



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

February 1, 2011

Ordinance 17023

Proposed No. 2011-0045.2

Sponsors Gossett

1 AN ORDINANCE relating to council rules and order of
2 business; and amending Ordinance 11683, Section 4, as
3 amended, and K.C.C. 1.24.035, Ordinance 11683, Section
4 5, as amended, and K.C.C. 1.24.045, Ordinance 11683,
5 Section 6, as amended, and K.C.C. 1.24.065 and Ordinance
6 11683, Section 9, as amended, and K.C.C. 1.24.085; and
7 declaring an emergency.

8 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY

9 **SECTION 1. Findings:**

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

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

15 C. The rules ordinance and the organizational motion have been amended from
16 time to time to reflect desired changes in the council's rules of procedure and
17 organization.

18 D. Because the council is reorganizing its committees by motion effective today,
19 including modifying committee names, duties, and committee and council meeting times,

20 this ordinance must be effective immediately to ensure that the regular meeting times of
21 the council and its committees are enacted and effective contemporaneously with the
22 reorganization of the council.

23 E. The council intends within eighteen months to reevaluate Rule 4.A.1.a. and F.
24 and consider possible changes in response to further discussion and analysis of the
25 relationship between council and committee meetings.

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

28 **Rule 4: Meetings.**

29 A.1.a. The time of regular meetings of the council is ~~((11:00 a.m.))~~ 1:30 p.m. on
30 Monday of each week, or Tuesday if Monday is a state or county holiday or is a
31 legislative branch furlough day due to a county emergency budget crisis, unless otherwise
32 ordered by the chair or a majority of the council ~~((, except that the time is 1:30 p.m. from~~
33 ~~September 21 through December 31))~~. However, the regular meetings of the council
34 shall not take place on the first and second Mondays in August and the third and fourth
35 Mondays in December. All regular or special meetings of council committees shall be
36 regular or special council meetings, pursuant to council rule 4. F.

37 b. Each Wednesday from 1:30 p.m. to 3:00 p.m. shall be reserved for special
38 standing committee meetings and each fourth and fifth Wednesdays of each month from
39 3:00 p.m. to 4:30 p.m. shall be reserved for special regional committee meetings as
40 needed. In order to allow each member sufficient time to review legislation and to meet
41 with constituents, staff and officials of other jurisdictions, no special committee meeting
42 may be called for any other time without the prior written consent of the council chair or

43 the consent of a majority of the members of the committee. If a special meeting for more
44 than one committee is called for the same time and location, the meeting for which the
45 agenda was first filed with the council clerk shall have precedence for use of the meeting
46 location. This subsection A.1.b. does not apply to special meetings of the budget and
47 fiscal management committee for purposes of considering the county executive's ((2011))
48 2012 budget proposal, which shall be called by the chair of the budget and fiscal
49 management committee.

50 2.a. All regular meetings of the King County council and the council's
51 committees, except for the employment and administration committee, shall be held in
52 the council chambers on the tenth floor of the King County Courthouse in Seattle,
53 Washington. All regular meetings of the employment and administration committee shall
54 be held in the southwest conference room on the twelfth floor of the King County
55 Courthouse in Seattle, Washington.

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

62 B.1. Except as provided in subsection B.2. of this ((section)) rule, the times for
63 regular committee meetings are as follows, unless the council is meeting at that time
64 because the preceding Monday was a state or county holiday:

65 a. Committee of the whole: (~~Wednesday~~) the first and third Mondays of
66 each (~~week~~) month at 9:30 a.m. or Tuesday if Monday is a state or county holiday or is
67 a legislative branch furlough day due to a county emergency budget crisis, unless
68 otherwise ordered by the chair or a majority of the council January 1 through September
69 16; thereafter through December 31, Monday of each week at 9:30 a.m.;

70 b. Budget and fiscal management committee: the first and third Tuesdays of
71 each month at 1:30 p.m.;

72 c. Employment and administration committee: the (~~first and third~~) second
73 and fourth Mondays of each month at 9:30 a.m. January 1 through September 7;
74 thereafter through December 31 on the first and third Mondays of each month at 3:00
75 p.m.;

76 d. (~~Environment and transportation committee: the second and fourth, and~~
77 ~~fifth if one occurs, Tuesdays of each month at 9:30 a.m.;~~

78 e.) Government accountability and oversight committee: the first and third
79 Tuesdays of each month at 9:30 a.m.;

80 (~~f~~) e. Law, justice, health and human services committee: the second and
81 fourth, and fifth if one occurs, Tuesdays of each month at 1:30 p.m.;

82 f. Transportation, economy and environment committee: the second and
83 fourth, and fifth if one occurs, Tuesdays of each month at 9:30 a.m.;

84 g. Regional policy committee: the second Wednesday of each month at 3:00
85 p.m.;

86 h. Regional transit committee: the third Wednesday of each month at 3:00
87 p.m.; and

88 i. Regional water quality committee: the first Wednesday of each month at
89 3:00 p.m.

