

# Memo

**To:** King County Affordable Housing Committee Members  
**From:** McCaela Daffern, Affordable Housing Committee Manager  
**cc:** Housing Interjurisdictional Team  
**Date:** May 30, 2025  
**Re:** AHC Recommended Strategic Direction

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## Introduction

At the June 5, 2025 Affordable Housing Committee meeting, members will possibly approve a recommendation statement and recommended charter amendments to the Growth Management Planning Council (GMPC) to establish a new strategic direction for the Committee (Exhibits 1 and 2).

## Background

The GMPC formed the Committee in 2019 to serve as a regional advisory body that recommended action and assessed progress toward implementation of the December 2018 Regional Affordable Housing Task Force Five Year Action Plan and function as a point of coordination and accountability for affordable housing efforts across King County. The Committee was formed to be action-oriented, meet frequently, actively pursue goals, and evaluate potential changes to its structure regularly.

## Recent Committee Feedback

At the May 1, 2025 AHC meeting, staff briefed members on the Committee's revised draft charter amendments and preliminary draft strategic direction recommendation to the GMPC. Committee members generally agreed that the draft revised charter amendments as presented were adequate, with some discussion on the Committee's role advocating for the resources necessary to meet affordable housing needs, particularly about understand the cost to meet the need and strategies to reduce this cost. The draft charter amendments in this staff report remain unchanged from the version Committee members considered on May 1.

A Committee member also proposed the recommendation statement be revised to ask the GMPC to adopt the charter amendments in collaboration with the Committee. Upon further review of the GMPC interlocal agreement and discussion with GMPC staff, Committee staff determined that the GMPC cannot adopt something in collaboration with its committee, but it can adopt something developed by its committee. Committee staff revised the recommendation to reflect the Committee's role in developing the charter amendments.

## What's Next

If the Committee approves this recommendation at the June 5, staff will transmit the recommendation to the GMPC for consideration at the September 17 GMPC meeting and possible action on November 19.

## Exhibit 1: Draft Recommendation to the GMPC

King County Affordable Housing Committee's

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# **DRAFT** Recommendations to Improve Affordable Housing Committee Effectiveness

The Affordable Housing Committee (Committee), a committee of the Growth Management Planning Council (GMPC), has concluded its work to evaluate the Committee's effectiveness in furthering the December 2018 Regional Affordable Housing Task [Five Year Action Plan](#) (Action Plan) and recommends to the GMPC alternative governance structures and/or revisions to its charter to better accomplish the Action Plan and Committee goals.

Based on this evaluation, the Committee:

- remains committed to ensuring that everyone in King County has a place to live that they can afford in the community of their choice;
- finds that the King County Countywide Planning Policies (CPPs) Housing Chapter, amended after adoption of the Action Plan, serves as an effective and flexible vehicle for carrying out its work;
- agrees that meaningful local housing policy implementation, substantial new revenue for affordable housing, and new financing strategies are critical to meeting the stated goals of the CPP Housing Chapter and the Committee should have authority to recommend action on all fronts;
- concludes that the most appropriate governance structure for carrying out this renewed purpose is to remain an advisory body of the GMPC; and
- recommends the GMPC adopt amendments to the Affordable Housing Committee charter, as proposed by the Committee.

Exhibit 2 details Committee-recommended charter amendments. A summary of how the Committee arrived at this recommendation is provided below.

### **Affordable Housing Committee Evaluation Requirement**

The GMPC formed the Committee in 2019 to serve as a regional advisory body that recommends action and assesses progress toward implementation of the Action Plan and functions as a point of coordination and accountability for affordable housing efforts across King County. Among other activities, the Committee was chartered to:

- meet at least through the end of 2024, at which time, consider recommendations to the GMPC to continue its work;
- periodically review and evaluate Committee effectiveness in furthering the Action Plan; and
- recommend alternative governance structures and/or charter amendments needed to better accomplish the Action Plan and Committee goals.

### **Affordable Housing Committee Evaluation Process**

The Committee underwent a multiyear effort to evaluate its effectiveness, determine whether and how to continue its work, and assess the need for a new five-year action plan.

