

ORDINANCE NO. 9465

AN ORDINANCE relating to and governing solicitations for charitable contribution; setting the month for the terms of members of the employee charitable campaign committee to expire; amending the rules of the campaign to allow undesignated employee contributions to be prorated among charitable federations; amending Ordinance 8575, Section 3, and K.C.C. 3.36.030, Ordinance 9090, Sections 1-3 and K.C.C. 3.36.080; and, repealing Ordinance No. 8604 and K.C.C. 3.36.070.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 8575, Section 3 and K.C.C. 3.36.030 are hereby amended to read as follows:

A. Composition. A county employee charitable campaign committee is established consisting of eleven county employees: Nine county employees shall be appointed by the council (one to be nominated by each councilmember) and two representatives (~~((of the))~~) to create a balance in executive agencies (~~((responsible for implementation))~~) to be appointed by the executive. The term of committee members shall be three years except that the terms of those first appointed by the council shall be staggered with four employees appointed for two years and five employees appointed for five years. To assure continuity of the membership for each year's campaign, the terms shall expire March 1. The committee shall elect a chair annually and such other officers as may be needed.

B. Functions. The committee shall recommend rules consistent with this chapter to the council necessary to the conduct of charitable campaigns. the rules shall be approved by the council prior to becoming effective. The committee shall also coordinate the charitable campaigns. Such coordination may include but need not be limited to determining which federations of charitable campaign and the dates by which applications must be filed for the annual drive. The committee shall assist the executive or designee in the selection of a campaign manager who shall be responsible for the details of the campaign operation under the general oversight of the committee. Cost of the

1 campaign manager shall be included as part of the administrative cost of  
2 conducting the campaign.

3 C. Compensation. Members of the committee shall serve voluntarily  
4 without additional salary but shall be reimbursed by their employing  
5 department for travel, lodging and meals in accordance with county laws  
6 and regulations. Committee members shall be given release time from  
7 regular work hours to serve on the committee. Employee members of the  
8 committee shall be paid no additional compensation for working beyond  
9 normal working hours.

10 SECTION 2. Ordinance No. 9090, Sections 1 through 3, and K.C.C.  
11 3.36.080. are hereby amended to read as follows:

12 Permanent Rules. Pursuant to K.C.C. 3.36, the rules attached to  
13 this Ordinance ((9090)) are hereby approved. The rules approved by this  
14 chapter shall be permanent rules to govern the ((1989)) 1990 King County  
15 Employee Charitable Campaign and all following campaigns. Any contract  
16 with any entity to administer and/or manage the King County Employee  
17 Charitable Campaign shall be approved by motion by the King County  
18 council prior to its execution by the executive.

19 SECTION 3. Ordinance No. 8694 and K.C.C. 3.36.070 are hereby  
20 repealed.

21 INTRODUCED AND READ for the first time this 30<sup>th</sup> day of  
22 April, 1990.

23 PASSED this 29<sup>th</sup> day of May, 1990.

24 KING COUNTY COUNCIL  
25 KING COUNTY, WASHINGTON

26 Lois North  
27 Chair

28 ATTEST:

29 Gerald A. Patten  
30 Clerk of the Council

31 APPROVED this 7<sup>th</sup> day of June 1990,  
32

33 Russ Feltz  
King County Executive

Rules to Govern King County Employees Charitable Campaign

SECTION 1. AUTHORITY AND PURPOSE. This rule is adopted pursuant to Ordinance 8575, Section 3, Subsection B. It is intended to govern eligibility of federations to participate in the annual campaigns established in that ordinance, and to regulate solictations made in connection with those campaigns.

SECTION 2. FINDINGS AND DECLARATION. (reserved)

SECTION 3. ELIGIBILITY OF FEDERATIONS APPROVED FOR PARTICIPATION IN THE PRECEDING CAMPAIGN. Any federation which participated in the annual charitable campaign conducted in the prior year may participate in the succeeding year if it affirms that its eligibility status is unchanged since its application for the prior year's campaign. The Employee Charitable Campaign Committee (ECCC) may require re-applying federations to affirm continuing eligibility and update pertinent information on affidavits prepared by the ECCC. The ECCC may deny a re-applying federation's application if the federation received designated contributions of less than \$1,200 from fewer than 50 employees in the prior year's campaign.

