

03/03/98

clerk 3/10/98

Introduced by: Chris Vance

Proposed No.: 98-114

MOTION NO. **10419**

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A MOTION relating to the administration and organization of the King County Council, rescinding Motion 6171, Motion 7853, Motion 9876 and section A. of Motion 10361.

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WHEREAS, the council has enacted a number of motions to govern the administration and organization of the legislative branch, and

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WHEREAS, in 1995 the council adopted Ordinance 11683, which contains legislative process rules and organizational rules for the council, and

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WHEREAS, Ordinance 11683, in part, conflicts with and supersedes some of the provisions of Motion 6171, Motion 7853, Motion 9876 and section A of Motion 10361, and

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WHEREAS, the council intends to amend Ordinance 11683 contemporaneously with this motion to separate legislative process rules, which by charter should be enacted by ordinance, from the organizational rules of the council, which by charter should be adopted by motion, and

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WHEREAS, the council desires to have a consistent body of legislative process and organizational rules contained in the appropriate legislation, and

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1 WHEREAS, the council also desires to establish by motion the responsibilities of
2 the council's chief of staff and policy staff director positions and to outline certain
3 guidelines for staff to follow in the performance of their duties;

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

5 **I. Rescission of prior motions.**

6 Motion 6171, Motion 7853, Motion 9876 and section A. of Motion 10361 are
7 hereby rescinded.

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

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

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

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

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

21 B. The chair shall have the responsibility and general direction for the council's
22 resources, budget, operation and organizational structure. The chair shall be responsible
23 for the general oversight of legislative branch employees, except personal staff of

1 councilmembers. The council chief of staff and policy staff director shall be
2 responsible for the overall management and administration of legislative branch
3 employees as specified in Section VII herein.

4 C. The chair of the council shall not enter into a consultant contract for more than
5 \$25,000 without first being authorized to do so by council motion. All consultants shall
6 comply with the King County code of ethics.

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

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

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

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

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

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

21 **V. Employment committee.**

22 A. The employment committee shall consist of six members, three from the majority
23 party and three from the minority party. The vice-chair of the council shall employ, with

1 approval of the employment committee and the consent of a majority of the full council,
2 legislative branch employees, except for the councilmembers' personal staff.

3 B. The employment committee shall make recommendations to the full council
4 concerning decisions to hire and terminate legislative branch employees, except for
5 councilmembers' personal staff, to fill vacancies, to make staffing adjustments, to assign or
6 reassign staff, to adjust staff pay, to analyze future hiring needs and to make other necessary
7 employment decisions. Employment committee recommendations shall be contained in a
8 written recommendation report that shall, upon signature of a majority of committee
9 members, be sent to the full council. The council shall consider the recommendation reports
10 from the committee on an employment committee consent agenda.

11 C. Upon the request of any member present before the full council, any specific
12 recommendation from the employment committee shall be removed from the consent agenda
13 and considered separately by the council prior to adoption of the employment consent
14 agenda.

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

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

20 A. Councilmembers' annual communication budgets shall be confined to expenditures
21 for communication with councilmembers' constituents through mailing and newspaper
22 advertising and for expenses of rent, office equipment and furniture, utilities and telephones
23 to support councilmembers' offices; provided, however, that a councilmember's

1 communication budget may be used for paying personal staff , official county travel expenses
2 of the councilmember or personal staff, or the expenses of community meetings, training,
3 non-newspaper advertising or related activities as determined by the councilmember.

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

7 B. No councilmember shall send any mass mailing in any year in which an election is
8 to be held to fill such councilmember's office which is deposited in the mail between June 30
9 and election day; provided, however, that mailings may be made after the last day for filing
10 for office if the councilmember has not filed for the office. For purposes of this rule, "mass
11 mailing" means any mailing of more than two hundred pieces which contain essentially
12 identical messages and which is prepared or sent by or on behalf of an individual
13 councilmember at council expense.

14 **VII. Legislative branch organization.**

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

17 B. Chief of staff. There shall be a council chief of staff who reports to the chair, but
18 shall be responsive to all councilmembers. The chief of staff is responsible for the efficient
19 overall management and administration of the following components of the legislative
20 branch, with the exception of personal staff and committee staff: the clerk, the
21 administrator, governmental relations and communications staff and is also responsible for
22 monitoring the independent agencies of the council. The chief of staff is a resource for
23 personal and committee staff. In addition, the chief of staff, at the direction of the council

1 and in consultation with appropriate committee chairs, may coordinate with the policy staff
2 director the work of committee staff, legal counsel and others as needed on significant
3 issues.

4 C. Policy staff director. There shall be a policy staff director who shall report to the
5 chair, but shall be responsive to all councilmembers. The policy staff director is responsible
6 for the efficient overall management and administration of the committee staff. Committee
7 chairs and members are responsible for providing policy direction to committee staff by,
8 among other things, setting priorities, establishing committee agendas and directing the
9 work of committee staff. In addition, the policy staff director, at the direction of the
10 council and in consultation with appropriate committee chairs, may coordinate with the
11 chief of staff the work of committee staff, legal counsel and others as needed on significant
12 issues.