- *June 15, 2023:* The Committee provided initial input on a staff recommendation to evolve the Committee.
- *January 19, 2024:* The Committee discussed how it could capitalize on its strengths and current opportunities.
- *February 1, 2024:* Committee members provided feedback on charter amendment concepts.
- *March 6, 2025:* After more than a year reviewing and commenting on the alignment of draft comprehensive plans with the CPP Housing Chapter, the Committee restarted efforts to evaluate effectiveness, identify opportunities, and scope charter amendments.
- *April 3, 2025 and May 1, 2025:* The Committee deliberated draft charter amendments.
- **[insert date]:** The Committee took action to approve recommended charter amendments.

### **Affordable Housing Committee Strengths and Accomplishments**

The Committee identified the following key accomplishments and strengths in furthering the Action Plan:

- The Committee helped codify Action Plan goals and strategies through amendments to the CPPs, ensuring continued local and countywide Action Plan implementation.

- The groundbreaking accountability framework developed by the Committee and established in the amended CPPs ensures all jurisdictions in King County meaningfully plan for and accommodate their housing needs in alignment with the goals and policies of the CPP Housing Chapter. The Committee is well-positioned to continue overseeing this work.
- The Committee's [Regional Affordable Housing Dashboard](#) and other data efforts provide valuable information to monitor and assess progress on affordable housing efforts in King County.
- The Committee serves as a place to convene local elected officials and key stakeholders, increasing opportunities for shared learning and collaboration.

#### **Affordable Housing Committee Gaps and Needs to Improve Effectiveness**

The Committee identified the following key gaps and needs to improve Committee effectiveness:

- The Committee does not have authority to take actions beyond the scope of issuing recommendations. Based on its structure as an advisory body to the GMPC, it is best positioned to issue housing-related recommendations pertaining to land use and long-range housing planning. This is perhaps the greatest barrier to accomplishing the goals of the Action Plan, given its emphasis on the need for new resources and specific actions.
- Given the Committee's focus on housing policy and planning, it is difficult to assess how effective the Committee has been until after identifying jurisdictions' significant shortfalls in planning for and accommodating their housing needs. This work is scheduled for 2028 and 2029.
- The Committee has evolved over the past five years and the charter does not accurately reflect all the work and standard practices of the Committee and Committee staff.

#### **Affordable Housing Committee's Recommended New Strategic Direction**

The Committee coalesced around a new strategic direction that capitalizes on the Committee's strength as a collaborative body committed to supporting local jurisdictions in their efforts to ensure everyone in King County has a place to live that they can afford in the community of their choice. The Committee envisions itself as a body that serves as a point of coordination and accountability for implementation of the CPP Housing Chapter. In pursuit of this new core purpose, the Committee would:

- carry out the plan review, monitoring and reporting, assessment of shortfalls, and adjustment activities established in the CPP Housing Chapter;
- recommend additional affordable housing revenue and new financing strategies;
- recommend CPP amendments to the GMPC; and
- engage in this activity of periodic evaluation of Committee effectiveness.

The recommended new core purpose, a full list of recommended charter activities, as well as improvements to Committee membership, leadership, meetings, decision making, and staffing are detailed in the attached draft charter amendments.

*Approved by the Affordable Housing Committee of the King County GMPC on [insert date].*

