

Kirkland Alliance of Neighborhoods
Guidelines and Policies
As unanimously adopted November 12, 2014

SECTION I—NAME AND IDENTITY

The name of this body shall be the Kirkland Alliance of Neighborhoods (hereinafter “KAN”).

SECTION II—MISSION STATEMENT

The Kirkland Alliance of Neighborhoods (KAN) is a coalition of the City of Kirkland's Neighborhood Associations. KAN fosters communication and awareness of issues affecting the neighborhoods among the Neighborhood Associations, the City and appropriate entities. KAN is an effective, collegial voice for the neighborhoods and a valued resource for the City. (Adopted by vote of KAN on May 8, 2013).

SECTION III—REPRESENTATION

A. Neighborhood Associations

KAN recognizes Neighborhood Associations (NA) consistent with those recognized by the City of Kirkland. Each NA may designate one appointed representative to KAN (“KAN Rep”). In addition, each NA may appoint a KAN alternate. NA Chairs (or Co-Chairs) may also serve as KAN Reps or KAN alternates at the discretion of the NA. Each NA will use its own process for selection of its KAN Rep, KAN Alternate, and Chair (or Co-Chair) and will notify the City's Neighborhood Outreach Coordinator whenever there is a change of representation or contact information.

B. Discussion Participants at KAN Meetings

A limit of two people per Neighborhood Association may be seated at the table: in addition to the KAN Rep, an appointed KAN Alternate or the NA Chair (or co-Chair) may also be seated at the table. The City's Neighborhood Outreach Coordinator also sits at the table. City Council members or others will not be at the table except when invited as part of a scheduled agenda item.

C. Voting

- a) If KAN votes on any item, each NA is entitled to cast one vote and each vote will have equal weight.
- b) If there are two people from an NA at the table at the time of a vote, preference is given to the KAN Rep to cast the vote.
- c) If the KAN Rep will not be present, they may email their vote to a KAN Co-chair in advance of a meeting, provided that the KAN Rep has participated in prior discussion on the topic. If the NA KAN alternate, Chair or Co-Chair attends the meeting, the advance vote by the KAN Rep will be the vote that is counted unless the KAN Rep advises a KAN Co-chair in advance, via e-mail, to count the vote of the attendee instead.

D. NOTICE AND COMMUNICATION

KAN shall maintain a current roster of each member's contact information which will be available on the City's website or by contacting the Neighborhood Outreach Coordinator. E-mail shall be the accepted standard for providing notices and transmitting documents, correspondence and information.

SECTION IV—OFFICERS

A. ELECTION OF OFFICERS

- a) The officers of KAN will be two Co-Chairs and a Secretary
- b) Annual elections will take place at the May meeting.
- c) The terms of office shall be one year, from the time of election until the meeting occurring in May of the following year. In the event of an interim election, the term of office will run until the regularly scheduled election the following May.
- d) The officers, or KAN itself, may appoint committee or task force chairs and members to serve for a particular purpose and time period. They may appoint non-KAN members if appropriate.
- e) The Co-Chairs will determine the division of duties as noted below for Co-Chairs.
- f) If any of the Officers are unable to complete their term of office, KAN will determine a successor at the next regular meeting.

B. DUTIES OF OFFICERS

CO-CHAIRS:

- a) Gather information from KAN meetings to determine future agenda topics.
- b) If other possible topics come to their attention between meetings, reach out to KAN Reps and NA Chairs/Co-chairs to assess their interest in adding topics to a future agenda.
- c) Work with the City's Neighborhood Outreach Coordinator
- d) Distribute meeting agenda materials prior to each meeting (or arrange for Neighborhood Outreach Coordinator to do so).
- e) Work with City staff and other KAN Reps to organize meeting presentations or handouts
- f) Track action items assigned at meetings
- g) Approve and distribute meeting notes
- h) Lead the meetings
- i) Prepare documents and correspondence, or delegate these tasks and approve the documents before distributing
- j) Along with the Neighborhood Outreach Coordinator, act as the sole KAN spokespersons for the media, including any form of press, blogs, social media, etc.
- k) Act as the KAN spokesperson for presenting to Boards, Commissions, City Council, outside agencies, etc. or may delegate this to another KAN member if appropriate
- l) Communicate as appropriate with City Officials
- m) Delegate tasks to other KAN participants at their discretion

SECRETARY:

- a) Records meeting notes
- b) Sends meeting notes in a timely manner to the KAN Co-Chairs for review
- c) Assists Co-Chairs with their tasks upon request, which may include preparation of documents and correspondence

SECTION IV—MEETINGS

A. SCHEDULE, NOTICE AND PUBLIC INPUT

- a) Meetings shall occur on the second Wednesday of each month at 7PM. Currently the location of our meetings is the Peter Kirk room at Kirkland City Hall. With notice to the group, the meeting time or location may be changed or canceled if necessary.
- b) Meeting notices shall be sent to the KAN Reps, KAN Alternates and NA Chairs/Co-Chairs. Meeting notices will also be distributed by the City using its standard processes.
- c) All KAN meetings are open to the public. Public comments are welcome during designated public comment time, limited to the scheduled time available on the agenda for the meeting; written comments are welcome at any time.

