



King County

**KING COUNTY IMMIGRANT
AND REFUGEE COMMISSION
ORIENTATION MATERIALS**

MARCH 2021-DECEMBER 2021

Congratulations on your joining the King County Immigrant and Refugee Commission.

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COMMISSION LIAISONS

The King County Council and King County Executive heavily consider board or commission recommendations when discussing programs and services or pending legislation but the final decision is theirs. The Commission liaison(s) are responsible for providing leadership to the Commissions and assisting the Commissions with annual goals and objectives that align with the county priorities. The Commission Liaison(s) serve as the point of contact for your Commission. Commissions are generally administratively assigned to County Departments as mandated by ordinance.

Commission Liaisons

- Manages meeting logistics, including but not limited to arrangements for meeting and program rooms, audio visual and food and beverage, in accordance with scheduled deadlines.
- Assist with recruiting new commissioners and nomination efforts.
- Update Commission webpage and assist with facilitating monthly meetings.
- Advises the Chair and set strategic direction for the yearly workplan for the commission.
- Working with the Chair to coordinates and communicates the agenda.
- Assist with scheduling County Department presentations or programs.
- Facilitate recommendations to County Executive and County Council.
- Provide County updates and key dates such as meetings leading up to the County budget process.

KING COUNTY IMMIGRANT AND REFUGEE COMMISSION LIASIONS

Hamdi Mohamed, Office of Equity and Social Justice

Senayet Negusse, Office of Equity and Social Justice

Reeni Nair, King County Council, Equity and Social Justice

County Council request should be sent to: Reeni.Nair@kingcounty.gov

County Executive request should be sent to: hamdi.mohamed@kingcounty.gov or snegusse@kingcounty.gov

All website update request should be sent to snegusse@kingcounty.gov and hamdi.mohamed@kingcounty.gov

COMMISSION STAFFERS

HAMDI MOHAMED, OFFICE OF EQUITY AND SOCIAL JUSTICE
SENAYET NUGESSE, OFFICE OF EQUITY AND SOCIAL JUSTICE
REENI NAIR, KING COUNTY COUNCIL, EQUITY AND SOCIAL JUSTICE

STAFF ASSISTANCE

APRIL: HAMDI MOHAMED
MAY: SENAYET NEGUSSE
JUNE: REENI NAIR
JULY: HAMDI MOHAMED
AUGUST: SENAYET NEGUSSE
SEPTEMBER: REENI NAIR
OCTOBER: HAMDI MOHAMED
NOVEMBER: SENAYET NEGUSSE

All general request should be sent to: Kcirc@kingcounty.gov
County Council request should be sent to: Reeni.Nair@kingcounty.gov
County Executive request should be sent to: Hamdi.mohamed@kingcounty.gov
Webpage updates: snegusse@kingcounty.gov

CHECKLIST

New commissioners are required to do the following:

- Print the KC B&C [Code of Conduct Form](#). Review, sign and return the completed form.
- Review the King County Board of Ethics Summary;
- Take the Open Public Meetings Act Training; and
- Take the Public Records Act Training
- Read the Immigrant and Refugee Commission [Bylaws](#)

PUBLIC RECORDS ACT (PRA) POWERPOINT

Click on the highlighted hyperlink below to review the Public Record Act:

[King County Public Records Act \(PRA\) PowerPoint Display](#)

Click on the highlighted hyperlink below to view the Washington State Attorney General's Open Public Meetings Act (OPMA) training video. Scroll down about 3/4 of the page and you will find "Lesson 3: Open Public Meetings Act" video. The video is about 20 minutes long.

<http://www.atg.wa.gov/OpenGovernmentTraining.aspx>

After reviewing the required material, please print and complete the King County Certification Form (located under the orientation documents below). On this form you can check off which training(s) you have completed. Return the completed form to the address on the form. We also accept scanned copies of the signed form which can be emailed to: Rick.Ybarra@kingcounty.gov. Please contact Rick Ybarra, Liaison for Boards and Commissions, at 206-263-9651 if you have any questions.