*Claudia Balducci (Committee Chair), King County Councilmember*

*Alex Brennan (Committee Vice Chair), Futurewise*

*Saghar Amini, Habitat for Humanity Seattle-King & Kittitas Counties*

*Jorge L. Barón, King County Councilmember*

*Jane Broom, Microsoft Philanthropies*

*Allison Butcher, Master Builders Association of King and Snohomish Counties*

*Kelly Coughlin, SnoValley Chamber of Commerce*

*Amy Falcone, Kirkland Councilmember, Sound Cities Association*

*Nigel Herbig, Kenmore Mayor, Sound Cities Association*

*Thatcher Imboden, Sound Transit*

*Sunaree Marshall, on behalf of King County Executive Shannon Braddock*

*Ryan McIrvine, Renton Councilmember, Sound Cities Association*

*Cathy Moore, Seattle Councilmember*

*Carter Nelson, Washington Multi-Family Housing Authority*

*Lynne Robinson, Bellevue Mayor, Sound Cities Association*

*Robin Walls, King County Housing Authority*

*Maiko Winkler-Chin, on behalf of Seattle Mayor Bruce Harrell*

## Exhibit 2: Revised Draft Recommended Committee Charter Amendments

### The Affordable Housing Committee of the King County Growth Management Planning Council Charter

#### ~~((1. Background~~

~~In July 2017, the Regional Affordable Housing Task Force convened to develop a regional approach to addressing the affordable housing crisis in King County. The Task Force was composed of 12 elected officials—six from King County, two from Seattle, and four from other cities. In December 2018, the Task Force approved a Five Year Action Plan (Action Plan) with the overall goal to “strive to eliminate cost burden for households earning 80% Area Median Income and below, with a priority for serving households at or below 50% Area Median Income.” The Action Plan contains seven goals to accomplish the overall goal, with supporting strategies and actions for each goal. Goal 1 is to “create and support an ongoing structure for regional collaboration.” The Affordable Housing Committee of the Growth Management Planning Council (GMPC) implements Goal 1. This Committee is charged with overseeing the implementation of the Action Plan and tracking the region’s progress toward meeting the goals in the Action Plan.))~~

#### ~~((2.)) 1. Purpose ((and Activities))~~

~~The Affordable Housing Committee (Committee) of the King County Growth Management Planning Council (GMPC) ((serves as)) is a regional advisory body ((with the goal of recommending action and assessing progress toward implementation of the Regional Affordable Housing Task Force Five Year Action Plan. The Committee functions)) that serves as a point of coordination and accountability for affordable housing efforts across King County.~~

#### 2. Activities

The Committee ~~((will:~~

- ~~• hold regular meetings))~~
- ~~• ((adopt)) adopts an annual work plan;~~
- ~~• release an annual report to measure the following:~~
  - ~~○ qualitative and quantitative metrics regarding countywide and jurisdictional progress to implement the Regional Affordable Housing Five Year Action Plan and~~
  - ~~○ the countywide need and/or cost burden gap, including a measurement plan that, at a minimum, tracks the percentage of housing supply at various levels of Area Median Income (AMI) and track the region’s progress to meeting the goal to build or preserve 44,000 units affordable to households earning 50 percent or less of AMI by 2024))~~
- ~~• reviews King County jurisdiction’s comprehensive plans and recommends actions necessary to align with the King County CPP Housing Chapter;~~
- ~~• monitors and annually reports in public-facing tools countywide and jurisdictional progress to meet housing needs and eliminate disparities in access to housing and neighborhood choice;~~
- ~~• identifies significant shortfalls in planning for and accommodating housing needs, provides findings that describe the nature of the shortfalls, and recommends jurisdictional action to address shortfalls, as directed by the GMPC;~~
- ~~• ((review and make recommendations to other governing bodies regarding actions to implement the Action Plan, including:~~
  - ~~○ funding/pursuing new and innovative financing strategies to significantly address the affordable housing need in King County~~
  - ~~○ revising land use policies~~
  - ~~○ recommending State legislative agenda items, such as increasing state funding for affordable housing, expanding options for local funding, supporting the creation and preservation of affordable housing, and creating uniform statewide laws for tenant protections))~~
- ~~• recommends action to further the goals of the CPP Housing Chapter, including but not limited to, State legislative agenda items and revenue and financing strategies to help meet affordable housing needs in King County;~~
- ~~• ((recommend implementation actions for the Puget Sound Regional Council’s Growth Management Policy Board’s consideration and approval;~~
- ~~• review and provide guidance regarding alignment between the Action Plan and~~

- comprehensive plans))
- ~~recommend))~~ recommends amendments to the ((Countywide Planning Policies including regional goals/metrics and land use policies)) CPPs to the GMPC; and
- ~~((coordinate support for increased federal funding for affordable housing~~
- ~~coordinate with existing and new sub-regional collaborations, such as A Regional Coalition for Housing (ARCH) and South King County Housing and Homelessness Partnership (SKHHP)~~
- ~~recommend/review incentives for regional solutions which promote strategies that are broader than one jurisdiction at a time~~
- ~~meet at least through the end of the five year time frame for the Action Plan, and at the end of that five year period, the committee will consider recommendations to the GMPC to continue the work of the Affordable Housing Committee, including development of a new Five Year Action Plan))~~
- ~~((periodically review))~~ reviews and ((evaluate)) evaluates the effectiveness of the ((GMPC Affordable Housing)) Committee in ((furthering the Five Year Action Plan and, based on this evaluation, recommend)) meeting its purpose and recommends to the GMPC potential alternative governance structures and/or revisions to this ((Charter)) charter ((that may be)) needed to better accomplish the ((Action Plan and Committee goals.)) Committee’s purpose at least once every ten years.