90 2. The regular meetings of the committees shall not take place during the first
91 and second weeks in August and the third and fourth weeks in December.

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

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

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

98 2. Before convening in executive session, the chair of the council or committee
99 shall publicly announce the purpose for excluding the public from the meeting place and
100 the time when the executive session will be concluded. The executive session may be
101 extended to a stated later time by announcement of the chair.

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

106 F.1 A legal analysis of the Open Public Meetings Act by the office of the
107 Attorney General, 2010 AGO No. 9, has advised that when a committee meeting is
108 attended by a quorum of the governing body it must be noticed not only as a committee
109 meeting but also as a meeting of the governing body. For this reason, all meetings of

110 council committees shall be noticed both as committee meetings and as council meetings
111 whose agenda is limited to the committee business.

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

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

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

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

122 SECTION 3. Ordinance 11683, Section 5, as amended, and K.C.C. 1.24.045 are
123 each hereby amended to read as follows:

124 **Rule 5: Agenda.**

125 A. Council business must be disposed of in the following order, or in an order the
126 chair deems appropriate, subject to appeal as provided in Rule 5.D, K.C.C. 1.24.045.D:

- 127 1. Roll call;
- 128 2. Flag salute and Pledge of Allegiance, the leading of which must be offered by
129 a member of the council and which must rotate among all members of the council;
- 130 3. Approval of minutes;
- 131 4. Additions to the council agenda;
- 132 5. Special items;

- 133 6. Plat tracings;
- 134 7. (~~Motions, from standing committees and regional committees, for council~~
135 ~~action~~) Hearing and second reading of ordinances from standing committees and
136 regional committees;
- 137 8. (~~First reading of and action on motions without referral to committee~~) First
138 reading of and action on emergency ordinances without referral to committee;
- 139 9. (~~Consent agenda on reappointments to boards and commissions~~) Consent
140 agenda on hearing examiner recommendations;
- 141 10. (~~Consent agenda on reports and recommended actions from the~~
142 ~~employment and administration committee~~) Motions, from standing committees and
143 regional committees, for council action;
- 144 11. (~~Other reports and recommended actions from the employment and~~
145 ~~administration committee~~;) First reading of and action on motions without referral to
146 committee;
- 147 12. (~~Consent agenda on hearing examiner recommendations~~;) Consent agenda
148 on reappointments to boards and commissions;
- 149 13. Consent agenda on reports and recommended actions from the employment
150 and administration committee;
- 151 14. Other reports and recommended actions from the employment and
152 administration committee;
- 153 15 First reading and referral of ordinances;
- 154 ~~(14.)~~ 16. First reading and referral of motions;
- 155 ~~(15.)~~ 17. Reports from members serving on special and outside committees;
-

156 ~~((16. Recess;~~
157 ~~17. Hearing and second reading of ordinances from standing committees and~~
158 ~~regional committees;~~
159 ~~18. First reading of and action on emergency ordinances without referral to~~
160 ~~committee;~~
161 ~~19.))~~ 18. Extra items;
162 ~~((20.))~~ 21. Messages from the county executive and other county officials, the
163 judiciary, the regional committees and other agencies;
164 ~~((21.))~~ 22. Other business; and
165 ~~((22.))~~ 23. Adjournment.
166 B. ~~((Required public hearings and second readings of ordinances on the council's~~
167 ~~agenda shall begin at 1:30 p.m, unless notice of a different hearing time has been given;~~
168 ~~€.))~~ Legislation or other items for placement on the council meeting agenda must
169 be submitted to the clerk of the council by 10:00 a.m. Thursday of the week before the
170 next scheduled meeting, except that:
171 1. If directed by the chair, the clerk may place an item on the council agenda
172 with a note that the item is contingent on being voted out of committee before the council
173 meeting; and
174 2. Legislation or other items needing action by the full council may be added at
175 the discretion of the chair of the council at a regularly scheduled council meeting. The
176 chair shall apply the following criteria for the additions:
177 a. the legislation is particularly time-sensitive and delay in action either:

