

ORDINANCE NO. **11683**

1
2 AN ORDINANCE relating to the Metropolitan
3 King County Council, establishing rules
4 and procedures related to its
5 organization, meetings, hearings, and the
6 adoption of legislation, repealing
7 Ordinances 669 and 1373, as amended, and
8 K.C.C. 1.24.010-160.

9 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

10 SECTION 1. Rule 1: Definitions

11 A. "Committee" means any standing or special committee
12 of the council as so designated by rule, motion or
13 appointment by the chair of the council.

14 B. "Council chair" means the chairperson of the
15 Metropolitan King County Council.

16 C. "Council" means the Metropolitan King County Council.

17 D. "Council vice chair" means the vice chairperson of
18 the Metropolitan King County Council.

19 E. "Regional committee" means a regional committee
20 established pursuant to Section 270 of the charter.

21 F. "Striking amendment" means an amendment which
22 strikes the entire ordinance or motion and inserts new
23 language, provided, the new language does not change the
24 scope and object of the proposed ordinance or motion.

25 SECTION 2. Rule 2: Powers and Duties of the Chair

26 The chair shall have the following powers and duties:

27 A. The chair shall call the council to order at the hour
28 appointed for meeting and if a quorum be present, shall cause
29 the minutes of the previous meeting to be approved, shall

1 proceed with the order of business and adjourn the council
2 when business is deemed finished;

3 B. The chair shall preserve order and decorum and in the
4 interest of efficiency may impose time limits for testimony
5 and comment given by the public and members of the council;

6 C. The chair shall promote efficient operation of the
7 council, which shall include setting the agenda and
8 expediting parliamentary debate, or if there is no objection
9 from any other member, expediting the passage of routine
10 motions. The chair shall discourage activities that are
11 dilatory or disruptive;

12 D. The chair may speak to points of order, inquiry or
13 information in preference to other members and shall decide
14 all questions of order subject to an appeal to the council by
15 any member, on which appeal no member shall speak more than
16 once without leave of the council;

17 E. The chair shall appoint the membership to standing
18 committees, special committees, and outside committees as
19 required or as deemed necessary to efficiently conduct the
20 business of the council;

21 F. The chair shall have the responsibility and general
22 direction for the council's resources, budget, operations,
23 and organizational structure. The chair shall be responsible
24 for the overall supervision of legislative branch employees,
25 except personal staff of councilmembers, through the general
26 oversight of the council administrator. The council
27 administrator shall report to the chair or the chair's staff
28 designee;

29 G. The chair shall introduce all motions and ordinances
30 relating to land use appeals and road vacations;

1 H. The chair shall preside over the Committee of the
2 Whole; and

3 I. The chair shall serve as a member of the Employment
4 Committee.

5 SECTION 3. Rule 3: Powers and Duties of the Vice Chair

6 The vice chair shall have the following powers and
7 duties:

8 A. The vice chair shall exercise the duties, powers and
9 prerogatives of the council chair in the event of the chair's
10 absence;

11 B. The vice chair shall serve as the chairperson of the
12 employment committee; and

13 C. The vice chair shall employ, upon recommendation of
14 the employment committee, all legislative branch employees
15 except the councilmembers' personal staff. The vice chair
16 shall convene the employment committee as needed to hire and
17 terminate staff, to fill vacancies, to make staffing
18 adjustments, to analyze future hiring needs and to make other
19 necessary employment decisions.

20 SECTION 4. Rule 4: Meetings

21 The time of regular meetings of the council shall be at
22 nine-thirty a.m. on Monday of each week, or Tuesday if Monday
23 is a state or county holiday, unless otherwise ordered by the
24 council.

25 The council shall convene as the Board of Health at
26 least once per month, either during the regular council
27 meeting, in the afternoon of the day of a regular council
28 meeting, or during the regular Committee-of-the-Whole
29 meeting, to receive reports and testimony, and to take
30 action on health-related matters.