**Membership**~~((Members of the Committee are appointed every odd numbered year in January by the Chair of the GMPC, with concurrence from the GMPC membership. Members serve two year terms, and there is no limit on the number of times members can be re-appointed to two year terms. The membership of the Committee includes both elected officials and non-elected representatives. Committee membership categories are listed in Table 1.~~

Each caucus of GMPC is responsible for recommending its own committee members for appointment by the GMPC Chair with concurrence from the GMPC membership. There are three GMPC caucuses: King County, Sound Cities Association, and the City of Seattle. Selected members should represent diverse regions of the county. At least two of the elected officials on the Committee must also be members of the GMPC and at least one member must also serve on the Sound Transit Board.

**Table 1**

Committee Membership Categories	
Category	Number
<b>King County Councilmembers/County Executive or their designee</b>	3
<b>Sound Cities Association Councilmembers/Mayors</b>	4
<b>City of Seattle Councilmembers/Mayor or their designee</b>	2
<b>Non-elected Stakeholders</b>	9-11
<b>Total Members</b>	<b>18-20</b>

The non-elected stakeholders will be 9-11 individuals with expertise in affordable housing, including displacement. One of these members must represent a housing authority operating in King County. Other example stakeholder perspectives include, but are not limited to, nonprofit and for profit housing developers, landlords and renters, smart growth, business community, and anti-displacement. If any of these individuals are unable to complete their term, a represented organization may suggest a replacement for consideration by the GMPC. The GMPC may select any qualified candidate that maintains a balance of diverse demographic and geographic representation and expertise. Members are expected to alert the Committee Chair when they have a conflict of interest on a topic under consideration for a Committee decision and recuse themselves from relevant votes.))

**Composition**

The Committee is composed of 18 members as follows:

- Three King County members: the County Executive or their designee and two King County Councilmembers;
- Four Sound Cities Association Councilmembers/Mayors;
- Two City of Seattle members: the Seattle Mayor or their designee and one Seattle City Councilmember; and
- Nine individuals representing organizations that work on housing-related issues and/or serve



communities most disproportionately impacted by housing cost burden in King County.

### **Appointments**

All members are appointed by the GMPC every odd numbered year and serve two-year terms. The GMPC may appoint any qualified candidate that maintains a balance of diverse demographic and geographic representation and expertise. King County, Sound Cities Association, and the City of Seattle are responsible for recommending their own committee members for appointment. The Committee recommends the organizational representatives for appointment and is responsible for ensuring the recommended slate will provide the collective subject matter expertise needed to carry out the Committee's work. Committee staff will solicit Committee member input on what expertise is needed and then present the Committee with a prospective slate for consideration. Members serve in a provisional capacity on the Committee pending the outcome of their appointment. Members serving in a provisional capacity will have full membership and voting rights.

### **Replacement**

If any member is unable to complete their term, a represented organization may suggest a replacement for consideration by the Committee for the remainder of the term. If the Committee recommends the appointment, the new member may serve in a provisional capacity on the Committee until the GMPC considers the appointment.

## **3. Leadership**

### **Election and Terms**

At the first meeting of each odd-numbered year, the Committee elects a Chair, who must be an elected official, and a Vice Chair, who must be a non-elected representative. The Chair of the Committee ~~((must also serve on))~~ or their designee must be a GMPC member and shall represent the Committee on the GMPC. The GMPC must approve the election results. The Chair and Vice Chair may operate in a provisional capacity pending GMPC approval. Should the Chair or Vice Chair seat be vacated prior to the end their two-year term, the Committee shall expeditiously select a replacement. If both the Chair and Vice Chair are absent from a Committee meeting, the Committee members shall elect one of the members to serve as Chair Pro-Tem. The Chair Pro-Tem shall relinquish the chair at such a time as the Chair or Vice Chair joins the meeting.

### **Duties**

The ~~((Chair's responsibilities include))~~ Chair is responsible for:

- setting meeting agendas in consultation with the Vice Chair;
- ~~((developing the draft annual work plan and))~~ informing and approving the meeting schedule and draft annual work plan developed by staff, in consultation with the Vice Chair ~~((and with staff support, for adoption by the full Committee))~~;
- working with staff to recommend and approve meeting materials;
- chairing Committee meetings; and
- providing guidance to staff as needed.
- ~~((providing regular oral reports to the GMPC, as requested by the GMPC Chair.))~~

The Vice Chair ~~((will serve))~~ serves in the Chair's stead when the Chair is unable to perform ~~((the))~~ their duties ~~((of the Chair))~~.

