

QUESTIONS?

Call the **Ethics Program** at **206-263-7821**.

King County appreciates your volunteer service and thanks you for helping us maintain high ethical standards!



This information is a summary of the King County Code of Ethics and is not a substitute for reading the full code available on the Ethics Program website.
www.kingcounty.gov/ethics



Code of Ethics

Helping Employees Make Ethical Decisions

Members of King County Boards, Commissions, Committees, and Other Multimember Bodies



Department of Executive Services
Office of Civil Rights & Open Government
Ethics Program

The Chinook Building
401 Fifth Avenue, Suite 215
Seattle, WA 98104-1818
CNK-ES-0215
Phone: 206-263-7821
TTY Relay: 711
board.ethics@kingcounty.gov
www.kingcounty.gov/employees/ethics.aspx

ALTERNATE FORMATS AVAILABLE
Call 206-263-7821 or TTY RELAY: 711

King County is an Equal Opportunity/Affirmative Action Employer and complies with the Americans with Disabilities Act.

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Ethics Program





Potential Conflicts of Interest

County board and commission members may not participate in any county business when they have a personal or financial interest in the matter. These interests could conflict with the proper discharge of their official duties or could impair their independent judgment on a county matter. Even if the board or commission is only advisory in nature, potential member conflicts could make a difference in county decision-making since the advice is given significant weight by county officials and employees. Members are required to disclose these interests to both the County and to other board or commission members and to recuse themselves from working on these matters.

A commission advises the County Council on land use issues and recommends a zoning change. One commissioner has a parcel of land for sale and that sale depends upon the outcome of the zoning change. The commissioner must disclose the potential conflict in advance, publicly disclose his conflict during a commission meeting and abstain from participation in any discussion or voting on the issue.

Use of County Resources

The County is committed to wise use of taxpayer dollars. County property, including vehicles, conference rooms and materials, may only be used for official county business. County funds may not be used for entertainment or travel reimbursement, unless authorized pursuant to law. However, de minimus use of county-owned property may be authorized by policy or other chapters of the King County Code.



After Leaving County Service

For one year after leaving county service, former board or commission members may not appear before that board or commission or receive compensation for any services for themselves or others related to any county action in which they participated during their county service. This also applies to any partner, association, or corporation, whether operated for profit or not, in which the former member has a financial or beneficial interest.

During a board meeting, members review and develop a recommendation on county communications systems. One of the members is a salesperson for a communications company. For one year after leaving the board, that member may not appear before that board, or receive compensation for any services, related to that matter.

Residents Provide a Valuable Public Service

Over 500 volunteer residents serve on more than 50 different boards and commissions throughout King County government. As part of your commitment, you provide crucial advice and guidance, and help to ensure that residents are represented in countless government decisions from strategic communications planning to community health care.

Through your involvement and thoughtful contributions, elected officials and employees are better able to carry out their work on behalf of the residents of King County.



Disclosure Requirements and Public Confidence

King County believes there must be public confidence in all of its actions and transactions. For this reason, county board and commission members are required by law to file statements that disclose potential conflicts of interest. The goal is to heighten awareness of potential conflicts and to prevent violations that might occur between a member's personal and financial interests and the matters brought before them in their capacity as a board or commission member. The form is easy to complete and contains no request for detailed financial information.

If you are appointed by the King County Executive or King County Council and your board or commission is established by county council action, then you are required to file a statement of financial and other interests. This means that you are required to file this statement with the Ethics Program within two weeks of nomination and each year thereafter by April 15th. If you are unsure whether or not you must file this statement, please ask your staff liaison or contact the Ethics Program.

Advisory Opinions Available

Please visit our website to find out more about the Ethics Program and the services it provides. You'll find all advisory opinions issued by the Board of Ethics at:

www.kingcounty.gov/ethics

Board of Ethics Mission

To ensure the highest standards of public service by developing, disseminating and promoting readily understandable ethics requirements for King County employees and agencies.