

CA Land Use Committee

Policies and Procedures

Mission Statement

As a standing Committee of the Community Assembly (CA), the Land Use Committee (LUC) seeks opportunities to interact with Neighborhood Councils (NC), citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource for land use resolutions: to propose changes to policies, regulations, actions and plans to the Community Assembly.

Purpose

The LUC provides education, information and resources by our outreach to City Departments including the Office of Neighborhood Services (ONS), Code Enforcement (CE), Planning Services Department (PSD) and the collected wisdom of our Neighborhood Councils. The CA-LUC will take on inquiries as directed by the City and/or assigned by the CA and/or from other Committees and/or Subcommittees in addition to Neighborhood Councils.

Membership

As per CA Policies & Procedures for standing committees, LUC membership is defined as follows:

1. The LUC shall maintain a minimum of three (3) members who are members of separate NC's with maintained voting status on the Community Assembly, which represents a quorum.
2. Membership on the LUC shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to CA Representatives and Alternates.

Voting

Voting members of the CA-LUC are defined as follows:

1. A single official representative or alternate from each NC may vote as long as the neighborhood has been represented at the previous two consecutive CA-LUC meetings.
2. Anyone attending the meeting may vote and have standing to discuss the issue/motion on the table. However, the official vote shall be represented and recorded by the NC representatives with standing only.

Emergency Votes

In case of emergency, the Chair may call a vote between meetings of the CA-LUC. The pending question or vote will be sent via email format to Executive Board members. Qualified members are required to vote via email.

Leadership

An Executive Board serves as the leadership of the CA-LUC and is defined as follows:

1. Terms of one (1) year in length and qualified individuals may serve in any one (1) position for no more than two (2) terms.
2. There may be up to five (5) members serving on the Executive Board. The Board members will determine which members will serve in the various defined positions or the Board may choose to rotate leadership positions as it sees fit.
3. Chair. The Chair is responsible for communicating with the LUC, setting the agenda with the approval of the Executive Board, facilitating LUC meetings and reporting to the Community Assembly after such report is approved by the LUC. The Chair may also call Executive Board meetings and serves as facilitator as well.
4. Vice Chair. The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and that attendees are signed in for voting purposes. During votes, this individual is responsible for counting and identifying official votes.
5. Recorder. The Recorder is responsible for taking official minutes for all LUC and Executive Board meetings. This individual will forward the minutes to the Office of Neighborhood Services (ONS) to distribute to LUC members one (1) week in advance of the regularly scheduled LUC meetings.
6. Other Executive Board positions may be appointed by the Chair and by vote of the Executive Board.

Elections

Elections for LUC Executive Board leadership will take place once a year in December. A review of eligible members who are qualified voting members shall be reviewed each November prior to elections.