LIST OF ORIENTATION DOCUMENTS:

Required Forms, Training, and Certification forms:

- [King County Ethics Program 2020 Financial Disclosure Form for Board Members](#)
- [A Summary of King County Code of Ethics](#)
- [KC Training Certification Form](#)
- [KC B&C Code of Conduct Form](#)
- [Reappointment Request Form](#)
- [Immigrant and Refugee Commission Bylaws](#)

KING COUNTY EMAIL ACCOUNT INSTRUCTIONS:

- [How to Access Your King County Email Account](#)
- [Email Use Guidelines](#)
- [How to Find Other Commission Member Email Addresses](#)

KING COUNTY COMMISSIONER JOB DESCRIPTION

About King County Commissions & Commissioners:

King County Commissioners are made up of highly qualified, responsible, and motivated community members. Commission members are generally volunteers serving in appointed positions. They contribute not only to the success of King County operations but to the quality of life for all by enabling the county to maintain and improve programs and services for citizens. With such influence comes great responsibility and accountability.

Most commission members are appointed to represent the public at-large. In addition, we have seven (7) boards and commissions that are appointed by Council district. This means that each of the nine (9) King County Councilmembers nominate one individual to serve on the board or commission as their Council district representative. We expect that each resident appointed to a King County board or commission will bring an important perspective to the table because we know that differing points of view produce effective solutions.

Authority/Responsibility:

County boards and commissions review, discuss and make recommendations to the King County Council and King County Executive on a variety of issues that help shape the future of King County. The King County Council and King County Executive heavily consider board or commission recommendations when discussing programs and services, or pending legislation but the final decision is theirs. A full listing of King County boards and commissions including detailed descriptions of what each board does, can be found on the King County boards and commissions website: <http://www.kingcounty.gov/exec/boards.aspx>.

King County currently has 49 active boards and commissions comprised of more than 450 volunteers. These dedicated volunteers give their time and expertise to help facilitate community decision-making, and serve as a primary conduit between residents, King County employees and King County elected officials.

Terms:

Board and Commission members serve for 1, 2, 3, 4 or 5 year terms depending on the board.

In accordance with Executive Policy LES 7-1 (AEP) residents appointed to King County boards and commissions are limited to serving no more than two full terms, unless waived by the King County Executive. Partial terms are not counted toward the two full term limit.

King County Immigrant and Refugee Commissioners Duties:

Expectations: Thirteen representatives who are selected to serve the commission are expected to, at minimum, participate in the following:

- Maintain consistent participation by attendings scheduled monthly meetings;
- Attend and participate in community meetings, forums, and other events sponsored by the commission;
- Serve on sub-committees and serve as the chair of advisory committees and ad-hoc groups;
- Plan and conduct general meetings in collaboration with other committee members; and
- Exercise the right to vote on topics brought forward by commission and community at large.
- Produce an annual report by February of each year for previous year's activities to our immigrant and refugee communities and the King County leadership
- Board and commission members are held accountable by your actions and by upholding the values and principles we have committed to.

Please thoroughly read and review the King County Immigrant and Refugee Bylaws:

<https://www.kingcounty.gov/~media/elected/executive/equity-social-justice/Immigrant-and-Refugee/Commission-Work/Meetings-and-Materials/2019/Mar20-2019/FINAL-ByLaws-011619.ashx?la=en>

Major Duties:

- Use of assigned King County email account when conducting board and commission business only. (King County board and commission members are issued a King County email accounts upon appointment for conducting board and commission business only. If a board or commission member does not own a computer, we will work together to determine the best method for communicating with the board or commission member).



- Work with the commission and staff to create an annual Work Plan;
- Assist with agenda development; save all materials onto KCIRC SharePoint
- Promote commission membership through community networking;
- Committed to King County's Equity & Social Justice Initiative. Click link for more info: <http://www.kingcounty.gov/exec/equity.aspx>
- Community outreach to promote commission activity and gather public input on upcoming commission business;
- Prepare for and participate in the discussions and the deliberations of the Commission;
- Foster a positive working relationship with other Commission members and King County staff;
- Participate in King County commission member training sessions (Public Records Act, Equity & Social Justice, Ethics)
- Be aware of and abstain from any conflicts of interest

Board and commission meetings are held in accessible locations. Reasonable accommodations for people with disabilities will be provided upon advance request.

This material is available in alternate formats for persons with disabilities.
Please contact 206-263-9651, TTY Relay: 711, or E-mail Rick.Ybarra@kingcounty.gov

BEING AN EFFECTIVE COMMISSIONER

Boards, Commissions and Committees are made up of highly qualified, responsible, and motivated community members. Though appointed positions, you contribute not only to the success of King County operations, but to the quality of life for all by enabling the county to maintain and improve programs and services for citizens. With such influence comes great responsibility and accountability.

