

King County International Airport Roundtable Bylaws and Operating Rules

Article I Purpose

The purpose of the Roundtable is to advise and make recommendations to the airport management, county executive and county council on airport budget, programs, regulations, master plans and noise reduction strategies and other related matters.

Article II Members

There shall be 18 regular voting members representing the following interest: Ten representatives of communities directly affected by the airport. Including one each from Georgetown, Magnolia or North Seattle, Tukwila, Renton/Kent/South King County, Beacon Hill/Rainier Valley, South Park, West Seattle, Unincorporated King County areas and one at large, four airport tenant representatives, one each from the cargo operator or scheduled air carrier, small general aviation, corporate tenants and one from Boeing; one representative from a pilots association, one representative from a commercial enterprise which is an offsite user or a provider of airport-related services; and two labor representatives. In addition, the Federal Aviation Administration may designate an ex-officio non-voting member.

Article III Officers

1. **Election.** Officers shall be as described in this section. Officers shall serve for a term of one year and shall be elected by a majority vote of the members by ballot. The Chair and Vice Chair may only serve two consecutive one-year terms. If the office of Chair is vacated during a term, the Vice Chair will assume the office of the Chair and a new Vice Chair will be elected at the meeting following the announcement of the vacancy.
 - a. The election of officers shall be conducted at the last regularly scheduled meeting of the year. The Chair and Vice Chair shall assume office upon election.
 - b. Nominations may also be accepted from the floor at the same meeting.
2. **Chair.** The responsibilities of the Chair shall be as follows:
 - a. Convene and chair the meetings
 - b. Represent the group publicly unless other individuals are designated for specific issues
 - c. Delegate authority to other committee members for specific purposes.
3. **Vice Chair.** The responsibilities of the Vice Chair shall be as follows:
 - a. Act as the Chair in his or her absence
 - b. Perform additional duties as delegated by the Chair

4. **Removal.** An officer may be removed by a 2/3 majority vote of all members or by written resignation

Article IV Meetings

1. The Roundtable shall meet at least quarterly.
2. Notice of the meetings shall be mailed or transmitted electronically to all members no less than three days in advance, with the goal of providing these materials one business week in advance. Materials for any topic requiring formal action shall be mailed or transmitted electronically to all members no less than three days in advance.
3. A quorum is one member more than half of currently serving, appointed members. If there is no quorum those present may conduct business, subject to ratification either by the full Roundtable or, in a time sensitive situation, by poll of all members by the airport staff. The poll may be conducted by telephone or email.
4. No representation substitution is allowed as alternates have not been appointed.
5. Airport staff will support the Roundtable by administering its records, to include recording and publishing minutes of proceedings.
6. Non-members may attend and may speak at a designated time during the meeting.
7. Decisions will be made by consensus unless no consensus is reached for two consecutive meetings, in which case decisions may be made by a majority vote. If consensus is not achieved, there shall be an opportunity for a minority report to the Airport Manager, Council, and Executive.
8. Roundtable meetings shall be conducted using Robert's Rules of Order, summary version.

Article V Committees

1. Subcommittees may be appointed if approved by a majority of members.
2. Subcommittee memberships may include representatives who are not regular members of the Roundtable.
3. In appointing any subcommittee, the meeting minutes shall reflect the charge to the subcommittee, whether the subcommittee is intended to be a standing subcommittee or an ad hoc subcommittee for a limited duration.
4. Subcommittees shall be subject to the same rules as the full Roundtable.

5. Subcommittee recommendations must be ratified by the full Roundtable.
6. All Roundtable members will be notified of all subcommittee meetings and any member may attend any subcommittee.

Article VI Ethics Code

The members of the Roundtable shall be governed by the King County Code of Ethics, which outlines the specifics of potential conflicts of interest among King County's Board and Commission members. However, due to the statutory composition of the Roundtable to include members of businesses, organizations, and groups that may have a direct interest in Airport activities or projects and the County's desire to have those interest represented in Roundtable deliberations, the presence of a conflict of interest or perceived conflict of interest shall not be the sole cause for exclusion of that member from the discussion.

It shall be incumbent upon Roundtable members to disclose potential direct conflicts of interest at the beginning of discussion of a topic or issue. The Roundtable will consider the disclosure and its impacts in its deliberations on the issue. Disclosed potential direct conflicts of interest shall be noted in Roundtable recommendations to the Airport Director, King County Executive, and King County Council.

Article VII Amendments

Amendments to these bylaws shall require a majority vote of Board members.

ADOPTED this 29th day of October, 1997, amended and updated by the Roundtable members in good standing on this day of June 14, 2010. Amended and updated by the Airport Roundtable members in good standing on this 8th day of December 2025.