1 All sessions of the Metropolitan King County Council,
2 except as otherwise ordered by the council, and except
3 meetings of committees, shall be held at the county seat.
4 The proceedings of all council meetings shall be taken by
5 tape recorder. The tapes of such meetings shall be retained
6 in the office of the clerk for a period of five years, at
7 which time the tapes shall be transferred to the division of
8 records and elections, which will retain such tapes.

9 **SECTION 5. Rule 5: Agenda**

10 A. Council business shall be disposed of in the
11 following order, or in such order as the chair deems
12 appropriate:

- 13 1. Roll call;
- 14 2. Flag salute and Pledge of Allegiance, the leading
15 of which shall be offered by a member of the council and
16 which shall rotate among all members of the council;
- 17 3. Approval of minutes;
- 18 4. Reports from members serving on special and
19 outside committees, such as the Regional Transit Authority,
20 the Puget Sound Regional Council, and the Growth Management
21 Planning Council;
- 22 5. Special items;
- 23 6. Hearings and second reading of ordinances;
- 24 7. Motions and memorials for council action;
- 25 8. Reports of standing committees;
- 26 9. Introduction of ordinances for first reading;
- 27 10. Introduction of motions and memorials;
- 28 11. Extra items;

1 12. Messages from the County executive and other
2 county officials, the Judiciary, the Regional Committees, and
3 other agencies;

4 13. Other business; and

5 14. Adjournment.

6 B. Items for placement on the council meeting agenda
7 must be submitted to the clerk of the council no later than
8 10:00 a.m. Thursday of the week prior to the next scheduled
9 meeting, provided that:

10 (1) Items for referral to Committee may be added at
11 Committee of the Whole or at a regularly scheduled council
12 Meeting at the discretion of the chair of the council.

13 (2) Items needing action by the full council may be
14 added during the Committee of the Whole meeting for the next
15 regularly scheduled council meeting, at the discretion of the
16 chair of the council.

17 **SECTION 6. Rule 6: Standing Committees**

18 The standing committees shall operate as follows:

19 A. A majority of any committee shall constitute a
20 quorum except for committees with an even number of members,
21 in which case one half of the committee shall constitute a
22 quorum. Committees shall be considered to have a quorum
23 present unless the question is raised by a member of a
24 committee. If any member draws attention to the absence of a
25 quorum, the committee shall not conduct official business,
26 except to conduct a hearing. The appointment or use of
27 alternate (pro tem or substitute) members shall not be
28 allowed for any standing committee.

1 B. During its consideration of a vote on any ordinance
2 or motion the deliberations of any committee of the council
3 shall be open to the public.

4 C. Every vote to report an ordinance or motion out of
5 committee shall be taken by the "ayes" and "nos", with the
6 committee clerk recording the names of the members voting for
7 and against, as well as the names of the members absent. On
8 any matter, including but not limited to amendments, votes
9 shall be taken by oral roll call if requested by any member
10 of the committee. No standing committee shall vote by secret
11 ballot on any issue. Ordinances and motions may be voted out
12 of committee subject to signature.

13 D. With the exception of legislation referred to
14 Committee of the Whole, ordinances or motions reported to the
15 council from a standing committee must have a majority
16 recommendation report, which shall be prepared upon a printed
17 standing committee report form and shall be signed by a
18 majority of the committee with one of the following
19 recommendations:

- 20 1. Do pass.
- 21 2. Do pass with amendments.
- 22 3. Do pass substitute.
- 23 4. Do not pass.
- 24 5. Postpone indefinitely.
- 25 6. Pass out of committee with no recommendation.
- 26 7. Refer to another committee.
- 27 8. In the case of confirmations of appointments: do
28 confirm, do reject, or no recommendation.

29 A minority recommendation also may be issued in the same
30 manner by any member or members of a committee and the

1 council agenda shall reflect any majority and minority
2 recommendations.

3 E. The rules and procedures contained in this document
4 shall be observed, where applicable, in all proceedings of
5 any standing or special committee of the council.

