

2017 FINAL OPERATING PROCEDURES FOR THE HIGHLINE FORUM

Purpose

The Highline Forum provides Southwest King County municipalities, educational governing bodies and the Port of Seattle with the opportunity to share information, interact with outside speakers and other governmental organizations and work in partnership on initiatives that benefit the residents of Southwest King County.

The Highline Forum is not a formal decision-making body or an inter-local agency. Any action taken by the Forum is based on consensus. Consensus-based actions are the product of discussions among the members and a final call for adoption by the co-chairs.

Membership

One elected representative and one senior administrator serve as the primary members on the Forum from the following jurisdictions or institutions:

- City of SeaTac
- City of Burien
- City of Des Moines
- City of Tukwila
- City of Normandy Park
- City of Federal Way
- Highline Public Schools
- Highline College
- Port of Seattle

Tukwila, Federal Way and Highline College, because of their organizational structure, have the option of having just one primary member serve on the Forum.

Each jurisdiction or institution also designates one elected representative alternate and one senior administrator alternate to serve on the Highline Forum when either of the primary members is unable to attend. Alternates also can attend and participate at all Forum meetings. However, their attendance is optional.

Prior to the first meeting of the year, each jurisdiction or institution will designate their Forum members. If there is agreement by members, new jurisdictions or institutions can formally be invited to become members of the Forum at any time.

Responsibilities of Participants

Forum members serving as meeting hosts take lead responsibility for meeting logistics (securing meeting space, purchasing refreshments, etc.). Forum members are solely responsible for any expenses related to the meetings they host.

Every effort is made to provide an opportunity for each member jurisdiction or institution to host at least one meeting every two years.

The Port of Seattle will serve as the lead disseminators of all information connected to the Forum and its meetings and assist the meeting hosts with guidance on organizational logistics.

Meetings

- **Frequency**

The Forum meets six times a year. Meetings occur the fourth Wednesday of January, March, May, July, September and November. If Thanksgiving falls on the fourth week in November, the Forum meets on the third Wednesday in November. Meetings typically begin at 2:30 PM and conclude typically at 4:30 PM.

- **Co-Chairs**

The Forum has two co-chairs – an elected representative from the Port (Port Co-chair) and an elected representative from one of the jurisdictions or institutions (Community Co-chair). On the day of the meeting, co-chairs are tasked with facilitating the meeting: introducing speakers and topics, making sure adequate time is given to all agenda items and proposing and handling any action items.

The Port Co-chair is selected by the Port of Seattle Commission and announced prior to the first meeting of the year. The Community Co-Chair is selected by the members of the Forum at the first meeting of the year. The Port does not participate in the Community Co-Chair selection process. If the Port Co-chair cannot attend a meeting, the Port elected representative alternate will serve as the Port Co-chair. If the Community Co-chair cannot attend a meeting, the elected representative from the Forum jurisdiction or institution hosting the meeting will serve as the Community Co-chair.

- **Agenda Structure**

Each meeting is roughly divided into three sections: time reserved for the meeting host to provide an update on a topic of their choice, time reserved for the Port of Seattle to present on a topic of interest to the Forum members and time for all members to share and discuss emerging issues.

A running list of Port of Seattle topics of interest to be covered at future Forum members will be kept by the Port and periodically updated through a discussion with Forum members.

Members receive advance copies of the meeting agenda and are able to provide input and suggest changes prior to the agenda's finalization. If there is interest, some meetings can be held jointly with other governmental organizations.

At the final meeting of the year, members determine if changes need to be made to the Highline Forum's agenda structure for the following year's meetings. Meeting hosts for the following year's meetings are also selected at the final meeting of the year.

Ex-officio Members

Representatives from the federal, state, county and local levels of government are invited to attend and participate at all meetings. Time will be set aside at meetings for these representatives to provide updates and briefings to the Forum members.

Additional Administrative Items

For purposes of conducting business, a majority of members present constitutes a quorum. Discussions at meetings include both elected representatives and senior administrators. However, only primary elected representatives are able to take part in the final decision-making

process regarding a potential action. Each jurisdiction or institution Forum member is entitled to one vote.

All meetings are open to the public and noticed in the appropriate Southwest King County media outlets prior to each meeting. Time is set aside at the start of each meeting for the public to provide comments. Members of the public who wish to speak are asked to sign-up in advance and are granted up to three minutes of time.

Since the Forum is not a formal decision-making body or an inter-local agency, minutes are not kept of the meeting's proceedings.