

February 17, 1999

Introduced by: Pete von Reichbauer

Proposed No.: 1999-0100

MOTION NO. **10651**

A MOTION relating to the administration and organization of the King County Council, rescinding Motion 10419.

WHEREAS, the council enacted Motion 10419 to govern the administration and organization of the legislative branch in March 1998, and

WHEREAS, the council wishes to modify the employment committee process contained in that motion to improve the decision making process for employment matters;

NOW, THEREFORE BE IT MOVED by the Council of King County:

**I. Rescission of prior organizational motion.**

Motion 10419 is hereby rescinded.

**II. Election of the chair and vice-chair.**

A. The council shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the council for a term of one year to end the first meeting in January, unless decided otherwise by the full council.

B. In the event the chair is unable to serve the remainder of a term, the vice-chair shall become chair. In the event the vice-chair is unable to serve the remainder of a term, a new vice-chair shall be elected.

**III. Powers and duties of the chair.**

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

6           B. The chair shall have the responsibility and general direction for the council's  
7 resources, budget, operation and organizational structure. The chair shall be responsible  
8 for the general oversight of legislative branch employees, except personal staff of  
9 councilmembers. The council chief of staff and policy staff director shall be  
10 responsible for the overall management and administration of legislative branch  
11 employees as specified in Section VII herein.

12           C. The chair of the council shall not enter into a consultant contract for more than  
13 \$25,000 without first being authorized to do so by council motion. All consultants shall  
14 comply with the King County code of ethics.

15           D. The chair shall regularly consult in the exercise of her or his duties with the vice-  
16 chair and a member of the minority party designated by the minority party. The chair, in  
17 consultation with committee chairs, shall direct the necessary coordination of staff. The  
18 council's chief of staff and the policy staff director shall report to the chair or the chair's staff  
19 designee.

20           E. The chair shall be the vice-chair of the employment committee.

21 **IV. Powers and duties of the vice-chair.**

22           A. The vice-chair shall exercise the duties, powers and prerogatives of the council chair  
23 in the event of the chair's absence.

1 B. The vice-chair shall serve as the chair of the employment committee.

2 C. The vice-chair shall issue, upon recommendation of the employment committee and  
3 with the approval of a majority of the full council, all employment decisions for legislative  
4 branch employees except the councilmembers' personal staff. The vice-chair shall convene  
5 the employment committee as needed.

6 **V. Employment committee.**

7 A. The employment committee shall consist of six members, three from the majority  
8 party and three from the minority party. The vice-chair of the council shall employ, with  
9 approval of the employment committee and the consent of a majority of the full council,  
10 legislative branch employees, except for the councilmembers' personal staff.

11 B. The employment committee shall make recommendations to the full council  
12 concerning decisions to hire and terminate legislative branch employees, except for  
13 councilmembers' personal staff, to fill vacancies, to make staffing adjustments, to assign or  
14 reassign staff, to adjust staff pay, to analyze future hiring needs and to make other necessary  
15 employment decisions. Employment committee recommendations shall be contained in a  
16 written recommendation report that shall, upon signature of three committee members, be  
17 sent to the full council. The council shall consider the recommendation reports from the  
18 committee on an employment committee consent agenda. However, in the event the  
19 employment committee forwards two recommendations to the council on the same matter,  
20 the two recommendations shall be considered separately from the consent agenda.

21 C. Upon the request of any member present before the full council, any specific  
22 recommendation from the employment committee shall be removed from the consent agenda

1 and considered separately by the council prior to adoption of the employment consent  
2 agenda.

3 D. To the extent permitted by law, personnel records which would be exempt from  
4 public disclosure shall continue to be treated as confidential and records or portions thereof  
5 which are exempt shall be conspicuously identified as such and separated from non-exempt  
6 records.

7 **VI. Use of councilmembers' communications budgets.**

8 A. Councilmembers' annual communication budgets shall be confined to expenditures  
9 for communication with councilmembers' constituents through mailing and newspaper  
10 advertising and for expenses of rent, office equipment and furniture, utilities and telephones  
11 to support councilmembers' offices; provided, however, that a councilmember's  
12 communication budget may be used for paying personal staff, official county travel expenses  
13 of the councilmember or personal staff, or the expenses of community meetings, training,  
14 non-newspaper advertising or related activities as determined by the councilmember.

15 Councilmembers shall consult with the chief of staff, legal counsel and the council  
16 administrator as necessary in considering whether a specific expenditure is authorized by  
17 these rules.

18 B. No councilmember shall send any mass mailing in any year in which an election is  
19 to be held to fill such councilmember's office which is deposited in the mail between June 30  
20 and election day; provided, however, that mailings may be made after the last day for filing  
21 for office if the councilmember has not filed for the office. For purposes of this rule, "mass  
22 mailing" means any mailing of more than two hundred pieces which contain essentially

1 identical messages and which is prepared or sent by or on behalf of an individual  
2 councilmember at council expense.

3 **VII. Legislative branch organization.**

4 A. Organization chart. The legislative branch shall be organized in accordance with the  
5 attached organization chart dated March 2, 1998.

