

The Capitol Hill Champion

A joint venture of
The Capitol Hill Chamber of Commerce
and the Capitol Hill Community Council
(Charter revised May 2016)

Mission

The Capitol Hill Champion is a joint venture of the Capitol Hill Chamber of Commerce and the Capitol Hill Community Council. The Capitol Hill Champion advocates to include community priorities in the transit-oriented development on the Sound Transit surplus sites on Capitol Hill, and will dissolve when construction of those sites is complete.

Steering Committee

The general management of affairs and decision-making authority of the Capitol Hill Champion is vested in the Steering Committee.

The Steering Committee strives for consensus, but reserves the right to make decisions by majority vote if consensus cannot be achieved within a reasonable timeframe.

The Steering Committee bases its advocacy on community priorities identified through extensive community outreach and communication.

Membership and meetings

The Steering Committee must include at least one Community Council officer and at least one Chamber representative, with the respective organizations selecting their representation. The Steering Committee will recruit additional members to represent different perspectives from the community in the project. Steering Committee members must be approved by a vote of the Steering Committee.

Steering Committee members are asked to recommit each year. Members are expected to attend Steering Committee meetings; if a member misses more than three meetings a year, the Steering Committee may vote to remove or replace that member.

When a member must miss a meeting, that member can designate a proxy to attend in their place by notifying the Steering Committee chair(s) before the meeting. A designated proxy may participate fully in the meeting, including voting.

At least once a year, the Steering Committee will identify gaps in its membership and recruit accordingly. However, the Steering Committee may also recruit a new member at any time the Steering Committee believes it appropriate.

The Steering Committee meets as necessary to carry out the scope of work. The Steering Committee will develop a comprehensive outreach plan in order to create opportunities for the community at large to make their voices heard. The Steering Committee will convene focus groups, advisory groups, or other community meetings as needed to ensure that the Champion's actions are truly representative of the community.

Steering Committee meetings may include members of partner organizations. The Steering Committee may hold executive sessions, which include only Steering Committee members, as the Steering Committee deems necessary.

Chair(s)

The steering committee will elect a chair or co-chairs among its membership. The chair(s) will convene and preside over all meetings and approve all agendas. The chair(s) will be empowered to make decisions necessary to execute the positions adopted by the Steering Committee.

Reporting

The representatives of the Chamber and the Community Council will report to their respective organizations every month and will serve as conduits for feedback between the Steering Committee and the member organizations.

Task groups

From time to time as needed, the Steering Committee may form task groups consisting of members of the Steering Committee, partner groups, and volunteers from the community. A chair will be designated at the time of formation. Each task group will have a clear, written scope of work and timeline and will be dissolved when that scope of work is complete. Likewise, the Steering Committee may form strategic partnerships with other organizations in order to carry out the work necessary to further refine, develop, design, and advocate for the Community's goals.