

## **2013 OPERATING PROCEDURES FOR THE HIGHLINE FORUM**

### **Purpose**

The Highline Forum provides Southwest King County municipalities and educational governing bodies and the Port of Seattle with the opportunity to share information, interact with outside speakers and other governmental organizations and work in partnership on initiatives that benefit the residents of Southwest King County.

The Highline Forum is not a formal decision-making body or an inter-local agency. Any action taken by the Forum is based on consensus. Consensus-based actions are the product of discussions among the members and a final call for adoption by the co-chairs. In the event there is opposition to an action by one or more members, the question of adoption is left to the judgment of the co-chairs.

### **Membership**

One elected representative and one senior administrator serve on the Forum from the following jurisdictions or institutions:

- City of SeaTac
- City of Burien
- City of Des Moines
- City of Tukwila
- City of Normandy Park
- City of Federal Way
- Highline Public Schools
- Highline Community College
- Port of Seattle

Both Federal Way and Highline Community College, because of their organizational structure, have the option of having just one representative serve on the Forum. Each jurisdiction or institution also designates one elected representative alternate and one senior administrator alternate to attend and participate when either of the primary members is unable to attend.

Prior to the March meeting, each jurisdiction or institution will designate their Forum representative for the year. If there is agreement, new jurisdictions or institutions can formally be invited to become members of the Forum at any time.

### **Responsibilities of Participants**

At the November meeting, members determine the themes of the following year's meetings, the timing of when the meetings occur and which member jurisdiction or institution will serve as the meeting host(s). Every effort is made to provide an opportunity for each member jurisdiction or institution to host at least one meeting every two years.

Forum members serving as meeting hosts take lead responsibility for facilitating the meeting. As hosts, the Forum members are expected to draft the agenda, secure any outside speakers and handle meeting logistics (securing meeting space, etc.). Forum members are solely responsible for any expenses related to the meetings they host.

The Port of Seattle will serve as the lead disseminators of all information connected to the Forum and its meetings and assist the meeting hosts with guidance on organizational logistics.

## **Meetings**

- **Frequency**

The Forum meets four times a year. Meetings occur the fourth Wednesday of March, May, September and November. One exception – if Thanksgiving falls on the fourth week in November, the Forum meets on the third Wednesday in November. Meetings begin at 2:30 PM and conclude typically at 4:30 PM.

- **Co-Chairs**

The Forum has two co-chairs – an elected representative from the Port (Port Co-chair) and an elected representative from one of the jurisdictions or institutions (Community Co-chair). On the day of the meeting, co-chairs are tasked with facilitating the meeting: introducing speakers and topics, making sure adequate time is given to all agenda items and proposing and handling any action items.

The Port Co-chair is selected by the Port of Seattle Commission and announced prior to the March meeting. The Community Co-Chair is selected by the members of the Forum at the March meeting. If the Port Co-chair cannot attend a meeting, the Port elected representative alternate will serve as the Port Co-chair. If the Community Co-chair cannot attend a meeting, the elected representative from the Forum jurisdiction or institution hosting the meeting will serve as the Community Co-chair.

- **Agenda Structure**

Roughly half of each meeting is dedicated to the theme of the meeting with the other half divided between time reserved for the member host to provide an update on a topic of their choice, as well as time for all members to share and discuss emerging issues.

Members receive advance copies of the meeting agenda and are able to provide input and suggest changes prior to the agenda's finalization. If there is interest, some meetings can be held jointly with other governmental organizations.

- **Additional Administrative Items**

For purposes of conducting business, a majority of members present constitutes a quorum. Discussions at meetings include both elected representatives and senior administrators. However, only elected representatives are able to take part in the final decision-making process regarding a potential action.

All meetings are open to the public and noticed in the appropriate Southwest King County media outlets prior to each meeting. Time is set aside at the start of each meeting for the public to provide comments on any of the meeting's agenda items. Members of the public who wish to speak are asked to sign-up in advance and are granted up to three minutes of time.

Since the Forum is not a formal decision-making body or an inter-local agency, minutes are not kept of the meeting's proceedings.