

# ORGANIZATION OF THE METROPOLITAN KING COUNTY COUNCIL

(Covering Motions through 16566)

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## **MISSION STATEMENT**

The mission of the metropolitan King County council is to earn public trust, enhance quality of life, and protect public health and safety. (Motion 12914, § 1, 2009).

## **OR CHAPTER 1 CHAIR AND VICE-CHAIRS**

- OR 1-010 Election of the chair and vice-chairs.
- OR 1-020 Powers and duties of the chair.
- OR 1-030 Powers and duties of the vice-chairs.
- OR 1-040 Chair and vice-chairs elected.

### **OR 1-010. Election of the chair and vice-chairs.**

A. The council shall elect a chair and vice-chairs, who shall serve at the pleasure of the council for a term of one year, unless decided otherwise by the council and until successors are elected.

B. There shall be two vice-chairs: the vice-chair of policy development and review and the vice-chair of regional coordination. For the purposes of implementing K.C.C. chapter 1.24, "vice-chair" means the vice-chair of policy development and review. In the absence of the vice-chair of policy and development review, "vice-chair" means the vice-chair of regional coordination.

C. In the event the chair is unable to serve the remainder of a term, the vice-chair shall become chair, consistent with the order in subsection B. of this section. In the event the vice-chair is unable to serve the remainder of a term, a new vice-chair shall be elected. (Motion 13805, § I, 2013; Motion 13129, § I, 2010; Motion 12906, § I, 2009; Motion 12662, § I, 2007; Motion 12429, § I, 2006; Motion 12238, § I, 2006; Motion 10651, § II, 1999).

### **OR 1-020. Powers and duties of the chair.**

A. The chair, with their consent, shall appoint councilmembers to regional committees, standing committees, administrative committees, special committees and outside committees as required or as deemed necessary to efficiently conduct the business of the council. The council recognizes that its committee structure, membership and chairs and vice-chairs reflect the council's will. Any changes thereto shall be made only by formal legislative motion adopted by a majority of the members at a council meeting.

B. The chair shall have the responsibility and general direction for the council's resources, budget, operation and organizational structure. The chair shall allocate an equal amount of funding and FTE positions to each councilmember's district support and constituent services account from within the council administration account. The chair shall be responsible for the general oversight of legislative branch employees, except personal and district support and constituent services staff of councilmembers. Each councilmember shall be responsible for making employment decisions for the councilmember's personal and district support and constituent services staff.

C. On behalf of the council, the chair of the council may accept gifts or things of value of less than two thousand dollars. Gifts or things of value given to individual council offices may be accepted by each councilmember subject to the provisions of K.C.C. chapter 3.04. The chair shall notify the clerk of the council of any accepted gifts or things of value. The clerk shall maintain a list of the accepted gifts or things of value and shall report quarterly that list to all councilmembers if there have been any accepted gifts or things of value in the preceding quarter. On behalf of the council, the chair of the council shall not enter into a service, goods or consultant contract for more than fifty thousand

dollars without first being authorized to do so by council motion. All contractors shall comply with the King County code of ethics.

D. The chair shall regularly consult in the exercise of the chair's duties with the vice-chairs. The chair, in consultation with committee chairs, shall direct the necessary coordination of staff, except for personal and district support and constituent services staff. The council's chief of staff shall report to the chair and is accountable to and responsive to all councilmembers. The chair may exercise any power conferred upon the chief of staff. (Motion 15791, § I, 2021; Motion 15305, § I, 2019; Motion 15298, § I, 2019; Motion 15110, § I, 2018; Motion 14189, § I, 2014; Motion 13985, § I, 2013; Motion 13575, § I, 2011; Motion 13408, § I, 2011; Motion 13378, § II, 2010; Motion 13129, § II, 2010; Motion 12920, § I, 2009; Motion 12914, § II, 2009; Motion 12680, § I, 2008; Motion 12671, § I, 2008; Motion 12429, § II, 2006; Motion 12238, § II, 2006; Motion 11372, § II, 2002; Motion 11348, § II, 2002; Motion 10651, § III, 1999).

**OR 1-030. Powers and duties of the vice-chairs.**

The vice-chairs shall exercise the duties, powers and prerogatives of the council chair in the event of the chair's absence, consistent with the order in OR 1-010.B. (Motion 14502, § I, 2016; Motion 14069, § I, 2014; Motion 13805, § II, 2013; Motion 13637, § I, 2012; Motion 13408, § II, 2011; Motion 13378, § II, 2010; Motion 13129, § III, 2010; Motion 12906, § II, 2009; Motion 12680, § II, 2008; Motion 12671, § II, 2008; Motion 12662, § II, 2007; Motion 12492, § I, 2007; Motion 12429, § III, 2006; Motion 12238, § III, 2006; Motion 10651, § IV, 1999).