6 F. The chair of the committee shall set the agenda for
7 the committee, including whether and when to include on a
8 specific agenda for action any proposed legislation referred
9 to that committee by the council chair.

10 G. No committee may meet at a time different than its
11 regularly scheduled time unless at least twenty-four hours
12 notice has been given in writing to the chair of the council
13 and the members of the committee, with such notice also
14 having been posted in the appropriate areas of the courthouse
15 by the clerk of the council. Up to six special meetings per
16 calendar year may be called at the discretion of the
17 committee chair. Additional special meetings may only be
18 called upon the request of the chair and the written consent
19 of either the vice-chair of the committee or the chair of the
20 council. Special meetings shall be called only when there is
21 either:

22 1. Time-sensitive legislation or information which
23 cannot be presented and considered in the ordinary committee
24 meeting schedule,

25 2. A joint meeting of two or more committees is
26 necessary to consider a matter, or

27 3. An unusual and extreme work load of a committee does
28 not allow its full consideration during the ordinary
29 committee meeting schedule.

1 No committee may recess any meeting for longer than
2 eight hours unless consent is given consistent with this
3 rule. Such a recess shall constitute a special meeting
4 solely for the purpose of counting the six discretionary
5 special meetings provided for in this section. If recess is
6 until the next day but less than twenty-four hours, then the
7 maximum possible notice shall be given. If recess is for
8 greater than twenty-four hours, then at least twenty-four
9 hours notice shall be given.

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12 SECTION 7. Rule 7: Regional Committees.

13 A. Membership.

14 1. Composition of committees. Each regional committee
15 shall have twelve voting members. Six members, including the
16 chair of each regional committee, shall be metropolitan
17 county council members appointed by the chair of the council,
18 and shall include councilmembers from districts with
19 unincorporated residents. The chair shall also appoint the
20 chair and vice-chair of each regional committee. The
21 remaining members of each regional committee (except the
22 regional water quality committee) shall be local elected city
23 officials appointed from and in proportion to the relative
24 populations of the city of Seattle and the other cities and
25 towns in the county. Currently this consists of three
26 Seattle and three non-Seattle memberships. Non-Seattle
27 cities and towns may appoint two persons for each of their
28 allocated memberships, each with one-half (1/2) vote. The
29 regional water quality committee shall have two members from
30 the city of Seattle, two members from non-Seattle cities, and

1 two members from special purpose districts providing sewer
2 service in King County.

3 2. Alternating memberships. Each appointing authority
4 may alternate members in accordance with the procedures
5 established by such authority. Such appointments shall be
6 announced at the beginning of each regional committee meeting
7 to the committee chair or vice-chair and committee secretary
8 by a person authorized by the appointing authority. The
9 appointing authority for members from the Metropolitan County
10 Council shall be the chair of the council or his or her
11 designee. Each appointing authority shall identify those
12 members to receive mailings and notices of meetings.

13 B. Quorum, notice and voting. Members representing 6-
14 1/2 votes shall constitute a quorum of a regional committee.
15 The transaction of committee business requires the presence
16 of a quorum. Notice of all regular and special meetings
17 shall be provided as specified in the Open Public Meetings
18 Act, R.C.W. ch. 42.30, and notice shall be given to members
19 of the committees, including any members who at any time
20 during the calendar year have served on the committee or have
21 been designated by their appointing authority to receive
22 notice. All recommendations of a regional committee must be
23 approved by a majority of the members present and voting, and
24 shall consist of at least three and one-half (3-1/2)
25 affirmative votes. All recommendations shall be signed only
26 by members who were present and voting on the matter and be
27 made on a committee report form supplied by the council.
28 There shall be no voting by proxy.

29 C. Referral. The chair of the council shall refer to
30 the regional transit and water quality committees county-wide

1 policies and plans related to the transit and water quality
2 services, respectively, formerly provided by the Municipality
3 of Metropolitan Seattle. If a standing committee of the
4 council is considering an issue which upon its subsequent
5 review believes should be considered as a county-wide policy
6 or plan related to transit or water quality, then the
7 committee shall so inform the chair of the council who may
8 determine whether such policy or plan shall be referred to a
9 regional committee.

