policies of the City of Seattle and the University of Washington. All actions of CUCAC shall be consistent with its Purpose and shall be reviewed and approved by members present at CUCAC's monthly meetings. In any instance where an action is deemed necessary by CUCAC yet where consensus cannot be reached, the minority position may be presented along with the majority recommended action. CUCAC shall not be required to make recommendations to either the University of Washington or City of Seattle where no exception is taken to a proposed action or where CUCAC endorsement is not deemed necessary by the membership.

Section B: Voting: Fifty percent of the CUCAC membership shall constitute a quorum for voting. For purposes of determining a quorum, the CUCAC membership shall be those members who have been selected in accordance with Article IV at the time of voting. Action may be taken pursuant to a majority vote of the quorum.

Section C: Conflict of Interest: Members shall disclose to CUCAC a potential conflict of interest. Employment at the University shall not in and of itself constitute a conflict of interest.

Article VII.

Meetings and Notices

Section A. Frequency: CUCAC shall meet monthly, or more frequently as determined by the membership. Any meeting may be called by a quorum of members. Meetings may be canceled or rescheduled if agreed to in advance by CUCAC or by the Co-chairs.

Section B. Notice: A written notice of each meeting shall be sent to each CUCAC member at least one week prior to each meeting. The written notice shall include the agenda and summary of the last CUCAC meeting, as well as date, time and location of the next meeting. The written notice shall also be sent to all Presidents/Chairs of CUCAC member organizations.

Section C. Attendance: Any member may be excused from attendance to any meeting upon notification to either a co-chair or CUCAC staff person at least 24 hours in advance of the meeting. In the event that a member has three unexcused consecutive absences, a Co-Chair may request that member's replacement by a letter to the appointing organization. Failure to notify shall constitute an unexcused absence.

Section D. Location: The University of Washington shall arrange a suitable location for each monthly CUCAC meeting.

Article VIII.

Reporting

Section A. Meeting Notices and Agendas: Representatives of the University and the City Department of Neighborhoods shall be responsible for working with the Co-chairs to prepare and send out the monthly meeting notice and agenda.

Section B. Meeting Summary: The representative of the City's Department of Neighborhoods shall be responsible for taking notes and minutes at each CUCAC meeting and preparing a summary of each meeting's activity. The summary of the previous meeting shall be sent to all CUCAC members at least one week in advance along with the notice of the next meeting. CUCAC may amend the previous meeting's summary at the subsequent meeting. The summary shall include a list of members and guests present.

Section C. Correspondence: The City's Department of Neighborhoods shall provide clerical assistance, whenever necessary, to produce the correspondence of the Committee. CUCAC shall have its own letterhead, with graphics assistance provided by the City and the University. Copies of all CUCAC correspondence shall be sent to all Committee members and to all member organizations.

Section D. Annual Report: Each year, CUCAC shall prepare a report describing its past year's activities and key issues it has addressed. The report shall include the previous year's correspondence, meeting agendas and summaries. The report shall be submitted to the City, University, member organizations and other interested organizations identified by CUCAC. The Co-chairs shall be responsible for preparing the Annual Report with assistance from the City's Department of Neighborhoods and the University. A draft of the Annual Report shall be reviewed and approved by CUCAC prior to submittal.

Section E. Reporting Responsibilities of CUCAC: CUCAC shall respond to all requests for comments by the City and University in a timely manner. CUCAC may request information of the City and University to make the best recommendations possible in fulfillment of its Purpose.

Section F. Reporting Responsibilities of the University of Washington: The University shall be responsible for regularly updating CUCAC on its physical development activities. The University shall provide notification to CUCAC of all proposed actions in a timely manner

consistent with CUCAC's purpose and subject to community comment as defined in Appendix A of the 1977 Joint Statement of Goals and Policies of the City of Seattle and the University of Washington. The University shall provide expertise as requested by CUCAC to assist with CUCAC's review.

Section G. Reporting Responsibilities of the City: The City shall be responsible for regularly updating CUCAC on public and private physical development activities affecting the greater University area. The City shall provide notification to CUCAC of all proposed actions in a timely manner consistent with CUCAC's Purpose and subject to community comment as defined in Appendix A of the 1977 Joint Statement. The City shall provide expertise as requested by CUCAC to assist with CUCAC's review.

Article IX.

Miscellaneous

Section A. Amendments: Members shall have the ability to propose, amend and discuss amendments to the existing By-laws of CUCAC at any regular monthly meeting. Amendments to the By-laws shall be discussed at one CUCAC meeting prior to their adoption and shall require a two-thirds favorable vote of the membership. *(Amended as proposed 1/11/00, approved 2/11/00)*

Section B. Removal of Officers - The co-chairs of CUCAC may be removed from office upon a vote of the membership. Any motion for removal of officers shall be made at one CUCAC meeting prior to any vote on their removal. Removal shall require a two-thirds favorable vote of the membership.
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The above By-laws are approved and adopted by the City of Seattle/University of Washington Community Advisory Committee on the eleventh day of January 2000.

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