**OR 1-040. Chair and vice-chair elected.** Until a successor is elected, the council elects Councilmember Dave Upthegrove as council chair, Councilmember Girmay Zahilay

as council vice-chair of policy development and review, and Councilmember Reagan Dunn as council vice-chair of regional coordination. (Motion 16509, § I, 2024; Motion 16264, § I, 2022; Motion 16025 (part), 2022; Motion 15791, § II, 2021; Motion 15567, § I, 2020; Motion 15298, § II, 2019; Motion 15110, § II, 2018; Motion 14502, § II, 2016; Motion 14324, § I, 2015; Motion 14069, § II, 2014; Motion 14018, § I, 2013; Motion 13805, § III, 2013; Motion 13636, § I, 2012; Motion 13401, § I, 2011; Motion 13129, § IV, 2010; Motion 12906, § III, 2009; Motion 12662, § III, 2007; Motion 12429, § IV, 2006; Motion 12238, § IV, 2006; Motion 11849, § I, 2003; Motion 11348, § I, 2002; Motion 11105 (part), 2001).

## **OR CHAPTER 2 COMMITTEES**

OR 2-020	Standing committees - functions.
OR 2-030	Employment and administration committee.
OR 2-040	Chairs and vice-chairs.
OR 2-050	Memberships.
OR 2-100	Chair of committee meeting in absence of chair and vice-chair.
OR 2-110	Consideration of previously introduced legislation.

**OR 2-020. Standing committees - functions.** In addition to any committee otherwise established by law, the committees of the metropolitan King County council and their respective functions are established as follows:

**A. Budget and fiscal management committee.**

1. The committee shall consider and make recommendations on: the county revenue and expenditure fiscal structural gap; capital and operating budget appropriations; the sale, lease, or transfer of real property to or by the county; debt and investment proposals; bond issues; the office of economic and financial analysis; levies unless referred to another committee; supplemental appropriations related to the COVID-19 pandemic response; and financial policies.

2. The committee shall develop recommendations on policy direction for the county budget, based on the recommendations of other council committees and taking into account the estimated fiscal impacts of state and federal legislation.

3. In respect to consideration of the county's proposed annual budget, all members of the council not assigned to the budget and fiscal management committee shall be considered ex officio voting members of the committee.

**B. Committee of the whole.** The committee shall consider: issues of interest to the entire council, including appointments to the state legislature and department directors and key subordinate units in the executive branch; the annual legislative

program; legislation before the federal, state, and local governments that affect King County; the King County Strategic Plan; oversight of Harborview Medical Center; arts and culture and associated levies, if any; the Puget Sound Taxpayer Accountability Account; gun safety; the immigrant and refugee commission; issues related to the census; the charter review commission; homelessness, including the King County Regional Homelessness Authority; COVID-19 pandemic response, excluding supplemental appropriations; racial equity; gender equity; and other program and policy matters. The committee of the whole shall conduct town hall meetings on issues of significance.

**C. Government accountability and oversight committee.**

1. The committee shall consider and make recommendations on:

a. improving the efficiency, cost effectiveness, and performance of all branches of county government (legislative, executive, and judicial);

b. enhancing oversight, accountability and transparency in King County government, the annual county audit program and federal, state, or county audit reports, the administration of the Public Records Act, capital projects oversight, the Puget Sound Emergency Radio Network, performance measurement and performance management, management organizational structure, and technology management; and

c. general government oversight, including customer service, worker safety, and the department of assessments; elections; records and licensing; animal control; cable communications; the county fair; King County international airport; risk management; veterans, and executive services such as telecommunications, facilities management, purchasing, and real property management.

2. In the areas within the committee's purview, the committee shall track state and federal legislative action and develop recommendations on policy direction for the county budget.

**D. Human services committee.\***

1. The committee shall consider and make recommendations on policies relating to:

a. health services provided to the community by county agencies and branches;

b. public health programs, including those related to the protection, promotion, and provision functions of the department of public health, including the structure of the public health centers; and

c. human services programs, including review of human services-related levies.

2. In the areas within the committee's purview, the committee shall track state and federal legislative action and develop recommendations on policy direction for the county budget.

