

## COUNTYWIDE HOUSING AFFORDABILITY TASKFORCE (CHAT)

### ADMINISTRATIVE PROTOCOL – 1/25/07

#### Notification

General – webpage (<http://cob.org/pcd/planning/index.htm>.) Designated City staff will maintain a page on the City's website describing CHAT activities and for the posting of notices, handouts and other information. Information to be posted to the page must be authorized by one of the CHAT Co-chairpersons.

General – e-mail. A list of authorized CHAT members and City and County CHAT staff persons to be notified by e-mail will be maintained by designated City staff. Inclusion on the e-mail list must be authorized by one of the CHAT Co-chairpersons. Administrative staff will only notify or distribute information to persons on the authorized list. Where appropriate, information transmitted by e-mail will also be posted to the CHAT webpage for viewing by the public and interested parties. Distribution of the information to other City staff and to City Council members are the responsibility of David Cahill. Distribution of the information to other County staff and to County Council members is the responsibility of Gary Williams.

Meetings: General meeting – If adequate lead time is available (3 to 4 days) when the meeting is set, a notice of meeting will be sent to the Bellingham Herald to run in the Civic Agenda column, which appears on Sunday.

Meetings: Public Hearing – When one of the purposes of a meeting is to take public testimony, an ad must appear in the Bellingham Herald 10 days or more prior to the meeting.

#### Materials

Copies of material – Most information provided to the Countywide Housing Affordability Taskforce members will be available on the CHAT webpage. Information to be posted to the page must be authorized by one of the CHAT Co-chairpersons. Members of the public who request hard copies of authorized documents or information will be charged for copies if produced through the City of Bellingham, Planning and Community Development Department. Taskforce members will not be charged for hard copies of authorized material.

#### Meeting Minutes

City staff will take meeting notes. These notes will not be verbatim and are for the Taskforce members to use as a reference. The meeting notes will be posted on the CHAT website. Public Hearings will be tape recorded.