Members represent the public at-large. Appointments often are made to reflect a geographic interest, an area of expertise, or to represent a special interest group or professional association. Remember, each member brings an important perspective to the table and differing points of view produce effective solutions. Keep this in mind as you work with other members.

As an appointed member you will be expect to:

- Attend regularly scheduled board, commission or committee meetings, as well as to attend all subcommittee meetings you have agreed to serve on.
- Be punctual so that committee meetings start and end on time.
- Come prepared to participate in conversations and make decisions
- Place your responsibility to the community above your personal interests or beliefs.
- Prepare for your new responsibility by:
 - Reviewing agendas and minutes from recent meetings to learn what current issues have been under consideration.
 - Familiarize yourself with the documents governing your particular body such as: city ordinances, state statutes, City Council resolutions, advisory body bylaws, relevant element(s) of Comprehensive Plans and other pertinent documents or reports.
- Have a clear understanding about the process, procedure, and conduct of your particular meeting.
- Be able and willing to constructively communicate with fellow members and actively participate in group discussions.
- Be willing to compromise and work as a team in order to reach consensus.
- Commission members will oppose discrimination and resist stereotyping in all of its forms, as indicated in the King County Code, and policies on non-discrimination and anti-harassment.

Meeting Expectations

Members have a responsibility for the content and productivity of the meetings they attend. They should come prepared to take ownership for their contribution to the end result of the meeting. Meetings do matter. There are many ways in which members can conduct a productive and meaningful meeting.

A productive meeting happens when:

- All participants arrive on time and prepared to meaningfully participate.
- There are clear ground rules that all agree to honor.
- Agendas are written and shared.
- The physical environment is comfortable and accommodating.
- State and end times are agreed upon and honored by the group.
- All participates contribute
- The meeting process allows progress of movement and focus.
- Outcome is clear to all.
- Work to be accomplished is defined and assigned.

Decorum in meetings:

- Start meetings on time and keep the agenda in mind in order to give each item the appropriate time.
- Announce at the start of a meeting if the order of agenda items is to be rearranged for convenience, for response to those attending only for certain items, or for better pacing of the agenda.
- Let the Chair or presiding officer run the meeting, seek recognition before speaking. Be fair, impartial and respectful of the public, staff and each other; give your full attention with others speak.
- Because people may be attending a meeting for the first time and may be unfamiliar with your procedures, either avoid or explain technical terms or verbal shorthand.
- Listen to audience concerns and do not engage in side conversation or otherwise be distracted during public testimony; public testimony is central to the strength of democracy, and is therefore strongly encouraged.

- Active listening does not mean engaging the public in debate; response is appropriately saved for after the public testimony is closed.
- Close the public testimony before you begin serious deliberation on an issue.
- Endeavor to end meetings at a reasonable hour; short breaks may be helpful during long meetings; extending the meeting beyond an appointed hour may be subjected to a vote when that hour nears.
- Sometimes questions can most effectively focus discussion and direct decision-making. For example:

For Staff:

- What is the history behind this item? What are the benefits and drawbacks?
- What other alternatives did you consider? What would it take for you to support this? What are your concerns?
- What specific, constructive alternatives can you recommend?

For Board members:

- What are we trying to accomplish?
- What are the long-range interests of the community?
- Often you must balance multiple views, neither favoring nor ignoring one individual or group over another; your obligation is to represent a broad-based view of the community's long-range interests.
- Remember that your group exists to take action.

The presiding officer has obligations to the group that must be achieved at meetings and should:

- Follow the agenda
- Remain impartial
- Entertain all motions, even if he/she opposes them.
- Avoid cutting off debate arbitrarily
- Keep the debate of the assembly germane
- Keep the group informed of the motion on the floor at all times
- Maintain control and administer the rules of order.

General Membership Procedures:

All Board, Commissions, and Committees shall take formal minutes of their meetings and shall appoint a member to take such minutes, or such minute responsibility may be delegated to a staff support person if there is staff support person assigned to the board, commission, or committee, on a permanent basis who is always in attendance at such meetings.

Except as otherwise state in state law, all meetings of boards, commissions, or committees are open public meeting *(See Open Public Meetings Act of 1971).

All boards, commission and committees shall establish regular dates and times for meetings, and shall consult with staff about scheduling special meetings and announcing meeting cancelations.

Rules of Order

The proceedings of all boards and commissions shall be governed by the most current edition of Roberts Rules of Order.