**E. Law and justice committee.**

1. The committee shall consider and make recommendations on policies relating to law, safety, and criminal justice programs, including those related to:

a. implementation of the charter amendments related to the duties of the sheriff's office; public safety;

b. adult detention; juvenile justice and youth services;

c. superior and district courts; judicial administration; prosecuting attorney;

d. public defense; emergency medical services;



- e. office of law enforcement oversight;
- f. bail reform; pretrial services;
- g. alternatives to incarceration;
- h. combating human trafficking;
- i. hate crime prevention; and
- j. civil rights.

2. In the areas within the committee's purview, the committee shall track state and federal legislative action and develop recommendations on policy direction for the county budget.

**F. Local services and land use committee.**

1. The committee shall consider and make recommendations on policies relating to:

- a. water supply;
- b. unincorporated and rural areas;
- c. local government;
- d. permitting and zoning;
- e. county roads and bridges;
- f. levies to support county roads and bridges;
- g. emergency management;
- h. annexations;
- i. local parks and trails;
- j. housing;
- k. water and sewer district plans;

1. growth management including regional planning, countywide planning policies, and the Comprehensive Plan; and
  - m. resource lands, including agricultural, forestry, and mineral resources.
2. In the areas within the committee's purview, the committee shall track state and federal legislative action and develop recommendations on policy direction for the county budget.

**G. Transportation, economy, and environment committee.**

1. The committee shall consider and make recommendations on:
  - a. transportation, including passenger ferries, regional trails and public transportation including spending plans for new revenue, if any, and fares and fare equity policies;
  - b. the environment, including:
    - (1) salmon recovery and barriers to recovery such as culverts;
    - (2) energy;
    - (3) water quality, including wastewater;
    - (4) regional parks and open space, including conservations futures tax;
    - (5) climate, including levy proposals or bond proposals to finance projects or programs to address, mitigate or respond to climate change and its impacts, and the King County Strategic Climate Action Plan;
    - (6) solid waste; and
    - (7) surface water management; and
  - c. economic development, including equity and pay disparity.

2. In the areas within the committee's purview, the committee shall track state and federal legislative action and develop recommendations on policy direction for the county budget. (Motion 16509, § II, 2024; Motion 16264, § II, 2022; Motion 16025 (part), 2022; Motion 15953, § I, 2021; Motion 15791, § III, 2021; Motion 15631, § I, 2020; Motion 15567, § III, 2020; Motion 15549, § I, 2019; Motion 15298, § IV, 2019; Motion 15110, § IV, 2018; Motion 15049, § I, 2018; Motion 14819, § II, 2017; Motion 14656, § I, 2016; Motion 14502, § IV, 2016; Motion 14324, § III, 2015; Motion 14069, § III, 2014; Motion 13845, § I, 2013; Motion 13648, § I, 2012; Motion 13637, § II, 2012; Motion 13411, § II, 2011; Motion 13129, § VI, 2010; Motion 12920, § II, 2009; Motion 12914, § IV, 2009; Motion 12710, § I, 2008; Motion 12680, § III, 2008; Motion 12492, § III, 2007; Motion 12429, § VI, 2006; Motion 12238, § V, 2006; Motion 11858, § I, 2004; Motion 11373, § II, 2002; Motion 11348, § V, 2002; Motion 11122, § D, 2001).

*\*Reviser's note: The name of the committee in K.C.C. chapter 1.24 and the rest of this organizational compilation is "health and human services committee."*

**OR 2-030. Employment and administration committee.**

**A. Duties.**

1. In accordance with this section OR 2-030, the committee shall oversee employment-related issues in the legislative branch, excluding all decisions for those positions and employees serving councilmembers' personal, district support and constituent services functions.

2. The employment and administration committee shall consider and make recommendations on:

a. administrative and personnel-related policies affecting all legislative branch employees;

b. changes to the organization chart established in the King County Legislative Branch Employee, Equipment and Facilities Policies adopted under OR 3-120;

c. job descriptions, including classification specifications and compensation ranges, for chief officers, independent agency officers and central staff director-level positions, and new job descriptions for any new position within the legislative branch;

d. hiring chief officers and independent agency officers, in accordance with a hiring process established by the committee that may include forming a subcommittee to implement the hiring process. The committee may consult with the board of appeals on its hiring of the executive director and staff of the board of appeals and the committee may express its preference;

e. appeals from certain employment actions as prescribed in the legislative branch employee, equipment, and facilities policies; and

f. censure related to alleged violations by a councilmember of any antiharassment or discrimination policy.

3. The council chair, in consultation with the committee, shall provide oral and written expectations and counseling regarding employee performance for chief officers and independent agency officers. The council chair , with committee input, shall establish a process for periodically evaluating the chief officers and independent agency officers for their performance in performing job duties and achieving goals.

