

1 The Office shall coordinate and facilitate City efforts aimed at improving services and better
2 engaging immigrant and refugee communities. The Office shall work in partnership with other
3 City departments, government agencies, community organizations, and the private sector to
4 advance the mission of the Office in a manner consistent with the City's Race and Social Justice
5 Initiative.

6
7 **3.14.990 Director – Appointment and Removal.**

8 The Director of the Office of Immigrant and Refugee Affairs shall be appointed by the
9 Mayor, subject to confirmation by a majority vote of all members of the City Council, and may
10 be removed by the Mayor at any time upon filing a statement of reason therefore with the City
11 Council.

12
13 **3.14.995 Director – Duties.**

14 The duties of the Director of the Office of Immigrant and Refugee Affairs shall be as
15 follows:

- 16 A. Oversee and manage the functions of the Office of Immigrant and Refugee Affairs to
17 advance the mission of the Office as prescribed in Section 3.14.985;
- 18 B. Appoint, remove, supervise and control officers and employees in the Office of Immigrant
19 and Refugee Affairs in accordance with Civil Service rules and regulations;
- 20 C. Manage the preparation of the proposed budget of the Office of Immigrant and Refugee
21 Affairs, authorize necessary expenditures and enter into contracts for professional and expert
22 services in accordance with the adopted budget, develop and manage programs, and undertake
23 authorized activities;
- 24 D. Execute, administer, modify and enforce such agreements and instruments as he or she shall
25 deem reasonably necessary to implement programs and carry out the responsibilities, functions,
26
27
28

1 and activities of the Office of Immigrant and Refugee Affairs; apply for grants and donations for
2 department programs; and solicit and use volunteer services;

3 E. Serve, in conjunction with other affected Department heads, as the City's representative to
4 boards, commissions, and organizations engaged in issues pertaining to immigrant and refugee
5 issues;

6 F. Promulgate rules and regulations to carry out departmental activities pursuant to the
7 Administrative Code, SMC Chapter 3.02;

8 G. Exercise such other and further powers and duties as shall be prescribed by ordinance; and

9 H. Report to the Mayor and City Council on the City's efforts to advance the mission of the
10 Office of Immigrant and Refugee Affairs.

11 Section 4. A new Section 3.14.996 of the Seattle Municipal Code, is added as follows:

12 **3.14.996 Seattle Immigrant and Refugee Commission – Purposes and Duties.**

13 The Seattle Immigrant and Refugee Commission shall act in an advisory capacity, and
14 shall have the following purposes and duties:

15
16 A. Advise the Mayor, City Council and other departments and offices on ways to
17 enhance and improve access to City services and resources for immigrants and refugees, as well
18 as strengthen opportunities for immigrants and refugees to participate in the civic life of the city;

19
20 B. Advise the City concerning the successful implementation of the Immigrant and
21 Refugee Action Plan and on future updates to the plan;

22
23 C. Advise all departments and offices of the City in matters affecting immigrants and
24 refugees, as appropriate;

1 D. Encourage understanding between and among the various immigrant and refugee
2 communities and the larger Seattle community;

3
4 E. Meet on a quarterly basis through a designated representative with the Seattle
5 Women's Commission, the Seattle Human Rights Commission, the Seattle LGBT (Lesbian,
6 Gay, Bisexual, Transgender) Commission, and the Seattle Commission for People with
7 Disabilities, to ensure coordination and joint project development; and
8

9 F. Develop an Annual Work plan for the coming year and an Annual Report on the
10 previous year's work. The Annual Report will include a summary of the Commission
11 accomplishments and challenges, as well as recommendations on how the City can continue to
12 facilitate access to City services and programs and strengthen the City's Immigrant and Refugee
13 Action Plan. The Commission will brief the Mayor's Office and the City Council on the Annual
14 Work plan and Annual Report.
15

16 Section 5. A new Section 3.14.997 of the Seattle Municipal Code, is added as follows:
17

18 **3.14.997 Seattle Immigrant and Refugee Commission -- Appointments, Membership and**
19 **Terms**

20 A. The Seattle Immigrant and Refugee Commission shall consist of 15 members. Seven
21 members shall be appointed by the City Council; and eight members shall be appointed by the
22 Mayor. All Mayoral appointments are subject to confirmation by a majority of the City Council.
23 The appointing body shall provide written public notice for a vacant position(s).
24
25
26
27
28