PARLIAMENTARY PROCEDURE FOR MEETINGS

Having an agreed upon set of rules makes meetings run easier. Robert's Rules of Order will help your board or commission have better meetings, not make them more difficult. Following Robert's Rules ensures a suitable process that encourages fairness and participation.

Here are the basic elements of Robert's Rules, used by most organizations:

- 1. Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After *limited* discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
- 2. Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example, if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In most board or commission meetings, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

TIPS IN PARLIAMENTARY PROCEDURE

The following summary will help you determine when to use the actions described in Robert's Rules.

- A main motion must be moved, seconded, and stated by the chair before it can be discussed.
- If you want to move, second, or speak to a motion, raise your hand, wait to be recognized by the chair, you may then address the chair.
- If you approve the motion as is, vote for it.
- If you disapprove the motion, vote against it.
- If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.
- If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum, committee, or staff, with instructions to report back.
- If you feel they can handle it better than the assembly, move to refer the motion to a quorum, committee, or staff with power to act.
- If you feel that the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.
- If you want time to think the motion over, move that consideration be deferred to a certain time.
- If you think that further discussion is unnecessary, move the previous question.
- If you think that the assembly should give further consideration to a motion referred to a quorum, committee, or staff, move the motion be recalled.
- If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.
- If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.
- If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.
- If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.
- If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.

PARLIAMENTARY PROCEDURES AT A GLANCE

To Do This	You Say This	May You Interrupt Speaker	Must You Be Seconded	Is Motion Debatable	What Vote is Required
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room, temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend motion	I move this motion be amended by ...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

* Not amendable

		Debatable	Amendable	Can be reconsidered	Requires 2/3 Vote
Privileged motions	Fix time at which to adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of privilege	No	Yes	Yes	No
	Call for order of day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to consideration of a question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of order	No	No	No	No
	Read papers	No	No	Yes	No
	Suspend the rules	No	No	No	Yes
	Withdraw a motion	No	No	Yes	No
Subsidiary Motions	Lay on the table	No	No	Yes	No
	The previous question (close debate)	No	No	Yes	Yes
	Limit or extend debate	No	Yes	Yes	Yes
	Postpone to a definite time	Yes	Yes	Yes	No
	Refer to committee	Yes	Yes	Yes	No
	Amend the amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone indefinitely	No	No	Yes	No
Main Motion	Main or procedural motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

IN THE MEETING

To Introduce A Motion:

Raise your hand.

Wait until the chair recognizes you.

Address the Chair by the proper title.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that (state the motion), is there any discussion?"

Debate or Discussing the Motion:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

Voting on a Motion:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion) ... say "Aye." Those opposed say "No." The Chair waits a few seconds, then says, "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote.
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended:

- 1) Adding at the end
- 2) Striking out a word or words
- 3) Inserting a word or words
- 4) Striking out and inserting a word or words
- 5) Substitutions

A member raises a hand, addresses the chair, receives recognition, and states the motion:

"I move that..."

MAIN MOTION

Another member seconds the motion.

The Chair repeats the motion and says,
"Is there any discussion?"

Must be germane to the main motion

To improve the motion, a member raises a hand;

PRIMARY AMENDMENT

receives recognition and says "I move to amend the motion by..."

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

Must be germane to the primary amendment

To improve the amendment, a member raises their hand receives recognition, and says, "I move to amend the amendment by..."

Another member seconds the amendment.

SECONDARY AMENDMENT

(not amendable)

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases the Chair says, "Those in favor of the amendment to the amendment say "Aye." Those opposed say "No."
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote is in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

DISABILITY 101 FOR KING COUNTY BOARD & COMMISSION STAFF LIAISONS

As a Staff Liaison, you are responsible for ensuring accessibility for any members of the public who serve on your King County Board or Commission who are people with disabilities. This fact sheet outlines the requirements of disability access laws that apply to King County government.

What laws govern disability access?

The Americans with Disabilities Act (ADA) is a federal law which mandates equal access and reasonable accommodations for people with disabilities in employment, government services, transportation, and public accommodations (such as businesses)). Title II of the ADA outlines the responsibilities of local governments to make their facilities, programs, activities and services accessible to members of the public who have disabilities.

Other disability access laws that apply include the Washington State Law Against Discrimination (RCW 49.60), Section 504 of the Rehabilitation Act of 1973, and King County nondiscrimination ordinances.

How is “disability” defined?