4.a. The council chair, in consultation with the committee, shall, when appropriate, issue either written reprimands or performance improvement plans, or both, regarding employee performance issues of a chief officer or an independent agency officer that persist, following an oral or written statement of expectations or counseling.

b. It is the responsibility of the council chair, when appropriate, to recommend to the committee for approval either suspension without pay or termination of chief officers or independent agency officers.

c. Following a suspension without pay of more than ten working days or termination hearing decision, a chief officer or independent agency officer subject to the committee's suspension without pay or termination decision may, within five business days of being notified of the decision, appeal the decision to the council. An appeal is filed by delivering a notice of appeal to the clerk of the council.

d. A decision of the council to suspend without pay or terminate a chief officer or independent agency officer is final.

e. The chair of the council, with consultation of the committee, may execute a settlement agreement with a chief officer or independent agency officer.

f. A written disciplinary action may not be issued before completion of review of it by legal counsel or the civil division of the office of the prosecuting attorney. For the purposes of this subsection A.4., "written disciplinary action" means written expectations and counseling regarding employee performance issues, reprimands, performance improvement plans and decisions regarding suspension without pay or termination of an employee.

**B. Committee recommendations and actions.**

1. Committee recommendations on matters set out in subsection A.2. of this section shall be presented to the council as a motion for its consideration.

2. For actions authorized under subsection A.3. and 4. of this section, the chair of the employment and administration committee shall issue notice to the affected

employee upon final action of the committee or council.

C. **Personnel records as confidential.** To the extent permitted by law, personnel records which would be exempt from public disclosure shall continue to be treated as confidential and records or portions thereof which are exempt shall be identified as such and separated from nonexempt records.

D. **Construction of section.** Nothing in this section is to be construed to alter the at-will status of legislative branch employees. This section designed to facilitate the will of the majority of the council. If there are specific provisions of a collective bargaining agreement that are different than this section, the collective bargaining agreement shall prevail.

E. **Definitions.** For the purposes of this section OR 2-030:

1. "Administrative services staff" are those legislative branch employees assigned to communications, government relations, operations, council initiatives, local and regional affairs, equity and social justice and clerk blocks in the organization chart, Attachment A to Motion 16264.\*

2. "Chief officers" includes the chief of staff and chief legal counsel;

3. "Directors" includes the clerk of the council, the communication director, the director of government relations, the director of local and regional affairs, the chief operating officer, the director of equity and social justice, the director of council initiatives and the chief policy officer;

4. "Independent agency officers" includes the auditor, the director of law enforcement oversight, the hearing examiner, the board of appeals and equalization and the director of the office of citizen complaints/tax advisor, which is also known as the

ombuds.

5. "Legislative services staff" are those legislative branch employees assigned to the legislative services block in the organization chart, Attachment A to Motion 16264.\*

"Legislative services staff" includes the policy analysts and legislative clerks who are assigned to support council committees. (Motion 16264, § III, 2022; Motion 15998, § II, 2021; Motion 15791, § IV, 2021; Motion 15567, § IV, 2020; Motion 15446, § I, 2019; Motion 15305, § III, 2019; Motion 14329, § I, 2015; Motion 14324, § IV, 2015; Motion 14189, § II, 2014; Motion 13985, § II, 2013; Motion 13637, § III, 2012; Motion 13575, § II, 2011; Motion 13408, § III, 2011; Motion 13378, § III, 2010; Motion 13129, § VII, 2010; Motion 12920, § III, 2009; Motion 12914, § V, 2009; Motion 12906, § IV, 2009; Motion 12680, § IV, 2008; Motion 12671, § IV, 2008; Motion 12492, § IV, 2007; Motion 12429, § VII, 2006; Motion 11373, § III, 2002; Motion 11372, § III, 2002; Motion 11348, § VI, 2002; Motion 11331, § II, 2001; Motion 10651, § V, 1999).

***\*Reviser's note: The organization chart is Attachment A to Motion 16264, which is attached to this compilation as Attachment A to Motion 16264.***

**OR 2-035. Labor policy committee.** The council may go into the labor policy committee at any time. The labor policy committee shall consider matters related to labor policies and other collective bargaining process issues as may be assigned to the committee. (Motion 15549, § II, 2019).

**OR 2-040. Chairs and vice-chairs.** The council designates the following councilmembers as chairs and vice-chairs of the standing committees created in this motion and the regional committees established in the King County Charter.

Budget and fiscal management committee:

Chair: Girmay Zahilay.

Vice-chair: Rod Dembowski.

Committee of the whole:

Chair: Claudia Balducci.

Vice-chair: Jorge Barón.

Employment and administration committee:

Chair: Dave Upthegrove.