## **4. Meetings**

### **Frequency**

The Committee will meet as needed but will be scheduled to meet at least quarterly. Committee staff will work with Committee ~~((members))~~ leadership to establish a meeting calendar each year. Once confirmed, this schedule will be posted on the Committee's webpage. ~~((A quorum is 50% of total members, plus one for voting purposes.))~~

### **Format**

Committee meetings will be held at such time and place to efficiently carry out the Committee's responsibilities. Committee meetings may be conducted virtually or in person.

### **In Person Meetings**

When a meeting is held in person, Committee members ~~((are encouraged to))~~ should attend ~~((meetings))~~ in person but can participate and vote via an online meeting platform, telephone, or other electronic means as technology allows. ~~((Members participating remotely should alert the Chair and lead Committee staff in writing at least 24 hours in advance of the meeting, unless the Chair and lead committee staff have determined that the meeting will be held remotely.))~~

### Alternates

Committee members may ~~((select))~~ designate an alternate to participate when they are unable to attend meetings. To the extent possible, elected officials should select alternates that are also elected officials. ~~((Each GMPC caucus))~~ Committee members representing King County, Sound Cities Association, and the City of Seattle may ~~((also))~~ establish their own protocol for alternate selection. Members sending alternates should alert the Chair and lead Committee staff in writing at least 24 hours in advance of the meeting. Alternates have full voting rights when the Committee member is absent. When their member is present, alternates will have the right to sit with the Committee and participate in discussions but must refrain from making motions or voting when their member is present.

### Notice

~~((Meeting agendas will be distributed))~~ A notice of each meeting will be posted on the Committee webpage and will be emailed to members at least 72 hours in advance of meetings. The notice will include the meeting date, time, format, an agenda, minutes or meeting summary from the last meeting, and any new materials that may require action at the meeting. Parties interested in receiving the meeting notices via email should contact the lead Committee staff and request to be added to the mailing list. Meeting ~~((materials))~~ slides will be ~~((distributed))~~ posted on the Committee's webpage at least 24 hours in advance of meetings.

~~Meeting materials will be posted in advance on the Affordable Housing Committee website.~~

### Cancellation

~~((Meeting cancellation notifications will be distributed at least 72 hours in advance of scheduled meetings. Changes to meeting location will be distributed at least 72 hours in advance of the meeting.))~~ The Chair may cancel a Committee meeting when there is evidence of insufficient agenda material, lack of quorum, or for other justifiable reasons. Meeting cancellation notifications and changes in meeting format will be posted on the Committee webpage and emailed to members.

### Conflict of Interest

Members are expected to alert the Chair when they have a conflict of interest on a topic under consideration for a Committee decision and recuse themselves from relevant votes.

## 5. Decision Making

### Consensus

The Committee will strive to make decisions by consensus. If consensus is not possible, then decisions can be put to a vote and require the majority of the members present. Voting can only occur when a quorum is present.

### Quorum

A quorum is at least 51% of the voting membership. Permanently vacant positions to which a new member has not been appointed or asked to serve in a provisional capacity will not be counted as voting members. Actions taken by the Committee require a quorum present at the time of the vote and a majority vote of those present and eligible to vote.

### Documentation

~~Meeting~~ ~~((decisions put to a vote will be documented in meeting minutes with a vote tally))~~ minutes or a meeting summary will document the vote tally for any decision put to a vote. ((Meeting)) Staff will post meeting minutes ~~((will be posted))~~ or a summary to the Affordable Housing Committee ~~((website))~~ for public access.

## 6. Staffing

### Housing Interjurisdictional Team

The Committee ~~((will be))~~ is supported by a Housing Interjurisdictional Team (HIJT) composed of staff from King County, ~~((the City of Seattle, other cities,))~~ cities in King County, and other interested parties such as transit agencies, subregional collaborations, and nonprofit ~~((and stakeholder))~~ groups. ~~((This includes representatives from sub-regional collaborations such as ARCH (A Regional Coalition for Housing) and SKHHP (South King Housing and Homelessness Partnership). King County Executive staff will be tasked with convening and leading the work of the HIJT.))~~ The GMPC's Interjurisdictional Team ~~((HJT to the GMPC))~~ will work closely with the HIJT to ensure coordination among their work and effective staffing for the GMPC.