1 B. In making appointments to the Commission, the goal should be to maintain
2 the gender balance and reflect the diversity of the immigrant and refugee community in Seattle.
3 Attempts should be made to include two members from the Asian/Pacific Islander Community,
4 two members from the Latino Community, two members from the African Community, and two
5 members from the European/Middle East Community. At least, two members should be youth or
6 young adults under the age of 25 or represent youth issues. At least 2/3 of the members should be
7 immigrants and refugees themselves. All members shall demonstrate experience or expertise
8 with immigrant issues as well as commitment to all immigrant and refugee communities. The
9 Mayor and Council will coordinate appointments to help achieve the representation goals in this
10 Subsection.
11

12
13 C. Each Seattle Immigrant and Refugee Commission member shall serve for a
14 term of two years. No member of the Commission shall serve more than three consecutive terms.
15 Any vacancy shall be filled for the unexpired term in the same manner as originally appointed. If
16 a person is appointed to fill the duration of an unexpired term, then that term shall qualify as one
17 of the two consecutive terms only if the portion of the unexpired term actually served is one year
18 or more.
19

20
21 D. If the appointing authority fails to appoint or re-appoint a person to fill a
22 Commission position before the incumbent Commissioner's term has expired, then the
23 incumbent may remain in his or her position for a period not to exceed 90 days until such
24 appointment or re-appointment is made. The authority that appointed a Commissioner may
25 remove that Commissioner at will. The Commission may, by majority vote, recommend to the
26

1 appointing authority, removal from office of a Commissioner who is absent without excuse from
2 three Commission meetings during any one -year period. The Board shall select a chair, and may
3 adopt, promulgate, amend and rescind administrative rules and regulations for its own conduct.

4
5 Section 6. The initial membership of the Seattle Immigrant and Refugee Commission shall be
6 the same as the membership of the Immigrant and Refugee Advisory Board just prior to its
7 elimination by this ordinance. Those members shall be considered as Mayoral or Council
8 appointments for purposes of Section 3.14.997 according to who originally appointed each
9 member. Any term served on the Immigrant and Refugee Advisory Board shall count towards
10 the three limitation in Section 3.14.997.
11

12 Section 7. A new Section 3.14.936 of the Seattle Municipal Code, is added as follows:
13

14 **3.14.998 Seattle Immigrant and Refugee Commission -- Annual Workplan**

15 The Seattle Immigrant and Refugee Commission will develop an Annual Workplan for
16 the coming year and an Annual Report on the previous year's work. The Annual Report will
17 include a summary of Commission accomplishments and challenges, as well as
18 recommendations on how the City can continue to facilitate access to City services and programs
19 and strengthen the City's Immigrant and Refugee Action Plan. The Commission will brief the
20 Mayor's Office and the City Council on the Annual Workplan and Annual Report.
21
22

23 Section 8. Section 3.35.090 of the Seattle Municipal Code is repealed.

24 ~~**(3.35.090 Immigrant and Refugee Advisory Board Established.**~~
25
26
27
28

1 ~~There is established an Immigrant and Refugee Advisory Board. The Department of~~
2 ~~Neighborhoods shall provide staff and meeting space to the Board, and shall maintain its~~
3 ~~records.))~~

4 Section 9. Section 3.35.100 of the Seattle Municipal Code is repealed.

5 ~~((3.35.100 Immigrant and Refugee Advisory Board—Purposes and Duties.~~

6
7 ~~The Immigrant and Refugee Advisory Board shall act in an advisory capacity, and shall have the~~
8 ~~following purposes and duties~~

9
10 ~~A. To advise the Mayor, City Council and other departments and offices on ways to enhance and~~
11 ~~improve access to City services and resources for immigrants and refugees, as well as strengthen~~
12 ~~opportunities for immigrants and refugees to participate in the civic life of the City;~~

13
14 ~~B. To advise the City concerning the successful implementation of the Immigrant and Refugee~~
15 ~~Action Plan and on future updates to the plan;~~

16
17 ~~C. To advise all departments and offices of the City in matters affecting immigrants and~~
18 ~~refugees, as appropriate; and~~

19
20 ~~D. To encourage understanding between and among the various immigrant and refugee~~
21 ~~communities and the larger Seattle community.))~~

22
23 Section 10. Section 3.35.110 of the Seattle Municipal Code is repealed.

