

Steering Committee Ground Rules

Purpose

The role of the steering committee is to guide the Core Planning Team through the City of Bellevue Hazard Mitigation Plan (HMP) development process that will result in a plan that can be embraced both politically and by the constituency within Bellevue. The steering committee will provide guidance and leadership, oversee the planning process, and act as the point of contact for all stakeholders and various interest groups in the planning area. The makeup of this committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for hazard mitigation.

Leadership

Kristi Oosterveen, representing Bellevue Transportation Department, will serve as the committee chair. The role of a chair is to: 1) lead meetings so that agendas are followed and meetings adjourn on-time, 2) allow all members to be heard during discussions, 3) moderate discussions between members with differing points of view, and 4) be a sounding board for staff in the preparation of agendas and how to best involve the full steering committee in work plan tasks. Ellen Montanana, representing the Office of Emergency Management (OEM), will serve as vice chair to take the chair's role when the chair is not available.

Attendance

Participation of all steering committee members in meetings is important and members should make every effort to attend or call in to each meeting. If a steering committee member cannot attend, they should inform the Core Planning Team before the meeting is conducted. (Note: designated alternates as discussed below will count as committee member attendance as applicable.)

Quorum

A minimum attendance at each meeting often is needed to ensure that the different viewpoints of steering committee members are adequately represented. A

quorum for this committee will be half of the members plus one. This quorum can be met with an attendance augmented by designated alternates.

Alternates

Steering committee members can identify an alternate(s) should they feel there will be an issue with their ability to attend all meetings. For this planning process, designated alternates will be fully interchangeable with the designated primary steering committee member. So when an alternate attends a meeting and a vote is taken, that alternate may vote as they feel as it pertains to the issue being confirmed. They are not acting as the proxy for the primary member.

Alternates will receive copies of all meeting materials as well as meeting agendas and minutes. Alternates are welcome to attend all scheduled meetings. Alternates will not have a vote on this committee when the primary steering committee member is also in attendance. Alternates will only have a vote when they are attending in the place of the primary steering committee member. Coordination of who attends scheduled meetings is the sole responsibility of the primary member and their designated alternate. Those steering committee members that choose to designate alternates shall notify the planning team no later than one week prior to the next scheduled steering committee meeting.

Decision-Making

As the steering committee provides advice and guidance on the HMP, it will reach its recommendations through 1) consensus, or 2) voting. Consensus is defined as a recommendation that may not be ideal for each committee member, but every member can live with it (using the consensus continuum as a gage). Voting is defined as “majority rules.” The steering committee decided that consensus will be their preferred method of decision making. However, if consensus cannot be reached on a given issue, then voting will be used to reach a ruling. In the event of a tie, the Chairperson will make the final decision. In any case, minority dissent will be recorded as requested in the meeting summaries and the committee may choose to note such opinions in their final recommendations. On action items where decisions will need to be made by the committee, a vote will be taken to determine consensus or the majority stance of the committee. Only seated steering committee members or their designated alternates that are attending the meeting as the principal representative will have a vote. Members of the public, core planning team members, or alternates that are attending a meeting in conjunction with their principal representative will not have a vote.

Recommendations

The steering committee's recommendations will be recorded in meeting summaries and reflected in the HMP as appropriate. The steering committee may also assist in the presentation of the HMP to the elected bodies of participating organizations.

Spokesperson

Ideally the steering committee will present a united recommendation after considering the different viewpoints of its members, recognizing that each member might have made a somewhat different recommendation as an individual. To consistently represent the steering committee's united recommendations to participating organizations, the public, and the media, the committee spokesperson will be Gillian Hagstrom, the representative from the Communication's Office.

In addition, each member should have a responsibility to represent the steering committee's recommendation when speaking on plan-related issues as a steering committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the steering committee's work. Finally, steering committee members may need to help with presentations given to governing bodies as well as during public meetings or presentations.

Staffing

The Core Planning Team for this project includes appropriate personnel from Bellevue Transportation Department, Office of Emergency Management, Utilities Department, and Communications Office and contracted consultant assistance provided by Pertee and Black & Veatch. The Core Planning Team will schedule meetings, distribute agendas, prepare information and presentations for steering committee meetings, write meeting summaries, and generally seek to facilitate the steering committee's activities.

Public Involvement

As they conduct steering committee work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. All steering committee meetings will be open to the public. Members of the public may attend meetings virtually via Microsoft Teams.

Members of the public wishing to address the steering committee must send an email to OEM@bellevuewa.gov at least 48 hours prior to the meeting start time. The email must include their name and whom they represent. Public comments will be taken at the beginning of each meeting. Comments may only be taken on

items contained on the meeting summaries or to ask for clarification on the upcoming agenda topics. Each member of the public wishing to address the steering committee will be given a single allotment of up to 3 minutes at the discretion of the Chair. The number of speakers allowed to address the committee will be at the discretion of the Chair. Speaking time cannot be transferred to another speaker. All public comments received will be reflected in the meeting summaries. All steering committee meeting agendas will be posted on the HMP website approximately one week prior to each steering committee meeting.

Courtesy

Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

Meetings

Meetings will generally be conducted on the 1st Wednesday of each month from 10 am to noon and will be held at:

Bellevue City Hall
Room 1E-108

City staff will be expected to attend meetings in-person unless prior notification is given. City partners may attend in-person and will also have a remote option (Teams) available to them so their schedules can be accommodated.

Meeting locations can be changed as needed. Meeting dates are subject to change based upon steering committee direction.