A person with a disability is an individual who:

- 1) has a physical or mental impairment that substantially limits one or more major life activities; or
- 2) has a record or history of such an impairment; or
- 3) is perceived or regarded as having such an impairment.

“Major life activities” includes functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

We are concerned primarily with those individuals who fit the first prong of this definition – those who have a current disability and thus, may have an accommodation need that we should meet.

What are the requirements of Title II of the ADA?

Title II identifies steps that local governments must undertake to comply with the ADA. King County is responsible for public access compliance, has conducted a self-evaluation and transition plan to enhance access, and has developed a grievance procedure. Beyond these basic steps, the ADA requires:


- **Equal opportunity** – People with disabilities must be assured an equal opportunity to participate in the programs and activities offered by King County.
- **Program accessibility** – The standard for ADA compliance is one of overall program accessibility: Is the program, service or activity, when viewed in its entirety, readily accessible to and usable by individuals with disabilities?
- **Reasonable modification (also called reasonable accommodation)** – Policies, practices and procedures must be modified when necessary to avoid discrimination against people with disabilities, unless to do so would fundamentally alter the nature of the service, program or activity, or would create an undue administrative or financial burden.
- **Equally effective communication** – County government is required to ensure that applicants, participants, and members of the public with disabilities have communication access that is as effective as that provided to people without disabilities.

How can Board or Commission Staff Liaisons ensure accessibility?

Many people with disabilities want to participate in their government, and they should be encouraged to participate as members of county Boards and Commissions. We can best assure equal opportunity by including people with disabilities in planning and decision-making. Some of them may need program access assistance.

Here's what you can do as Board or Commission Staff Liaison:

- **Facility access** – Make certain that board meeting locations are accessible. This means that accessible parking or bus routes are nearby, the path from parking or bus stops to the facility is ramped, the doors are sufficiently wide, and accessible restroom facilities are available. It's a good idea to scout out a facility for access ahead of time. See our fact sheet titled "Quick Facilities Checklist".

- Auxiliary aids and services – This includes a variety of services, equipment or devices that provide effective access to people with disabilities, including alternate formats, sign language interpreters, and in some cases, personal assistance. One common type is an assistive listening device, which enhances the group discussion forum for those with hearing disabilities. See our fact sheet titled “Assistive Listening Devices”. KCCR has an assistive listening device available for loan.
- Alternate formats – For people who are blind or have learning disabilities, we must make written materials available upon request in accessible formats, such as large print, Braille, computer disk, or providing a reader. See our fact sheet titled “Alternate Formats and Resources”.
- Telephone communications – Use of the statewide Telecommunications Relay Service is an appropriate means of ensuring access for people who have speech or hearing disabilities. Familiarize yourself with the relay service. See our fact sheets titled “Telecommunications Relay Services” and “TTY Use & Helpful Hints”.
- Sign language interpreters – County Boards and Commissions are responsible for providing interpreter services upon request.
- Service or assistance animals – Growing numbers of people with disabilities are using assistance animals such as dog guides, hearing dogs, alert dogs, psychiatric assistance animals, etc.
- Meeting notices, minutes, and other printed materials – You are responsible for providing effective notice that your county Board or Commission is accessible and that accommodations are available upon request. This includes the following required notices on all written materials:
 - State in 14-point type (or larger) that the written material is available in alternate formats upon request (often in the footer).
 - Note that reasonable accommodations for people with disabilities are available upon request.
 - A TTY or Relay Service number (711) next to the telephone number.
 - While not required, it is appropriate and helpful to mention that your meeting location is accessible. You can state “this facility is accessible” on meeting notices or use the International Symbol of Access: 
- Remember – Except for providing facility access and notice of access, you do not need to have any accommodations prepared in advance.

SAMPLE WORK PLAN

GOAL:

Activities	Who?	When?	Outcomes:	Evaluation:	Notes

- **Goal:** What do you want to accomplish?
- **Activities:** How are you going to accomplish the goal?
- **Who:** Who is responsible for the activities?
- **When:** When will the activity begin and end?
- **Outcomes:** What are the desired results?
- **Evaluation:** How are you going to measure the outcomes?
- **Status/Notes:**

Some questions to consider:

1. Is this goal SMART (Specific, measurable, attainable, realistic and timely)?
2. Does the Commission's goal align with the Commission's mission and vision?
3. Do the activities outlined align with the scope of duties outlined in Ordinance 18653?