### King County Executive Staff

~~((Staff))~~ Executive staff work ~~((will be))~~ is directed by the Committee and the annual work plan. ~~((and~~

~~will include))~~ Staff are responsible for:

- drafting the Committee's annual work plan and schedule;
- ~~((preparing draft agendas and materials for meetings~~
- ~~providing technical assistance to the cities and the County on affordable housing policy including identification and sharing of best practices and model legislation~~
- ~~preparing a data dashboard~~
- ~~preparing the annual report))~~
- handling all procedural and administrative matters for the Committee;
- providing guidance to jurisdictions and the Committee on alignment between comprehensive plans and the CPP Housing Chapter;
- preparing and maintaining public-facing tools that provide necessary, ongoing information on jurisdictions' progress to plan for and accommodating their housing needs;
- supporting Committee and GMPC annual monitoring and assessment of shortfalls required by the CPP Housing Chapter;
- preparing draft recommendations for Committee consideration;
- preparing a prospective slate of organizational representatives to serve on the Committee;
- coordinating with subregional, regional, and sitewide entities;
- convening and leading the work of the HIJT; and
- providing updates to the GMPC on Committee activities.



# **The Affordable Housing Committee of the King County Growth Management Planning Council Charter**

## **1. Purpose**

The Affordable Housing Committee (Committee) of the King County Growth Management Planning Council (GMPC) is a regional advisory body that serves as a point of coordination and accountability for implementation of the King County Countywide Planning Policies (CPPs) Housing Chapter.

## **2. Activities**

The Committee:

- adopts an annual work plan;
- reviews King County jurisdiction's comprehensive plans and recommends actions necessary to align with the King County CPP Housing Chapter;
- monitors and annually reports in public-facing tools countywide and jurisdictional progress to meet housing needs and eliminate disparities in access to housing and neighborhood choice;
- identifies significant shortfalls in planning for and accommodating housing needs, provides findings that describe the nature of the shortfalls, and recommends jurisdictional action to address shortfalls, as directed by the GMPC;
- recommends action to further the goals and policies of the CPP Housing Chapter, including, but not limited to, State legislative agenda items and revenue and financing strategies to help meet affordable housing needs in King County;
- recommends amendments to the CPPs to the GMPC; and
- reviews and evaluates the effectiveness of the Committee in meeting its purpose and recommends to the GMPC potential alternative governance structures and/or revisions to this charter needed to better accomplish the Committee's purpose at least once every ten years.

## **3. Membership**

### **Composition**

The Committee is composed of 18 members as follows:

- Three King County members: the County Executive or their designee and two King County Councilmembers;
- Four Sound Cities Association Councilmembers/Mayors;
- Two City of Seattle members: the Seattle Mayor or their designee and one Seattle City Councilmember; and
- Nine individuals representing organizations that work on housing-related issues and/or serve communities most disproportionately impacted by housing cost burden in King County.

### **Appointments**

All members are appointed by the GMPC every odd numbered year and serve two-year terms. The GMPC may appoint any qualified candidate that maintains a balance of diverse demographic and geographic representation and expertise. King County, Sound Cities Association, and the City of Seattle are responsible for recommending their own committee members for appointment. The Committee recommends the organizational representatives for appointment and is responsible for ensuring the recommended slate will provide the collective subject matter expertise needed to carry out the Committee's work. Committee staff will solicit Committee member input on what expertise is needed and then present the Committee with a prospective slate for consideration. Members serve in a provisional capacity on the Committee pending the outcome of their appointment. Members serving in a provisional capacity will have full membership and voting rights.

### **Replacement**

If any member is unable to complete their term, a represented organization may suggest a replacement for consideration by the Committee for the remainder of the term. If the Committee recommends the appointment, the new member may serve in a provisional capacity on the Committee until the GMPC considers the appointment.

## **4. Leadership**

### **Election and Terms**

At the first meeting of each odd-numbered year, the Committee elects a Chair, who must be an

elected official, and a Vice Chair, who must be a non-elected representative. The Chair of the Committee or their designee must be a GMPC member and shall represent the Committee on the GMPC. The GMPC must approve the election results. The Chair and Vice Chair may operate in a provisional capacity pending GMPC approval. Should the Chair or Vice Chair seat be vacated prior to the end their two-year term, the Committee shall expeditiously select a replacement. If both the Chair and Vice Chair are absent from a Committee meeting, the Committee members shall elect one of the members to serve as Chair Pro-Tem. The Chair Pro-Tem shall relinquish the chair at such a time as the Chair or Vice Chair joins the meeting.

