

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

Elections 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.