1 ~~((3.35.110 Immigrant and Refugee Advisory Board—Appointments, Membership and~~
2 ~~Terms.~~

3
4 A. ~~The Immigrant and Refugee Advisory Board shall consist of fifteen (15) members. Seven (7)~~
5 ~~members shall be appointed by the City Council; and eight (8) members shall be appointed by~~
6 ~~the Mayor. All appointments are subject to confirmation by a majority of the City Council. The~~
7 ~~appointing body shall provide written public notice for a vacant position(s).~~

8
9 B. ~~In making appointments to the Board, the goal should be to maintain the gender balance and~~
10 ~~reflect the diversity of the immigrant and refugee community in Seattle, and attempts should be~~
11 ~~made to include two (2) members from the Asian/Pacific Islander Community, two (2) members~~
12 ~~from the Latino Community, two (2) members from the African Community, and two (2)~~
13 ~~members from the European/Middle East Community. At least, two (2) members should be~~
14 ~~youth or young adults under the age of 25 or represent youth issues. At least two-thirds (2/3) of~~
15 ~~the members should be immigrants and refugees themselves. All members shall demonstrate~~
16 ~~experience or expertise with immigrant issues as well as commitment to all immigrant and~~
17 ~~refugee communities. The Mayor and Council will coordinate appointments to help achieve the~~
18 ~~representation goals in this Subsection.~~

19
20
21 C. ~~Each Immigrant and Refugee Advisory Board member shall serve for a term of two (2) years;~~
22 ~~provided, however, that three (3) of the initial Mayoral appointees and three (3) of the initial City~~
23 ~~Council appointees shall serve initial terms of one (1) year, to provide for staggered terms. The~~
24 ~~initial terms shall begin no later than January 2008 following the passage of this legislation~~

1 ~~creating the Board. No member of the Board shall serve more than two consecutive terms. Any~~
2 ~~vacancy shall be filled for the unexpired term in the same manner as originally appointed. If a~~
3 ~~person is appointed to fill the duration of an unexpired term, then that term shall qualify as one~~
4 ~~(1)of the two (2) consecutive terms only if the portion of the unexpired term actually served is~~
5 ~~one (1) year or more.~~

6
7 ~~(If the appointing authority fails to appoint or re-appoint a person to fill a Board position before~~
8 ~~the incumbent Board member's term has expired, then the incumbent may remain in his or her~~
9 ~~position for a period not to exceed ninety (90) days until such appointment or re-appointment is~~
10 ~~made. The authority that appointed a Board member may remove that Board member at will. The~~
11 ~~Board may, by majority vote, recommend to the appointing authority, removal from office of a~~
12 ~~Board member who is absent without excuse from three (3) Board meetings during any one (1)-~~
13 ~~year period. The Board shall select a chair, and may adopt, promulgate, amend and rescind~~
14 ~~administrative rules and regulations for its own conduct. No employee of the City of Seattle shall~~
15 ~~serve on the Board.))~~
16
17

18 Section 11. Section 3.35.120 of the Seattle Municipal Code is repealed.

19 ~~**((3.35.120 Annual Work Plan.**~~

20
21 ~~((The Immigrant and Refugee Advisory Board will develop an Annual Workplan for the coming~~
22 ~~year and an Annual Report on the previous year's work. The Annual Report will include a~~
23 ~~summary of Board accomplishments and challenges, as well as recommendations on how the~~
24 ~~City can continue to facilitate access to City services and programs and strengthen the City's~~
25

1 ~~Immigrant and Refugee Action Plan. The Board will brief the Mayor's Executive Team and the~~
2 ~~City Council on the Annual Workplan and Annual Report.))~~

3
4 Section 12. This ordinance shall take effect and be in force 30 days after its approval by
5 the Mayor, but if not approved and returned by the Mayor within ten days after presentation, it
6 shall take effect as provided by Seattle Municipal Code Section 1.04.020.

7 Passed by the City Council the ____ day of _____, 2011, and
8 signed by me in open session in authentication of its passage this
9 ____ day of _____, 2011.

10
11 _____
12 President _____ of the City Council

13
14 Approved by me this ____ day of _____, 2011.

15
16 _____
17 Michael McGinn, Mayor

18
19 Filed by me this ____ day of _____, 2011.

20
21 _____
22 Monica Martinez Simmons, City Clerk

23 (Seal)