

# **Community Assembly (CA) Land Use Committee Policies and Procedures**

*Updated: March 2023*

## **1. 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.

## **2. Purpose**

The LUC provides education, information and resources through outreach to City Departments including the Office of Neighborhood Services, Code Enforcement, Planning and Development and the collected wisdom of our Neighborhood Councils. The CA-LUC will take 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.

## **3. Membership**

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

1. The LUC shall maintain a minimum of three members who are members of separate Neighborhood Councils 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.
3. Meetings are held the first Wednesday of each month for ten (10) months of the year. Membership may elect 2 months each year to suspend meetings for the calendar year.

## **4. 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 two meetings of the last four meetings convened.
2. Anyone attending the meeting has standing to discuss the issue/motion on the table. However, the official vote shall be represented and recorded by only the NC representatives with standing.

## **5. Emergency Voting**

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

## **6. Leadership**

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

1. Executive Board members must maintain voting eligibility.

2. Terms of one year in length. Qualified individuals may serve in any one position for no more than two terms. Term limits may be waived if there are no other persons available to serve on the Executive Board.
3. There may be up to five 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. A minimum of three (3) Executive Members shall be named, one which is the Chair.
  - A. Chair
    1. The Chair is responsible for communicating with the LUC, setting the agenda with the approval of the Executive Board, and facilitating LUC meetings.
    2. In the absence of designated positions, the Executive Committee shall set the meeting agenda.
    3. A member will be designated to report to the CA after such report is approved by the LUC. The Chair may also call and serve as facilitator of Executive Board meetings.
  - B. Vice Chair.
    1. The Vice Chair is responsible for acting as Chair when the Chair is not available.
    2. This individual will also ensure that the sign-in sheet is available and attendees are signed in for voting purposes. During votes, the Vice Chair is responsible for counting and identifying the official votes. Note: Eligible voting member neighborhoods will be identified on the previous minutes and current agenda.
  - C. Recorder.
    1. The Recorder is designated by the Chair at the beginning of the meeting, in lieu of volunteer Executive Member serving as such for the calendar year. The Recorder is responsible for keeping official minutes for all LUC and Executive Board meetings. The Recorder will forward the minutes to ONS to distribute to LUC members one week in advance of the regularly scheduled LUC meetings.
  - D. Other Executive Board Positions. Other positions may be appointed by the Chair and by vote of the Executive Board.

## **7. Elections**

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

## **8. Meeting Format**

In-person meetings as well as online/Zoom meeting are provided.

## **9. ONS Staff Support:**

As Assigned. Current-Amber Groe, City of Spokane