Document Code No.: ACO-5-2-EP

Title: Boards and Commissions – Appointment and Term Limits

Affected Agencies: Office of the King County Executive

Authorities: King County Code 2.28.

**Keywords:** Boards and commissions, staff liaisons, appointment, term limits

Sponsoring Agency: Office of the King County Executive

Executive signature:

Date signed and effective: April 9, 2024

King County

# I. Purpose

This policy provides limitations on how many terms a board member can serve on a King County board, commission, or committee; prohibits employees and non-King County residents from serving on a King County boards, commissions or committee; and requires Executive Branch departments to designate one or more department employees to provide support for our King County boards, commissions or committees.

**Applicability and Audience** This policy applies to all King County boards, commissions, committees, and other similar groups, including the King County department staff assigned to provide support to King County boards and commissions. Further, this policy applies to the individuals providing support to boards, commissions, committees, and other similar groups, that function independently of King County but where the King County makes appointments to said board or commission or similar groups.

### II. Definitions

"Staff Liaison" is the King County employee or individual whose responsibility it is to provide direct staff support to the board, commission, committee, or other similar group.

"Board," "Commission," "Committee" shall be (A) any body legislatively created by federal, state, county, local authority, or other legal instrument including memoranda of understanding and inter-local agreements, whose members are appointed by the Executive; (B) any body created by administrative order and whose members are appointed by the Executive; or (C) any body assembled by an Executive Branch department whose members are appointed by the Executive.

### III. Policy

### A. Staff Liaisons

Each King County Executive Branch Department responsible for housing a King County board, commission, committee, or other similar group, shall designated at least one department employee as the board, commission, or committee's staff liaison, to provide administrative support to the board, commission, or committee.

The department or agency providing administrative support for the board or commission has primary responsibility for recruiting potential nominees for appointment to a board or commission.

## B. Term Limits

King County Executive Branch board, commission, or committee appointed members shall be limited to serving no more than two-consecutive terms unless stated otherwise in the board's enabling legislation or waived by the Executive for unusual circumstances. Partial terms are not counted toward the two-term limit.

# C. Prohibitions

Unless otherwise specified by the enabling legislation or waived by the Executive, King County employees and non-residents of King County are prohibited from serving on a King County boards, commissions or committees.

### D. Communications

Board members are required to regularly use their assigned King County email accounts when conducting board business via email. If a board, commission, or committee uses document sharing software, the software must also be a King County licensed product.

### E. Standard Work Process

Staff Liaisons and officially appointed members of King County boards, commissions or committees or other similar groups, must abide by standard work processes prescribed by the Office of the King County Executive.

# IV. Implementation Plan

- A. This policy becomes effective for all Executive Branch departments on the date that it is signed by the King County Executive. The Office of the King County Executive is responsible for implementation of this policy.
- B. The Office of the King County Executive is responsible for communicating this policy to the management structure within their respective agencies and other appropriate parties.

## V. Maintenance

- A. This policy will be maintained by the Office of the King County Executive, or its successor agency.
- B. This policy will automatically expire five (5) years after its effective date. A new, revised, or renewed policy will be initiated by the Office of the King County Executive, or its successor agency prior to the expiration date.