Vice-chair: Girmay Zahilay.

Government accountability and oversight committee:

Chair: Pete von Reichbauer.

Vice-chair: Dave Upthegrove.

Health and human services committee:

Chair: Teresa Mosqueda.

Vice Chair: Sarah Perry.

Law and justice committee:

Chair: Jorge Barón.

Vice Chair: Claudia Balducci.

Local services and land use committee:

Chair: Sarah Perry.

Vice-chair: Girmay Zahilay.

Transportation, economy, and environment committee:

Chair: Rod Dembowski.

Vice-Chair: Teresa Mosqueda.

Regional policy committee:



Chair: Pete von Reichbauer.

Regional transit committee:

Chair: Teresa Mosqueda.

Regional water quality committee:

Chair: Claudia Balducci.

(Motion 16509, § III, 2024; Motion 16264, § IV, 2022; Motion 16025 (part), 2022; Motion 15953, § II, 2021; Motion 15567, § V, 2020; Motion 15298, § V, 2019; Motion 15110, § V, 2018; Motion 14819, § III, 2017; Motion 14502, § V, 2016; Motion 14496, § I, 2016; Motion 14324, § V, 2015; Motion 14069, § IV, 2014; Motion 13845, § II, 2013; Motion 13805, § IV, 2013; Motion 13648, § II, 2012; Motion 13637, § IV, 2012; Motion 13411, § III, 2011; Motion 13408, § IV, 2011; Motion 13370, § I, 2010; Motion 13129, § VIII, 2010; Motion 12914, § VI, 2009; Motion 12888, § I, 2008; Motion 12671, § V, 2008; Motion 12662, § IV, 2007; Motion 12429, § VIII, 2006; Motion 12238, § VI, 2006; Motion 12078, § I, 2005; Motion 11858, § II, 2004; Motion 11849, § II, 2003; Motion 11740, § I, 2003; Motion 11373, § IV, 2002; Motion 11348, § VII, 2002; Motion 11153, § I, 2001; Motion 11122, § G, 2001).

**OR 2-050. Memberships.** The council designates the following councilmembers, in addition to the chairs and vice-chairs, as members of the standing committees created in this motion and the regional committees established in the King County Charter.

Budget and fiscal management committee:

Members: Claudia Balducci, Jorge Barón, Teresa Mosqueda, Sarah Perry.

Committee of the whole:

Members: All councilmembers.

Employment and administration committee:

Members: Teresa Mosqueda, Pete von Reichbauer.

Government accountability and oversight committee:

Members: Claudia Balducci, Reagan Dunn.

Health and human services committee:

Members: Jorge Barón, Girmay Zahilay.

Law and justice committee:

Members: Rod Dembowski, Reagan Dunn.

Local services and land use committee:

Members: Reagan Dunn, Teresa Mosqueda.

Transportation, economy, and environment committee:

Members: Claudia Balducci, Jorge Barón, Pete von Reichbauer.

Regional policy committee:

Members: Claudia Balducci, Girmay Zahilay.

Alternate: Jorge Barón.

Regional transit committee:

Members: Jorge Barón, Dave Upthegrove.

Alternate:

Regional water quality committee:

Members: Reagan Dunn, Dave Upthegrove.

Alternate:

(Motion 16509, § IV, 2024; Motion 16303, § I, 2023; Motion 16264, § V, 2022; Motion 16025 (part), 2022; Motion 15953, § III, 2021; Motion 15791, § V, 2021; Motion 15567, § VI, 2020; Motion 15298, § VI, 2019; Motion 15110, § VI, 2018; Motion 14819, § IV, 2017; Motion 14502, § VI, 2016; Motion 14496, § II, 2016; Motion 14329, § II, 2015; Motion 14324, § VI, 2015; Motion 14069, § V, 2014; Motion 13851, § I, 2013; Motion 13845, § III, 2013; Motion 13648, § III, 2012; Motion 13637, § V, 2012; Motion 13411, § IV, 2011; Motion 13408, § V, 2011; Motion 13370, § II, 2010; Motion 13129, § IX, 2010; Motion 12914, § VII, 2009; Motion 12888, § II, 2008; Motion 12671, § VI, 2008; Motion 12434, § I, 2007; Motion 12249, § I, 2006; Motion 12078, § II, 2005; Motion 11858, § III, 2004; Motion 11733, § I, 2003; Motion 11373, § V, 2002; Motion 11348, § VIII, 2002; Motion 11153, § II, 2001; Motion 11122, § H, 2001).