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

15 **VIII. Staff guidelines.**

16 A. Ethical considerations.

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

1 B. Lobbying restriction on program and administrative staff.

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

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

11 C. Reporting relationships and assignments.

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

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

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

19 D. Scope of Work.

20 1. Council committee staff's first priority is to support committee work
21 responsibilities as established by the council and carried out under the direction of the
22 committee chair. Their second priority is to support committee members' work requests.
23 Their third priority is to support non-committee members' work requests related to the

1 work of the committee. Their fourth priority is to accomplish all other work requests from
2 councilmembers. The committee chair shall make reasonable provisions for each priority.

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

6 E. Confidentiality.

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

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

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

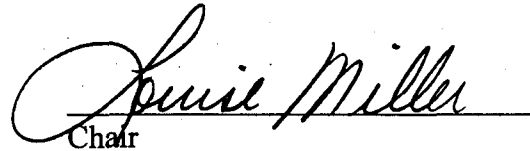
1 F. Staff assistance.

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

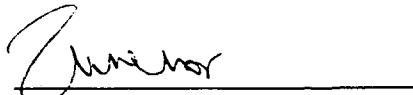
4 PASSED by a vote of 11 to 0 this 9th day of March

5 19 98

6 KING COUNTY COUNCIL
7 KING COUNTY, WASHINGTON

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9 Chair

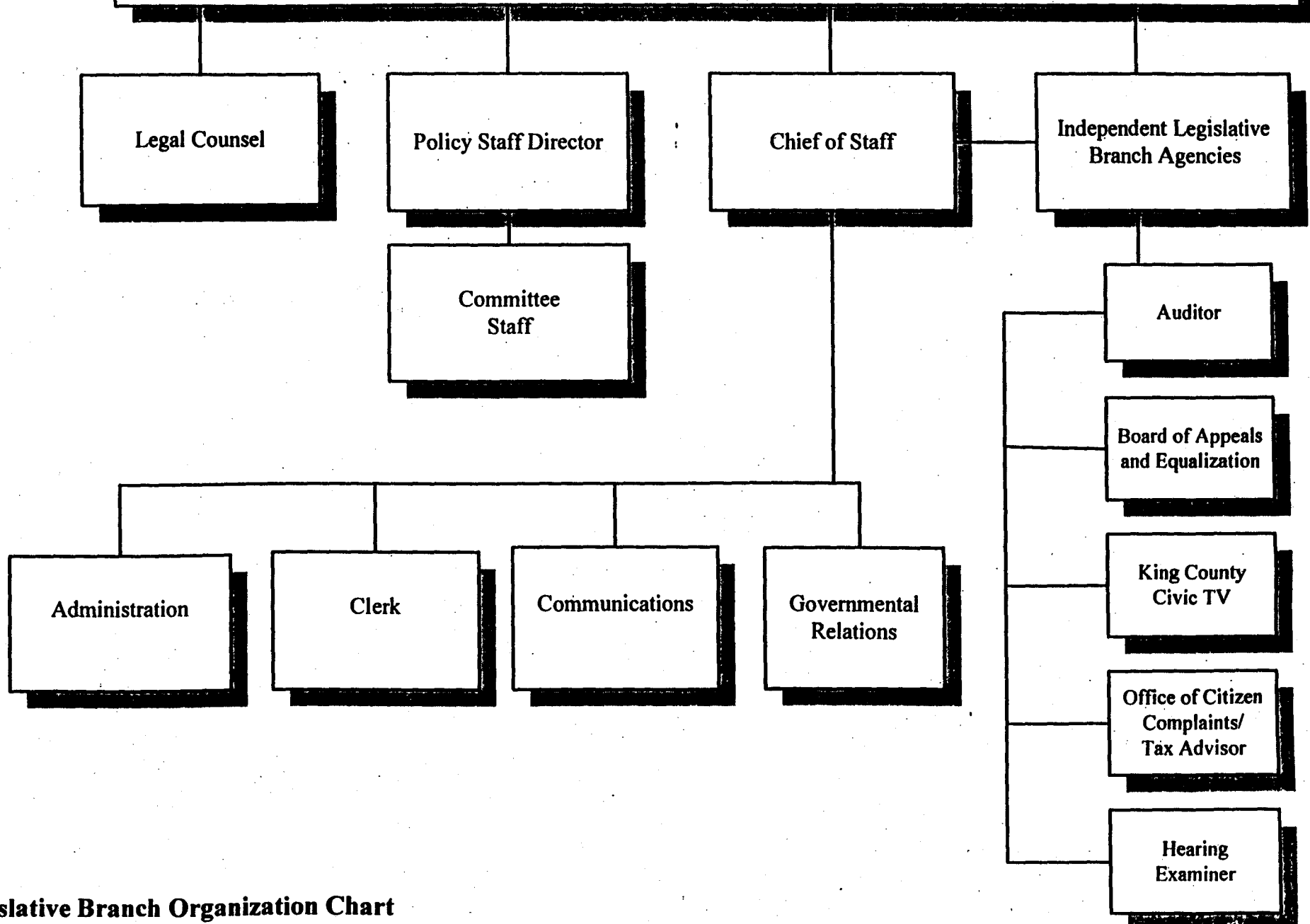
10 ATTEST:

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12 Clerk of the Council

13 Attachments: Legislative Branch Organization Chart, March 2, 1998.

Metropolitan King County Council

10419



Legislative Branch Organization Chart
March 2, 1998