178 (1) might impair the effectiveness of the county's responses to emergencies
179 such as natural or human-made disasters, or other circumstances seriously affecting the
180 public health, safety or welfare or the support of county government and its existing
181 public institutions; or

182 (2) might impair timely performance under deadlines of a statute, ordinance,
183 contract, interlocal agreement, real property instrument or other provision requiring
184 immediate action;

185 b. legislation should be delivered to (~~the~~) the clerk before the beginning of
186 the council meeting. The original should be provided to the clerk, together with an
187 introduction slip from the sponsor; and

188 c. the sponsor should provide a brief written description to the chair of the
189 reason for the need to expedite the legislation without regular committee review.

190 D. The chair shall notify the members present of proposed changes to the agenda.
191 If two members object to a change, a majority of the members present shall decide
192 whether to change the agenda.

193 SECTION 4. Ordinance 11683, Section 6, as amended, and K.C.C. 1.24.065 are
194 each hereby amended to read as follows:

195 **Rule 6: Standing committees.** The standing committees shall operate as
196 follows:

197 A. A majority of a committee constitutes a quorum. A committee is considered
198 to have a quorum present unless the question is raised by a member of the committee. If
199 a member objects to proceeding because of the lack of a quorum, the committee may not
200 conduct official business, except to conduct a hearing. The appointment or use of

201 alternate members is not allowed for a standing committee. Any member of the council
202 may attend and participate in any committee meeting by asking questions and offering
203 comments on any matter before the committee. Only members of the committee may
204 exercise parliamentary rights in the committee, including, but not limited to, raising
205 points of order, making motions and voting.

206 B. During its consideration of a vote on legislation, the deliberations of a
207 committee must be open to the public.

208 C. A vote to report legislation out of committee must be taken by the "ayes" and
209 "nos," with the committee clerk recording the names of the members voting for and
210 against, as well as the names of the members absent. On any matter, including but not
211 limited to an amendment, a vote must be taken by oral roll call if requested by a member
212 of the committee. A standing committee may not vote by secret ballot on an issue.
213 Except for a regional committee, legislation may be reported out of committee by less
214 than a quorum of the committee, subject to signature by a majority of the members of the
215 committee, unless a member present requests a vote on the recommendation by a quorum
216 of the committee. If a member so requests, the legislation may not be reported out of the
217 committee at that meeting without an affirmative vote by a majority of the quorum of the
218 committee. The committee's recommendation on legislation reported out of committee
219 subject to signature by a majority of the members of the committee is not effective unless
220 signed by a majority of the committee and delivered to the clerk by the close of the
221 second business day after the committee action. A vote in a committee must be recorded
222 and the vote must be preserved as prescribed by the clerk of the council.

223 D. Legislation reported to the council from a standing committee must have a
224 majority recommendation report, which must be prepared upon a printed standing
225 committee report form and must be signed by a majority of the committee with one of the
226 following recommendations:

- 227 1. Do pass;
- 228 2. Do pass -- consent;
- 229 3. Do pass substitute;
- 230 4. Do pass substitute -- consent;
- 231 5. Do not pass;
- 232 6. Postpone indefinitely;
- 233 7. Pass out of committee with no recommendation; or
- 234 8. Refer to another committee.

235 E. The rules and procedures contained in this chapter must be observed, when
236 applicable, in all proceedings of a standing or special committee of the council.

237 F. The chair of the committee shall set the agenda for the committee, including
238 whether and when to include on a specific agenda for action proposed legislation referred
239 to the committee by the council chair. A change to the last distributed and posted agenda
240 made at a meeting must be announced by the chair and is subject to appeal to the full
241 committee present by any two members of the committee. A majority of the members
242 present shall decide an appeal under this subsection.

243 G. Notice of a special meeting must be made in compliance with the Open Public
244 Meetings Act of 1971, chapter 42.30 RCW. The committee chair may call up to six
245 special meetings per calendar year. An additional special meeting may be called only

246 upon the request of the chair and the written consent of either the vice-chair of the
247 committee or the chair of the council before the meeting. A special meeting may be
248 called only when:

249 1. There is time-sensitive legislation or information that cannot be presented and
250 considered in the ordinary committee meeting schedule;

251 2. A joint meeting of two or more committees is necessary to consider a matter;
252 or

253 3. An unusual and extreme workload of a committee does not allow its full
254 consideration during the ordinary committee meeting schedule.