10 The regional policies committee will establish its
11 subject matter through a work program adopted by ordinance by
12 the council. Once it is adopted, all regional policies and
13 plans related to this subject matter will be referred to the
14 committee by the council. Referrals by the chair or re-
15 referrals shall be subject to the procedures, rights, and
16 constraints of Rules 13, 17, and 26.

17 If a regional committee develops a proposed county-wide
18 policy or plan, or amendment or repeal thereof, and adopts a
19 recommendation with respect thereto, any metropolitan county
20 councilmember may introduce the appropriate motion or
21 ordinance to adopt the policy or plan so recommended.

22 D. Time for review. Each regional committee shall
23 review legislation referred to it within 120 days of its
24 referral, or such other time as is jointly established
25 between the council and the committee and is confirmed in the
26 form of a council motion. If the committee fails to act upon
27 the proposed policy or plan within the established time
28 limit, the metropolitan county council may adopt the proposed
29 policy or plan upon eight affirmative votes. The committee

1 may request, by motion to the county council, additional time
2 for review.

3 E. Adoption of recommended legislation. A proposed
4 policy or plan recommended by a regional committee may be
5 adopted, without amendment, by the metropolitan county
6 council by seven affirmative votes.

7 F. Amendment and re-referral. If the metropolitan
8 county council votes prior to final passage thereof to amend
9 a proposed policy or plan that has been reviewed or
10 recommended by a regional committee, the proposed policy or
11 plan, as amended, shall be referred back to the appropriate
12 committee for further review and recommendation. The
13 timeline for this review shall be no greater than 60 days or
14 such other time as is jointly established by the council and
15 the committee. The committee may concur in, dissent from, or
16 recommend additional amendments to the policy or plan. After
17 the regional committee has had the opportunity to review all
18 metropolitan county council amendments, final action to adopt
19 any proposed policy or plan which differs from the committee
20 recommendation shall require eight affirmative votes of the
21 metropolitan county council.

22 G. Regional committee consideration of other regional
23 issues. The chair of the council may from time to time
24 request that one or more regional committees examine and
25 comment upon other pending issues which are not county-wide
26 policies or plans but which would benefit from
27 interjurisdictional discussion. Such issues may include, but
28 are not necessarily limited to, operational, organizational,
29 or implementation measures for county-wide plans and
30 policies. This type of regional committee analysis and

1 comment is not subject to the mandatory procedural
2 requirements of Section 270.30 of the King County Charter,
3 such as the 120-day time limit for review, supermajority
4 requirements, and repeated regional committee review of all
5 final council amendments.

6 H. The regional committees shall be governed by the
7 provisions of the King County Charter, the King County Code,
8 and, except to the extent expressly provided otherwise, the
9 rules and procedures established for standing and special
10 committees in this ordinance.

11 I. Role of regional committees. Regional committees
12 shall focus on planning and policy setting in program areas
13 where it has been determined that regional service or
14 facility planning is required and in areas where it is agreed
15 the opportunity and need for such planning exist. Regional
16 committees shall not be responsible for routine review and
17 recommendation on operational and administrative matters
18 which in the past went to the Metro Council, such as
19 contracts, budgets, appropriations, and fares and rates.
20 Regional committees may, however, deal with policies to
21 develop fares and rates within their subject matter area.

22 The regional transit committee is responsible for
23 developing, reviewing and recommending county-wide policies
24 and plans related to the transportation services formerly
25 provided by the Municipality of Metropolitan Seattle. Plans
26 and policies to be assigned to the committee shall include,
27 but are not necessarily limited to, the long range transit
28 system and capital improvement plans, service design,
29 development and allocation policies, financial policies, fare
30 policies, facility siting policy and major facilities siting

1 process, and review and comment upon Regional Transit
2 Authority plans.