**OR 2-080 through OR 2-090. (RESERVED)**

**OR 2-100. Chair of committee meeting in absence of chair and vice-chair.** In the absences of the chair and vice-chair of a committee, a committee member, designated by the committee chair, may serve as chair of the meeting. (Motion 11122, § C, 2001).

**OR 2-110. Consideration of previously introduced legislation.** Each committee shall consider legislation referred to it by the council chair. When the council by motion reassigns some or all of the subject area duties of certain committees to different committees, or renames committees, all legislation in the subject area assigned to a committee that was previously assigned to a different committee is thereby relieved from the committee it was previously referred to and rereferred to the new committee. (Motion 11122, § E, 2001).

**OR CHAPTER 3  
POLICIES**

- OR 3-010 Use of councilmembers' district accounts.
- OR 3-020 Reimbursement for use of privately owned vehicles.
- OR 3-030 Legislative branch organization.
- OR 3-050 Ceremonial documents.

**OR 3-010. Use of councilmembers' district accounts and district support and constituent services accounts.**

A.1. All salaries and benefits for a councilmember and a councilmember's personal staff shall be paid out of the councilmember's district account, and all salaries and benefits for a councilmember's district support and constituent services staff shall be paid out of the councilmember's district support and constituent services account.

2.a. The council prohibits councilmembers from hiring as personal or district support and constituent services staff persons who have been employed within the prior twelve months:

(1) as a council legislative services staff member classified at range 62 or above in the King County 10 step annual exempt squared table, or as an administrative services staff member classified at range 23 or above in the Legislative Branch Classification Plan; or

(2) persons who have been employed as a personal or district support and constituent services staff member of another currently serving councilmember, except with the consent of that councilmember.

b. District account and district support and constituent services account moneys cannot be used to pay the salary or benefits of persons prohibited from being hired as set forth subsection A.2.a. of this section.

c. This subsection A.2. shall not apply to any employee hired as a personal staff member before October 13, 2008.

3. The central council account, a district account or a district support and constituent services account may not be used to fund benefits for employees whose employment as personal and district support and constituent services staff is prohibited by subsection A.2. of this section.

B.1. All expenditures for mail originating from an individual councilmember's office shall be paid for out of that councilmember's district account or district support and constituent services account, except for mailings of ten items or less, which may be paid for out of the council administration budget, and for postage that may be funded from the council administration budget subject to the approval of the chair of the council.

2. A councilmember shall not send any mass mailing that is deposited in the mail between the date the councilmember has filed a declaration and affidavit of candidacy with the department of elections and election day in any year in which an election is to be held to fill the councilmember's office. However, mailings may be made after the last day for filing for office if the councilmember has not filed for the office. For the purposes of this subsection B.2, "mass mailing" means any mailing of more than two hundred pieces that contains essentially identical messages and that is prepared or sent by or on behalf of an individual councilmember at council expense.

C. All expenditures for rent, office equipment and furniture, utilities and telephones to support a councilmember's outside district office shall be paid out of the councilmember's district support and constituent services account.

D. All travel expenditures incurred by a councilmember or the councilmember's or personal staff or the councilmember's district support and constituent services staff shall be paid for out of the councilmember's district support and constituent services account or from the council administration budget with the approval of the chair of the council.

E. All other expenditures for community meetings, training, publications, advertising, cellular phones, cellular phone services or other related activities as determined by the councilmember shall be paid out of the councilmember's district account or from the councilmember's district support and constituent services account, or from the council administration budget with the approval of the chair of the council.

F. A councilmember is authorized to execute a contract for services, goods or consulting:

1. That is awarded following any procurement process in K.C.C. chapter 2.93;
2. Payment for which will be made with moneys from either the councilmember's district account or district support and constituent services account, or both; and
3. That does not exceed fifty thousand dollars.

G. Whenever questions about expenditures may arise, a councilmember shall consult with the chief of staff, legal counsel or the chief of staff's designee as necessary in considering whether a specific expenditure is authorized by this section OR 3-010.

(Motion 15791, § VI, 2021; Motion 15305, § V, 2019; Motion 14559, § I, 2016; Motion 13408, § VI, 2011; Motion 13378, § IV, 2010; Motion 13129, § XII, 2010; Motion 12914, § IX, 2009; Motion 12860, § I, 2008; Motion 12492, § VII, 2007; Motion 12429, § X, 2006; Motion 11417, § I, 2002; Motion 10651, § VI, 1999).