### **Duties**

The Chair is responsible for:

- setting meeting agendas in consultation with the Vice Chair;
- informing and approving the meeting schedule and draft annual work plan developed by staff, in consultation with the Vice Chair;
- working with staff to recommend and approve meeting materials;
- chairing Committee meetings; and
- providing guidance to staff as needed.

The Vice Chair serves in the Chair's stead when the Chair is unable to perform their duties.

## **5. Meetings**

### **Frequency**

The Committee will meet as needed but will be scheduled to meet at least quarterly. Committee staff will work with Committee leadership to establish a meeting calendar each year. Once confirmed, this schedule will be posted to the Committee webpage.

### **Format**

Committee meetings will be held at such time and place to efficiently carry out the Committee's responsibilities. Committee meetings may be conducted virtually or in person.

### **In-Person Meetings**

When a meeting is held in person, Committee members should attend in person but can participate and vote via an online meeting platform, telephone, or other electronic means as technology allows.

### **Alternates**

Committee members may designate an alternate to participate when they are unable to attend meetings. To the extent possible, elected officials should select alternates that are also elected officials. Committee members representing King County, Sound Cities Association, and the City of Seattle may establish their own protocol for alternate selection. Members sending alternates should alert the Chair and lead Committee staff in writing at least 24 hours in advance of the meeting. Alternates have full voting rights when the Committee member is absent. When their member is present, alternates may participate in discussions but must refrain from making motions or voting when their member is present.

### **Notice**

Staff will post a notice of each meeting on the Committee webpage and email the notice to members at least 72 hours in advance of meetings. The notice will include the meeting date, time, format; an agenda; minutes or meeting summary from the last meeting; and any new materials that may require action at the meeting. Parties interested in receiving the meeting notices via email should contact the lead Committee staff and request to be added to the mailing list. Staff will post meeting slides on the Committee's webpage at least 24 hours in advance of meetings.

### **Cancellation**

The Chair may cancel a Committee meeting when there is evidence of insufficient agenda material, lack of quorum, or for other justifiable reasons. Meeting cancellation notifications and changes in meeting format will be posted on the Committee webpage and emailed to members.

### **Conflict of Interest**

Members should alert the Chair when they have a conflict of interest on a topic under consideration for a Committee decision and recuse themselves from relevant votes.

## **6. Decision Making**

### **Consensus**

The Committee will strive to make decisions by consensus. If consensus is not possible, then decisions can be put to a vote and require the majority of the members present. Voting can only

occur when a quorum is present.

### **Quorum**

A quorum is at least 51 percent of the voting membership. Permanently vacant positions to which a new member has not been appointed or asked to serve in a provisional capacity will not be counted as voting members. Actions taken by the Committee require a quorum present at the time of the vote and a majority vote of those present and eligible to vote.

### **Documentation**

Meeting minutes or a meeting summary will document the vote tally for any decision put to a vote. Staff will post meeting minutes or a summary to the Affordable Housing Committee webpage for public access.

## **7. Staffing**

### **Housing Interjurisdictional Team**

The Committee is supported by a Housing Interjurisdictional Team (HIJT) composed of staff from King County, cities in King County, and other interested parties such as transit agencies, subregional collaborations, and nonprofit groups. The GMPC's Interjurisdictional Team will work closely with the HIJT to ensure coordination among their work and effective staffing for the GMPC.

### **King County Executive Staff**

Executive staff work is directed by the Committee and the annual work plan. Staff are responsible for:

- drafting the Committee's annual work plan and schedule;
- handling all procedural and administrative matters for the Committee;
- providing guidance to jurisdictions and the Committee on alignment between comprehensive plans and the CPP Housing Chapter;
- preparing and maintaining public facing tools that provide necessary, ongoing information on jurisdictions' progress to plan for and accommodate their housing needs;
- supporting Committee and GMPC annual monitoring and assessment of shortfalls required by the CPP Housing Chapter;
- preparing draft recommendations for Committee consideration;
- preparing a prospective slate of organizational representatives to serve on the Committee;
- coordinating with subregional, regional, and sitewide entities;
- convening and leading the work of the HIJT; and
- providing updates to the GMPC on Committee activities.