3 The regional water quality committee is responsible for
4 developing, reviewing and recommending county-wide policies
5 and plans related to the water pollution control functions
6 formerly provided by the Municipality of Metropolitan
7 Seattle. Plans and policies to be assigned to the committee
8 shall include, but are not necessarily limited to, water
9 quality comprehensive and long range capital improvement
10 plans, service area and extension policies, rate policies,
11 and, the facility siting policy and major facilities siting
12 process.

13 The regional policies committee is responsible for
14 reviewing and recommending regional policies and plans, other
15 than transit and water quality ones, which are within the
16 subject matter area for the committee as established by its
17 work program adopted by ordinance of the council. The
18 committee also may develop proposed policies and plans on
19 issues of county-wide significance, but unless referred to it
20 by the council these are not subject to the procedural
21 requirements of Section 270.30 of the Charter. Issues which
22 may be referred to the committee or be the subject of its
23 policy development include but are not necessarily limited to
24 public health, human services, open space, housing, solid
25 waste management, regional services financial policies,
26 criminal justice, jails and district court services, and
27 regional facilities siting. In addition, the regional
28 policies committee may consider major regional governance
29 transition and consolidation issues, particularly those
30 involving potential changes in organization and

1 responsibilities with other county, city, or regional
2 organizations.

3 Each regional committee has the authority to conduct
4 public meetings and hearings, and to request briefings and
5 other information from citizens, county, state, and local
6 agencies, and business entities and other organizations, to
7 assist the committee in evaluating county-wide policies and
8 plans.

9 **SECTION 8. Rule 8: Initial Processing of Ordinances and**
10 **Motions**

11 A. Proposed ordinances intended to amend an existing
12 King County Ordinance shall have the words underlined which
13 are amendatory to such existing ordinance. Any matter to be
14 deleted from an existing ordinance shall be indicated by
15 lining out such matter with a solid line and enclosing the
16 lined out material within double parentheses. No ordinance
17 shall be printed or acted upon until the provisions of this
18 rule have been complied with.

19 B. Sections of ordinances which are entirely new shall
20 not be underlined but shall be designated "NEW SECTION.".

21 C. All official communications and requests for council
22 action from the executive or judicial branches addressed to
23 the chairman shall be taken under consideration by the
24 council.

25 **SECTION 9. Rule 9: Introduction of Proposed Ordinances**
26 **and Motions**

27 A. Upon receipt of an ordinance or motion by the office
28 of the clerk of the council, a proposed number shall be
29 assigned to each proposed ordinance or motion. Such proposed

1 number will be used for filing and locating the legislation
2 in the clerk's office.

3 B. Upon signature of at least one member of the council,
4 or upon receipt by the council of a proposed ordinance
5 submitted as an institutional initiative under the provisions
6 of Section 230.50.10 of the Charter, the proposed ordinance
7 or motion shall be placed on the first reading calendar.

8 C. The first reading of a proposed ordinance shall be by
9 title only, unless a majority of the members present demand a
10 reading in full.

11 D. After the first reading, proposed ordinances shall be
12 referred to an appropriate committee or committees. Proposed
13 ordinances referred to more than one committee shall be
14 considered consecutively by the committees in the order set
15 forth in the referral motion.

16 E. Upon being reported out of committee with a
17 recommendation, signed by a majority of the committee, the
18 proposed ordinance shall be placed upon the calendar for
19 public hearing and second reading.

20 **SECTION 10. Rule 10: Public Hearing and Second Reading**

21 A. At least seven days must elapse after the
22 introduction of a proposed ordinance, other than an emergency
23 ordinance, before the council may conduct a public hearing
24 on the proposed ordinance. The council must conduct a public
25 hearing before adopting an ordinance.