255 H. A committee may not recess a meeting for longer than eight hours unless
256 consent is given consistent with Rule 6.G, K.C.C. 1.24.055.G. Such a recess constitutes a
257 special meeting solely for the purpose of counting the six discretionary special meetings
258 provided for in this rule. If recess is until the next day but less than twenty-four hours,
259 then the maximum possible notice must be given. If recess is for greater than twenty-four
260 hours, then at least twenty-four hours' notice must be given.

261 SECTION 5. Ordinance 11683, Section 9, as amended, and K.C.C. 1.24.085 are
262 each hereby amended to read as follows:

263 **Rule 9: Introduction and initial consideration of proposed legislation.**

264 A. Upon receipt of proposed legislation from the executive, the sheriff, the
265 assessor, the presiding judge, the prosecuting attorney, the director of elections or a
266 councilmember, the clerk of the council shall assign a proposed number to the legislation.
267 The clerk may make formatting and nonsubstantive revisions in form and style to

268 proposed legislation before first reading and shall indicate on the revised legislation that
269 the legislation is revised by the clerk and the date of the revision.

270 B. Upon filing with the clerk of the council of either a signature of at least one
271 member of the council ((and filing with the clerk of the council)) or electronic
272 sponsorship of legislation in a form prescribed by the clerk of the council, or upon receipt
273 by the council of a proposed ordinance submitted as an institutional initiative under
274 Section 230.50.10 of the King County Charter, the proposed legislation is introduced and
275 must be placed on the agenda for first reading and referral. Legislation may be
276 introduced with the title only, but the text of the legislation must be filed with the clerk
277 by first reading. The chair of the council shall refer both the title and the subsequently
278 filed text of the legislation to committee if the legislation was introduced with the title
279 only. If the text of the legislation is not timely filed, the legislation is to be removed from
280 the agenda and is not to be referred to committee.

281 C. A member may add his or her name to sponsorship of legislation at any time
282 before passage of the legislation by informing the clerk of the council in writing. The
283 first member listed on the first introduction slip filed for legislation may not remove his
284 or her name from sponsorship of the legislation. However, any other sponsor of
285 legislation may remove his or her own name from sponsorship of the legislation by
286 informing the clerk of the council in writing.

287 D. First reading of legislation shall consist of either:

288 1. Printing the number and title of the proposed legislation on the published
289 agenda; or

290 2. Adding the proposed legislation to the agenda under Rule 5, K.C.C.
291 1.24.045.B.2. or 3. and including this information in the council's minutes.

292 E. After the first reading, proposed legislation must be referred to an appropriate
293 committee or committees by the chair of the council, except for motions confirming
294 executive reappointments to boards or commissions, which may be referred directly to a
295 council consent agenda. Proposed legislation referred to more than one committee must
296 be considered consecutively by the committees in the order set forth on the marked
297 published agenda or as specified by the chair during the meeting and reflected in the
298 council's minutes.

299 F. Upon being reported out of committee with a recommendation signed by a
300 majority of the committee, proposed legislation must be placed upon an agenda for
301 appropriate action, after consideration of public hearing notice requirements, one week
302 after the Monday after the committee meeting, unless the committee chair decides and
303 states on the record at the committee meeting that the item be placed on the next council
304 agenda. The clerk of the council may make formatting and nonsubstantive revisions in
305 form to proposed legislation after the legislation is reported out of the committee and
306 before the legislation is placed on the agenda for second reading and shall indicate on the
307 revised legislation that the legislation is revised by the clerk and the date of the revision.


308 SECTION 6. The county council finds as a fact and declares that an emergency
309 exists and that this ordinance is necessary for the immediate preservation of public peace,

310 health or safety or for the support of county government and its existing public
311 institutions.
312

Ordinance 17023 was introduced on 1/24/2011 and passed as amended by the Metropolitan King County Council on 1/31/2011, by the following vote:

Yes: 8 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Hague,
Ms. Patterson, Ms. Lambert, Mr. Ferguson and Mr. McDermott
No: 0
Excused: 1 - Mr. Dunn

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Larry Gossett, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments: None