B. CONDUCT OF BUSINESS AT MEETINGS

- a) **Presiding over meetings** - The meetings will be conducted by one or both of the Co-Chairs, as they determine appropriate.
- b) **Balanced participation by NAs** - The participation during each meeting's agenda item will be balanced so that each NA has the opportunity to be fairly represented and heard on each topic. The presiding Co-Chair will utilize discretion to determine who to call upon next to speak, and to keep the conversation balanced so that this goal is accomplished. At the presiding Co-Chair's prerogative, they may limit the conversation or participation if necessary to accomplish this objective.
- c) **Collegiality** – KAN participants shall conduct their business with integrity, collegiality and care. Participants should establish a high priority to attend all meetings and to come prepared to contribute to the discussion of issues and business to be addressed. Members should respect the opinions of other KAN participants and be receptive to diverse viewpoints in KAN discussions. Participants should represent the NAs and KAN in a positive and supportive manner through appearance, conduct and attitude.
- d) **Discuss before we decide** – Our meetings will be conducted in such a way that we have an opportunity to hear various points of view before making motions or decisions. This may require holding a topic over to a succeeding meeting before we make a determination on a topic.
- e) **Staying on agenda** – The agenda will be distributed prior to each meeting with a planned timeline for each item. To allow business to be conducted efficiently, effectively and as planned for each meeting, the KAN participants commit to contacting one of the Co-Chairs prior to the meeting if they have questions or believe there are items to add to or delete from the agenda.

SECTION V – KAN CONSIDERATION OF TOPICS

In addition to KAN being a resource for the sharing of information between the City and NAs, KAN may at its discretion consider, study and discuss particular topics more deeply. KAN may then choose to provide its perspective(s) to other bodies to consider in their decision-making process. KAN is not a regulatory or authoritative body and its points of view are offered for advisory consideration. However, so that those points of view are credible, relevant and valued by Boards, Commissions, City Council and others, KAN adheres to guidelines for our process.

Topics for consideration may be brought forward by NAs or may be forwarded to us by others, e.g. City Council, City Boards or Commissions, City staff, or members of the public.

A. PROCESS FOR DETERMINING TOPICS

The following criteria should be considered before moving forward with study of a topic.

- a) Does this issue have a Citywide impact?
- b) Does this issue impact more than one neighborhood now or in the future?
- c) Is there another entity that is more appropriate to comment upon the issue?
- d) Does KAN have the capacity to study and consider the issue?
- e) Is there sufficient time for KAN Reps to connect with their respective NAs and study and comment on the issue given the timeline of the particular topic?
- f) As an alternative or as an additional step, should we assign someone to represent NA interests as a liaison or observer to another body?

B. PROCESS FOR INCLUDING NEIGHBORHOOD ASSOCIATION INPUT ON TOPICS

An informed discussion with each NA or their Board should take place prior to KAN making a recommendation or providing an advisory position on an issue. This discussion with the NA or NA Board could occur electronically. If there is a time-sensitive issue such that it is infeasible to have that prior discussion with some or all NAs, then KAN will determine on a case-by-case basis whether or not it may offer comments on the topic.

A KAN Rep or NA Chair/Co-Chair may provide their NA's comments electronically to KAN if they cannot attend the meeting to provide comments in person.

Public comment is welcome on all topics. Use of resources such as online surveys can also be considered as tools for obtaining input.

C. FORM OF RESPONSE/COMMENTS PROVIDED BY KAN

The form of KAN's response will be determined on a case-by-case basis, which could include conversations with officials, letters of comment, meeting notes, providing comments during meetings of other bodies, or other means of communication as appropriate. These communications will be sent to entities or advisory bodies as determined during KAN's discussion of the topic.

At all times, KAN will respect diversity of opinions and present the points of view that are expressed. KAN is not limited to presenting only unanimous recommendations or just the majority perspective. Our letters of comment shall present any varying points of view and shall also state whether the information was obtained from communications with the respective NA, or its Board, or is the point of view of the KAN participant(s).

If there is a majority point of view expressed, anyone who is at the table can move for a vote for KAN to make a specific recommendation on the particular item or facet(s) thereof. In that event:

- a) The Co-Chair(s) will ask if there is a second for the motion
- b) If there is a second, the Co-Chair(s) will call for discussion on the motion to vote and then KAN will first vote on whether or not a vote on the recommendation will occur.
- c) If that vote is approved, then KAN will vote on the recommendation and the results of that vote will be included in the report on the topic.
- d) Voting will occur using the rules set forth in Section III of this document.

D. CONFLICT OF INTEREST POLICY

We recognize that, as citizens of Kirkland, we are all potentially impacted positively or adversely by actions, internal or external, which apply to Kirkland. However, so that our comments are judged fairly without prejudice or appearance of personal financial gain, we resolve that no KAN Rep, KAN Alternate, or NA Chair/Co-Chair shall participate in any discussion or vote on any matter in which they or a member of their immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the individual must announce the potential conflict and recuse themselves until discussion is over on the matter involved. In addition, anyone may voluntarily recuse themselves from the discussion if they believe their participation would cause question to the value of the discussion or comments that will come forth. We rely on open discussion to provide checks and balances against conflicts of interest. Anyone who perceives a potential conflict of interest should alert a KAN officer about their concern.

E. ACTIONS BY NEIGHBORHOOD ASSOCIATIONS ON TOPICS

Noting that KAN will not necessarily take on a particular topic and further, that certain topics may have a higher level of interest within some NAs as compared to others, all NAs should continue to communicate and advocate for their own points of view and interests on any topic. While citizens can make reference to actions taken by KAN or to documents KAN has produced, only City Staff and KAN Co-Chairs are authorized to make comments on behalf of KAN to any official, Board, Commission, Council, the press, blogs, social media or any other body.