



## PBIA Advisory Board

### Formation of a Nomination Committee for Upcoming Elections

**Agenda Date:** 10/27/2021  
**Agenda Item Number:** 6.B  
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#### Title

Formation of a Nomination Committee for Upcoming Elections

#### Recommended Action

Move to establish a nominating committee to solicit prospective new PBIA advisory board members to stand for election in November. Name the members.

#### Report

##### Issue:

The Board needs to establish a nominating committee to solicit prospective new PBIA advisory board members to stand for election in November.

#### Staff Contact:

Max DeJarnatt, Program Analyst, PBIA Liaison, 360.570.3723

#### Presenter(s):

Max DeJarnatt  
Danielle Ruse, PBIA Chair

#### Background and Analysis:

Tonight, the PBIA needs to determine who from the Board will serve on a nominating committee that will be tasked with soliciting prospective new board members to stand for election in November. The Board should also identify a lead for this committee.

There is no obligation for the nominating Committee to meet together, although it may be helpful to do so to ensure clarity about their role, expectations and timelines, for which staff can provide support. The Committee should report back to the PBIA Board at the November meeting with information about which ratepayers will be included in the election in December.

There are thirteen (13) board members currently seated. City Council is currently in the process of reviewing proposed changes to the PBIA's code (OMC 3.62), which includes a reduction from fifteen (15) to eleven (11) board members. If this change is enacted, the Board will need to fill three (3) positions expiring at the end of this year.

Members whose terms are expiring at the end of this year can be re-elected; these members include:

- Danielle Ruse, Chair
- Jacob David
- Johnny Atlas
- Melissa Hammond

There is also one (1) unfilled board position with a term expiring at the end of this year.

If the proposed changes are rejected by City Council, the Board will need to fill six (6) positions, including one (1) currently vacated position with a term expiring at the end of 2022.

Section 3.62.130 of the City's PBIA ordinance (**attachment 1**) states:

- The PBIA Advisory Board shall consist of an odd number totaling at least 15 member representatives of Ratepayers representing a diversity of business classifications, interests, and viewpoints.
- The election will be conducted by the Program Manager (i.e., Program Analyst Max DeJarnatt)
- The Board's duties include the annual development of a proposed work program with specific projects and budgets, the recommendation of the same to the City Council for its consideration, and preparation of a plan for regular communication of PBIA projects and information to Ratepayers.

The PBIA Bylaws (**attachment 2**) establish that each of the three zones should be represented on the advisory board. And Article X describes the procedure for PBIA advisory board elections:

- Each year, a nominating committee, shall in September select from among the ratepayers persons to stand for election as Advisory Board members.
- Any ratepayer in good standing at the time of the election may be nominated.
- Ballots shall be mailed to current ratepayers in good standing (this has traditionally occurred in November.)
- Nominees receiving the greatest number of votes of ratepayers are elected.
- Newly elected Advisory Board members are installed at the first board meeting in January.
- Terms of office shall be January 1-December 31 of each calendar year.
- One third of the board members will be elected each year.

There is no limit to the number of terms a Board member can complete so long as they are re-elected for each 3-year term.

Only when there is a vacancy occurring on the advisory board by reason of death, resignation or removal, the position may be filled for the remainder of the term by a majority vote of the remaining members (Bylaws, Section 10.01.03).

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

Move to establish a nominating committee to solicit prospective new PBIA advisory board members to stand for election in November. Name the members.

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**Financial Impact:**

N/A

**Attachments:**

City's PBIA Ordinance ([link](#))

PBIA Bylaws ([link to PDF](#))