**OR 3-020. Reimbursement for use of privately owned vehicles.**

Reimbursement for the use of privately owned vehicles in connection with county business shall be allowed at the current rate per mile prescribed by county ordinance. In lieu of such reimbursement, King County councilmembers who would otherwise be eligible to be permanently assigned to a county vehicle may, at their individual option, be compensated on a monthly basis for the use of privately owned vehicles used in connection with county business. To implement this alternative, the chief of staff or his or her designee shall periodically, and no less than annually, ascertain the average monthly costs to the motor pool for the maintenance and operation of equivalent vehicles within the fleet. Ninety percent of that figure shall be the maximum allowable compensation. (Motion 13129, § XIII, 2010; Motion 5586, § D, 1982).

**OR 3-030. Legislative branch organization.**

A. **Organization chart.** The legislative branch shall be organized in accordance with the organization chart, Attachment A to Motion 16264.\* The chief of staff shall prepare and file with the clerk of the council a revised organization chart to replace Attachment A to Motion 16264\* when the organization of the legislative branch is changed either by any employment and administration committee decision or by any ordinance, motion, or personnel decision adopted by the council.

B. **Chief of staff.** There shall be a council chief of staff who reports to the chair, and shall be accountable and responsive to all councilmembers. The chief of staff is responsible for the efficient overall management and administration of the administrative and legislative services staff as they are defined in OR 2-030. All directors, as defined in OR 2-030, shall report to the chief of staff. The chief of staff is also responsible for

monitoring the independent agencies of the council. The chief of staff shall be the council's bargaining lead for all legislative branch bargaining units.

C. **Chief policy officer.** There shall be a chief policy officer who, as a director, reports to the chief of staff and shall be responsive to all councilmembers. As the chief policy officer is the direct report for the legislative services staff, the chief policy officer is responsible for: the efficient overall management and administration of the legislative services staff; development and administration of analytic standards; committee lead and support assignments; and legislative and policy assignments for analysis.

D. **Chief operating officer.** There shall be a chief operating officer who, as a director, reports to the chief of staff and shall be responsive to all councilmembers. The chief operating officer is responsible for the effective management of the legislative branch's finances and accounting; administrative services; human resources; and information technology.

E. **Chief legal counsel.** There shall be a chief legal counsel who reports to the chair and shall be accountable and responsive to all councilmembers for the provision of legal services to the council, councilmembers, and administrative and legislative services staff. The chief legal counsel is responsible for the efficient overall management and administration of the legal services staff, outside counsel and coordination with the prosecuting attorney's office.

F. **Independent agency officers.** For all the independent agencies, identified in the organization chart, Attachment A to Motion 16264,\* their officers shall be appointed by the council and each independent agency officer shall be accountable and responsible for the efficient overall management and administration of their agencies. The



independent agencies, their officers, managers and staff are subject to the policies and procedures of the legislative branch. (Motion 16264, § VI, 2022; Motion 15791, § VII, 2021; Motion 15567, § VII, 2020; Motion 15446, § II, 2019; Motion 15305, § VI, 2019; Motion 14819, § V, 2017; Motion 14725, § I, 2016; Motion 14189, § IV, 2014; Motion 13985, § III, 2013; Motion 13575, § III, 2011; Motion 13378, § V, 2010; Motion 13129, § XIV, 2010; Motion 12920, § IV, 2009; Motion 12914, § X, 2009; Motion 12492, § VIII, 2007; Motion 11372, § IV, 2002; Motion 10651, § VII, 1999).

***\*Reviser's note: The organization chart is Attachment A to Motion 16264, which is attached to this compilation as Attachment A to Motion 16264.***

**OR 3-050. Ceremonial documents.**

A. The council occasionally issues a variety of ceremonial documents to acknowledge individuals, organizations, or events that have significant relevance and meaning to King County. These ceremonial documents should not be used to declare council's policy positions or legislative intent. In such cases, motions are the appropriate legislative method, in accordance with King County Charter section 240. Ceremonial documents should be prepared using the following guidelines:

1. Proclamations are issued to commemorate: a special period of observance over days, weeks or months; and observance of a county, state or national occasion.

Examples of subjects for proclamations include, but are not limited to: Transit Appreciation Week; Earth Day; and Black History Month;

2. Recognitions or memorials: honor individuals, groups or organizations with a significant connection to King County; and commemorates special events, extraordinary achievements or community celebrations. Examples of subjects for recognitions or memorials include, but are not limited to: a cultural institution's

anniversary; a sports team's achievement or championship; and an individual's outstanding community or public service.

