



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance 19968

Proposed No. 2025-0275.1

Sponsors Zahilay

1 AN ORDINANCE relating to council rules and order of
2 business; amending Ordinance 11683, Section 4, as
3 amended, and K.C.C. 1.24.035; and declaring an
4 emergency.

5 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

6 **SECTION 1. Findings:**

7 A. Section 220.40 of the King County Charter requires the council to adopt by
8 ordinance rules of procedure governing the time, place and conduct of its meetings.

9 B. Consistent with the county charter, the council adopted by ordinance rules of
10 procedure, which are codified in K.C.C. chapter 1.24, and passed motions related to the
11 organization and administration of the council.

12 C. The rules of procedure and the organizational motion have been amended
13 from time to time to reflect changes desired by the council.

14 D. As is tradition, during the council's consideration of a biennial or annual
15 budget, the standing committees, except for the committee of the whole, stand down so
16 that members may meet as members of the budget committee, in a series of budget
17 panels, to review the executive's proposed budget prior to final action. Historically, the
18 committee of the whole has continued to meet during the council's budget process to
19 handle matters that would benefit from committee action.

Ordinance 19968

20 E. For the 2026-2027 biennial budget, the budget panels will meet on Tuesday
21 mornings, at the time designated by the rules of procedure for the committee of the whole
22 to meet, causing a conflict that can be alleviated by moving the date and time of the
23 regular committee of the whole meeting for only that period that the council is expected
24 to be considering the biennial budget. Such an action is in support of the council's
25 consideration of the 2026-2027 biennial budget and also preserves a regularly scheduled
26 committee of the whole meeting during this same period.

27 SECTION 2. Ordinance 11683, Section 4, as amended, and K.C.C. 1.24.035 are
28 each hereby amended to read as follows:

29 **Rule 4: Meetings.**

30 A.1.a. Except as otherwise provided in this subsection, the time of regular meetings
31 of the council is 1:30 p.m. on the first, second, third, and fourth Tuesdays of each month.
32 However, the regular meetings of the council shall not take place: from April 7, 2025,
33 through April 11, 2025; from August 4, 2025, through August 15, 2025; and from
34 December 10, 2025, through January 2, 2026. All regular or special meetings of council
35 committees shall be regular or special council meetings, in accordance with subsection F.
36 of this rule.

37 b. A committee chair may call a special committee meeting with either the prior
38 written consent of the council chair or the consent of a majority of the members of the
39 committee. This subsection A.1.b. does not apply to special meetings of the budget and
40 fiscal management committee for purposes of considering the county executive's budget
41 proposal for the upcoming fiscal period, which shall be called by the chair of the budget
42 and fiscal management committee.

Ordinance 19968

43 2.a. All regular meetings of the King County council and the council's
44 committees, except for employment and administration committee meetings, shall be held
45 in the council chambers on the tenth floor of the King County Courthouse in Seattle,
46 Washington. All regular meetings of the employment and administration committee
47 meetings shall be held in the southwest conference room on the twelfth floor of the King
48 County Courthouse in Seattle, Washington.

49 b. Whenever, due to an emergency, as defined in K.C.C. 12.52.010, it is
50 imprudent, inexpedient, or impossible to conduct the affairs of the council at the regular or
51 usual place or places, the council may meet at any place within or without the territorial
52 limits of the county on the call of the chair or any two members of the council. After an
53 emergency relocation, the affairs of the council shall be lawfully conducted at the
54 emergency location for the duration of the emergency.

55 B.1. Except as provided in subsection B.2. of this rule, the times for regular and
56 special committee meetings are as follows:

57 a. Budget and fiscal management committee: the second and fourth Wednesday
58 of each month at 9:30 a.m.;

59 b. Committee of the whole: the fourth Tuesday of each month at 9:30 a.m.
60 except that, for October 6, 2025, through November 3, 2025, the regular committee
61 meeting shall occur on the first and third Mondays of each month at 9:30 a.m.;

62 c. Employment and administration committee: the first Tuesday of each month
63 at 2:00 p.m.;

64 d. Government accountability and oversight committee: the second Tuesday of
65 each month at 9:30 a.m.;

Ordinance 19968

66 e. Health, housing, and human services committee: the first Tuesday of each
67 month at 9:30 a.m.;

68 f. Law and justice committee: the first Wednesday of each month at 9:30 a.m.;

69 g. Local services and land use committee: the third Wednesday of each month
70 at 9:30 a.m.;

71 h. Regional policy committee: the second Wednesday of each month at 3:00
72 p.m.;

73 i. Regional transit committee: the third Wednesday of each month at 3:00 p.m.;

74 j. Regional water quality committee: the first Wednesday of each month at 3:00
75 p.m.; and

76 k. Transportation, economy, and environment committee: the third Tuesday of
77 each month at 9:30 a.m.

78 2. The regular meetings of the committees shall not take place during the times
79 when the council meeting does not take place, as prescribed in subsection A. of this rule.