6 B. Chief of staff. There shall be a council chief of staff who reports to the chair, but  
7 shall be responsive to all councilmembers. The chief of staff is responsible for the efficient  
8 overall management and administration of the following components of the legislative  
9 branch, with the exception of personal staff and committee staff: the clerk, the  
10 administrator, governmental relations and communications staff and is also responsible for  
11 monitoring the independent agencies of the council. The chief of staff is a resource for  
12 personal and committee staff. In addition, the chief of staff, at the direction of the council  
13 and in consultation with appropriate committee chairs, may coordinate with the policy staff  
14 director the work of committee staff, legal counsel and others as needed on significant  
15 issues.

16 C. Policy staff director. There shall be a policy staff director who shall report to the  
17 chair, but shall be responsive to all councilmembers. The policy staff director is responsible  
18 for the efficient overall management and administration of the committee staff. Committee  
19 chairs and members are responsible for providing policy direction to committee staff by,  
20 among other things, setting priorities, establishing committee agendas and directing the  
21 work of committee staff. In addition, the policy staff director, at the direction of the  
22 council and in consultation with appropriate committee chairs, may coordinate with the

1 chief of staff the work of committee staff, legal counsel and others as needed on significant  
2 issues.

3 D. Job descriptions for the chief of staff and the policy staff director shall be adopted  
4 by the council by motion.

5 **VIII. Staff guidelines.**

6 A. Ethical considerations.

7 In common with all county employees and officials, legislative branch employees and  
8 elected officials shall comply with the provisions of the King County code of ethics,  
9 K.C.C. chapter 3.04. Employees shall familiarize themselves with the content of the ethics  
10 code and in the event they identify any issue of possible concern they shall promptly seek  
11 advice from their supervisor, the council chief of staff, the policy staff director, the  
12 administrator legal counsel or shall seek an advisory opinion from the board of ethics.

13 B. Lobbying restriction on program and administrative staff.

14 1. No program or administrative staff shall in any way seek to influence the passage  
15 or rejection of any matter under consideration by the council or any committee of the council,  
16 except where an employee within the scope of his or her duties is required to make a  
17 recommendation or is specifically asked by a councilmember to give a recommendation on  
18 the particular matter.

19 2. With respect to contacts involving the news media related to the political or  
20 policy aspects of county business, program and administrative staff are encouraged first to  
21 refer such matters to the committee chair or councilmember with jurisdiction over the subject  
22 matter.

23 C. Reporting relationships and assignments.

1           1. Committee staff work for and are accessible to all thirteen councilmembers. They  
2 receive direction from the committee chair and members of the committee to which they  
3 are assigned and are subject to the administrative supervision of the policy staff director.

4           2. Lead committee staff function as the supervisor for the committee staff assigned  
5 to their respective committees. Subject to the confidentiality rules below, committee staff are  
6 expected to keep lead staff informed about their assignments and any issues that may arise.

7           3. Reports from staff shall make clear the sponsoring member or committee.

8           D. Scope of Work.

9           1. Council committee staff's first priority is to support committee work  
10 responsibilities as established by the council and carried out under the direction of the  
11 committee chair. Their second priority is to support committee members' work requests.  
12 Their third priority is to support non-committee members' work requests related to the  
13 work of the committee. Their fourth priority is to accomplish all other work requests from  
14 councilmembers. The committee chair shall make reasonable provisions for each priority.

15           2. If committee staff believe that a work request cannot be accomplished  
16 consistent with the above priorities, they should discuss the issue with the committee chair  
17 and, if not resolved, they then may discuss the issue with the policy staff director.

18           E. Confidentiality.

19           1. Councilmembers may request a staff member to perform work and keep the  
20 nature of the work confidential.

21           2. Consistent with the reporting relationship and assignment rules above,  
22 committee staff are expected to inform lead staff about the amount of time required to  
23 perform the work.

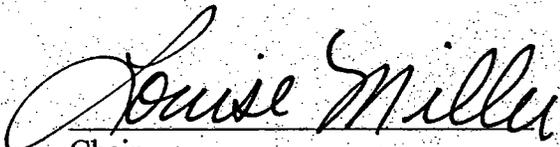
1 3. If committee staff believe that a work request by a councilmember is contrary to  
2 adopted council rules or violates the staff's professional ethics, the staff may consult with  
3 the policy staff director and for this purpose may disclose to the director information  
4 necessary to identify the problem. The director shall also maintain confidentiality.

5 F. Staff assistance.

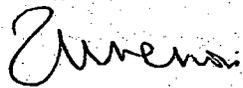
6 Committee staff are encouraged to seek the assistance of the policy staff director to  
7 resolve any concerns regarding performance of their assigned duties.

8 PASSED by a vote of 7 to 6 this 22<sup>ND</sup> day of MARCH, 1999.

9 KING COUNTY COUNCIL  
10 KING COUNTY, WASHINGTON

11   
12 Chair

13 ATTEST:

14   
15 Clerk of the Council

16 Attachment: Legislative Branch Organization Chart, March 2, 1998.

10651

Metropolitan King County Council