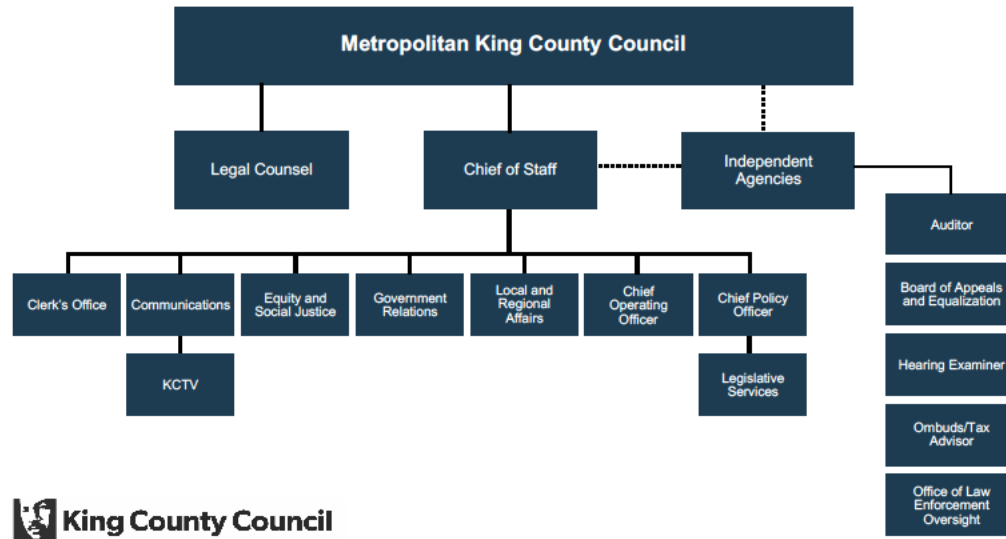
B. Proclamations and recognitions signed by a majority of councilmembers are considered to be "final actions" taken by the legislative body under RCW 42.30.020, and as such must be acknowledged at a full council meeting. (Motion 16336, § II, 2023).

**OR 3-060 through OR 3-090. (RESERVED)**

**OR 3-120. King County Legislative Employee, Equipment, and Facilities**

**Policies.** The King County Legislative Branch Employee, Equipment, and Facilities Policies Updated April 2024, Version 5, Attachment A to Motion 16566\*, are hereby adopted. (Motion 16566, § I, 2024; Motion 16336, § I, 2023; Motion 16279, § A, 2023; Motion 16113, § I, 2022; Motion 16025 (part), 2022; Motion 15998, § I, 2021).

***\*Reviser's note: The King County Legislative Branch Employee, Equipment, and Facilities Policies are Attachment A to Motion 16566, which is a separate document from this compilation, labeled as Attachment A to Motion 16566, King County Legislative Branch Employee, Equipment, and Facilities Policies, Updated April 2024, Version 5.***



## DISPOSITION OF FORMERLY COMPILED ORGANIZATIONAL MOTION SECTIONS

This table contains a numerical list of former organizational motion sections no longer appearing in the compilation because of the rescinding, expiration, decodification or recodification of the sections. Each entry gives the affected organizational motion compilation number, its caption and the section's motion source and disposition. The text of the section can be found by referring to the motion source citation contained in brackets.

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### Chapter 2 Committees

- 2-010—Committee of the whole - functions.**—[11122, § B, 2001] Repealed (rescinded) by 15567, § II, 2020.
- 2-051—2011 budget adoption leadership team.**—[13129, § X, 2010] Rescinded by 14324, § VII, 2015.
- 2-060—Meeting times.**—[11122, § I, 2001] Rescinded by 12492, § V, 2007.
- 2-070—Regular meeting locations.**—[12434, § III, 2007] Rescinded by 12492, § VI, 2007.
- 2-120—Interim staff assignments.**—[11122, § F, 2001] Rescinded by 15305, § IV, 2019.

### Chapter 3 Policies

- 3-033. Duties and responsibilities of chief officers and independent agency officers.**—[15446, § III, 2019] Rescinded by 15998, § III, 2021.
- 3-035. King County Flood Control District administration.**—[14725, § II, 2016] Rescinded by 15791, § VIII, 2021.
- 3-040. Ethical considerations.**—[10651, § VIII, 1999] Rescinded by 15998, § III, 2021.
- 3-100—Hiring.**—[5122 (part), 1980] Rescinded by 11327, § I, 1992. Replaced by OR 3-101.
- 3-101—Hiring.**—[11327, § II, 2001] Rescinded by 15305, § IX, 2019.
- 3-110. Policies and procedures against sexual harassment and discrimination - policy statement.**—[8868, §§ 1-2, 1992] Rescinded by 15998, § III, 2021.

### Chapter 4 Legislative Agencies

- 4-010—Office of government access television.**—[10002 §§ A-C, 1996] Rescinded by 12492, § XII, 2007.