80 C. Council and committee meetings must be held in accordance with the Open
81 Public Meetings Act of 1971, chapter 42.30 RCW.

82 D. A meeting may be continued, in accordance with chapter 42.30 RCW, to
83 another date and does not conclude until adjourned in accordance with these rules.

84 E.1. An executive session may be held during a council or committee meeting if
85 one of the specific grounds under chapter 42.30 RCW for an executive session exists.

86 2. Before convening in executive session, the chair of the council or committee
87 shall publicly announce the purpose for excluding the public from the meeting place and

Ordinance 19968

the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the chair.

3. Only members of the council or committee, special invitees, and those employees or staff members the council or committee determines to be necessary are allowed to remain in the room. Persons attending an executive session shall maintain the confidentiality of the proceedings.

F.1. A legal analysis of the Open Public Meetings Act by the office of the Attorney General, 2010 AGO No. 9, has advised that when a committee meeting is attended by a quorum of the governing body it must be noticed not only as a committee meeting but also as a meeting of the governing body. For this reason, all meetings of council committees shall be noticed both as committee meetings and as council meetings whose agenda is limited to the committee business.

2. In all committee meetings, which are council meetings in accordance with subsection F.1. of this rule, only the rules and procedures applicable to committees apply, and not those rules and procedures applicable to full council meetings. This includes, but is not limited to:

a. only those members who serve on the committee have the right to exercise parliamentary rights in the meeting, including, but not limited to, raising points of order, making motions, and voting;

b. attendance shall be recorded only for members serving on the committee, and the quorum for the meeting shall be the committee quorum; and

c. committee meetings shall be chaired by the committee chair.

Ordinance 19968

110 SECTION 3. The county council finds as a fact and declares that an emergency
111 exists and that this ordinance is necessary for the immediate preservation of public peace,
112 health or safety or for the support of county government and its existing public
113 institutions.

Ordinance 19968 was introduced on 9/9/2025 and passed by the Metropolitan King
County Council on 9/9/2025, by the following vote:

Yes: 9 - Balducci, Barón, Dembowski, Dunn, Mosqueda, Perry,
Quinn, von Reichbauer and Zahilay

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Signed by:

Girmay Zahilay

1AEA3C5077F8485...

Girmay Zahilay, Chair

ATTEST:

DocuSigned by:

Melani Hay

8DE1BB375AD3422...

Melani Hay, Clerk of the Council

Attachments: None

Certificate Of Completion

Envelope Id: CB3E6268-3A85-41E7-A384-E67E10E96462

Status: Completed

Subject: Complete with Docusign: Ordinance 19968.docx

Source Envelope:

Document Pages: 6

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Cherie Camp

AutoNav: Enabled

401 5TH AVE

Envelopeld Stamping: Enabled

SEATTLE, WA 98104

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Cherie.Camp@kingcounty.gov

IP Address: 152.44.203.179

Record Tracking

Status: Original

Holder: Cherie Camp

Location: DocuSign

9/9/2025 4:39:19 PM

Cherie.Camp@kingcounty.gov

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: King County-Council

Location: Docusign

Signer Events

Girmay Zahilay

girmay.zahilay@kingcounty.gov

Council Chair

Security Level: Email, Account Authentication (None)

Signature

Signed by:

Girmay Zahilay
1AEA3C5077F8485...

Timestamp

Sent: 9/9/2025 4:43:52 PM

Viewed: 9/9/2025 10:28:57 PM

Signed: 9/9/2025 10:29:06 PM

Signature Adoption: Pre-selected Style

Using IP Address: 71.227.166.164

Electronic Record and Signature Disclosure:

Accepted: 9/9/2025 10:28:57 PM

ID: a2f27182-89fd-4c2f-bbe1-6ceca5b1379a

Melani Hay

melani.hay@kingcounty.gov

Clerk of the Council

King County Council

Security Level: Email, Account Authentication (None)

DocuSigned by:

Melani Hay
8DE1BB375AD3422...

Sent: 9/9/2025 10:29:07 PM

Viewed: 9/10/2025 7:03:26 AM

Signed: 9/10/2025 7:03:43 AM

Signature Adoption: Pre-selected Style

Using IP Address: 73.193.99.103

Electronic Record and Signature Disclosure:

Accepted: 9/30/2022 11:27:12 AM

ID: 639a6b47-a4ff-458a-8ae8-c9251b7d1a1f

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/9/2025 4:43:52 PM
Certified Delivered	Security Checked	9/10/2025 7:03:26 AM
Signing Complete	Security Checked	9/10/2025 7:03:43 AM
Completed	Security Checked	9/10/2025 7:03:43 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, King County-Department of 02 (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact King County-Department of 02:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: cipriano.dacanay@kingcounty.gov

To advise King County-Department of 02 of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at cipriano.dacanay@kingcounty.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from King County-Department of 02

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with King County-Department of 02

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.