SECTION 4. ELIGIBILITY OF OTHER FEDERATIONS. Any federation may apply to participate in the annual campaign established by Ordinance 8575 and K.C.C. 3.36.040 by completing and submitting application forms authorized by the ECCC. The application forms shall be submitted to the Clerk of the King County Council prior to a deadline established by the ECCC.

For the purpose of complying with the requirement of K.C.C. 3.36.040.B.1.b, a federation shall be considered to have been "in existence" at the time of its incorporation or formal legal organization, or functioning as a distinct unit of an incorporated or legally organized entity. A federation shall be considered to have "actively made grants" when it shall have allocated grants from funds submitted to the federation for this purpose, whether or not yet transmitted. "The previous twelve months" shall be the twelve months prior to approval of the federation's application by the ECCC.

SECTION 5. APPROVAL AND REVOCATION.

A. The ECCC, or a subcommittee designated by it for this purpose, shall review all applications to determine whether the applicant is eligible under Ordinance 8575 and K.C.C. 3.36.040 and this rule. The decision shall be communicated to the applicant expeditiously.

If the determination is made by a subcommittee, and the determination is that the applicant is not eligible, the applicant may appeal by requesting consideration of the application by the full committee by notifying the chair of the committee, or in writing stating the reasons for the appeal within 3-days of the notification. A re-determination of eligibility by the full committee shall be communicated in writing. Such determination by the full committee shall be final.

B. The ECCC shall revoke a determination of eligibility upon the occurrence of any of the following:

1. Fraud;
2. Ineligibility under Ordinance 8575, or under this rule;
3. Failure to inform the ECCC of any fact which would affect a determination in the federation's eligibility.

SECTION 6. PRESENTATION AND SOLICITATIONS. Department directors may authorize up to thirty minutes of release time for presentation in connection with solicitations undertaken as part of the annual campaign. No federation shall be allowed to make a presentation in any department or division, or to otherwise solicit in any department or division, unless all eligible federations are allowed to make a presentation, or to otherwise solicit, in such department or division.

SECTION 7. LIMITATIONS ON MATERIALS. No federation or combination of federations may distribute more than one item of information material, such as brochures or pamphlets. All items must be approved by the ECCC prior to distribution. The ECCC may authorize an official campaign catalogue and further restrict distribution of materials.

SECTION 8. WITHHOLDING. Every employee shall be furnished with a form on which the employee's name and social security number shall appear. Space shall be provided to allow designation of no more than five federations, or component charities thereof, with a space adjacent thereto for the employee to designate a dollar amount to be withheld from the designated paycheck, for transmittal to the named federation.

In the alternative, the employee may elect not to designate, in which case contributions shall be prorated among all approved federations according to the ratio of designated contributions. Withholding may be on the first or second or both paychecks of each month. The ECCC may establish a dollar amount as the minimum which may be designated for withholding for transmittal to any federation from any paycheck.

SECTION 9. DESIGNATION OF SUBFEDERATIONS. As part of the application process, a federation may petition to deem itself more than one subfederation, to reflect the diversity of its grantees and to allow employees to designate groups of its charitable organizations for withholding. Each such subfederation shall represent no fewer than 10 charitable organizations. Such subfederations need not meet any other test of eligibility, provided that the federation of which they are components complies with the requirements of Ordinance 8575 and this rule and provided that if the subfederation received less than \$1,200 from fewer than 50 employees, the ECCC may refuse to accept designation. No federation may designate more than five subfederations.

SECTION 10. NO CASH CONTRIBUTIONS SHALL BE ACCEPTED. Employees may make one-time contributions via payroll deductions or by check in the calendar year during which the campaign is conducted.

SECTION 11. A. Each federation and each organization represented by the federation shall expend a minimum of 75% of the monies received from the combined fund drive for those charitable purposes for which the money was solicited within 12 months of receipt of the monies.

B. Each federation must attest that the funds it receives through the campaign are distributed to its affiliated charitable organizations.

SECTION 12. RATIFICATION OF PRIOR ACTS. Any acts performed consistent with the authority and prior to the effective date of this rule are hereby ratified and confirmed.