26 B. The proposed ordinance shall be subject to amendment,
27 and shall comply with the provisions of Rule 16. Amendments
28 shall be considered section by section with perfecting
29 amendments considered first and striking amendments
30 considered last. Title amendments shall be considered after

1 the amendments to the main text of the proposed ordinance.
2 No amendment shall be considered by the council until it has
3 been provided to the clerk of the council in writing,
4 distributed to each councilmember, and read by the clerk. No
5 substitute amendments shall be considered except substitute
6 motions and ordinances coming before the council from a
7 standing committee. Any member may demand a vote on the
8 question of whether the committee substitute shall be
9 substituted for the original proposed ordinance. Substitute
10 ordinances must be within the scope and object of the
11 original ordinance. Striking amendments may be offered in
12 writing by councilmembers. The council chair may, in order
13 to promote efficiency, accept for consideration any oral
14 amendment that is easily understood. All amendments adopted
15 on the second reading shall be incorporated into the original
16 proposed ordinance.

17 **SECTION 11. Rule 11: Due Notice**

18 Due notice shall set forth the title of the proposed
19 ordinance, and the date, hour and place of hearing. Due
20 notice shall be accomplished by posting notice outside the
21 council chambers, and by such other means as may now or
22 hereafter be required by law.

23 **SECTION 12. Rule 12: Legal notice - Police and sanitary**
24 **regulations**

25 A. Unless otherwise provided for by state law, no
26 ordinance which establishes a police or sanitary regulation
27 shall be passed unless before its adoption a public hearing
28 has been held thereon by the council of which at least ten
29 days' notice has been given. The notice shall be published
30 in the newspaper in which legal notices of the county are

1 given. Such notice shall also be posted in conformance with
2 provisions outlined above.

3 B. The notice shall either:

4 1. Set out a copy of the proposed regulation; or
5 2. Summarize the content of each proposed regulation,
6 succinctly describing the main points of each section and
7 stating that the full text of the proposed regulation will be
8 mailed upon request without charge; provided, that penalty
9 sections of ordinances, or sections containing provisions
10 regarding taxation or containing legal descriptions shall be
11 published in full; or

12 3. If a code is adopted by reference the notice shall
13 set forth the full official title and a statement describing
14 the general purposes of such code.

15 **SECTION 13. Rule 13: Recalling Ordinances or Motions**
16 **From Committees**

17 A. Any standing committee of the council may be relieved
18 of further consideration of any proposed ordinance or
19 proposed motion, regardless of prior action by the committee,
20 by a majority of the councilmembers elected. The council may
21 then by a majority vote make such orderly disposition of the
22 proposed ordinance or proposed motion including, where
23 appropriate, final passage or setting a public hearing on the
24 matter.

25 **SECTION 14. Rule 14: Consent Calendar**

26 A. A consent calendar may be established by the chair of
27 the council. Proposed ordinances may be placed on the
28 consent calendar if a committee or council hearing was
29 previously held on the measure and if no council member
30 objects to such placement. Proposed ordinances on the second

1 reading consent calendar shall not be subject to amendment
2 except as recommended in the committee report. All items
3 identified as consent may be adopted in one motion by oral
4 roll call vote.

5 SECTION 15. Rule 15: Quorum and Voting

6 A. Seven members shall constitute a quorum of the
7 Metropolitan King County Council. In the event of a lack of
8 a quorum, the chair shall request the clerk to call members
9 so as to constitute a quorum. Unless otherwise required by
10 the charter, a vote of the majority of those present will be
11 necessary for the conduct of the council business.

12 B. There shall be no voting by proxy on any question
13 before the council. Every member who is in the council
14 chambers when the question is put shall vote unless, for
15 special reasons, excused by the council. All motions to
16 excuse a member shall be made before the call for ayes and
17 nos is commenced.

18 C. All votes before the council shall be recorded as to
19 the ayes and nos. Upon the final passage of any measure
20 before the council, the vote shall be taken by oral roll
21 call. On any other matter the vote shall be taken by oral
22 roll call if requested by at least three councilmembers.
23 When once begun the roll call may not be interrupted for any
24 purpose. The order of names on the roll call shall be
25 alphabetical by last name. The council chair may vote last
26 when the ayes and nos are called.

27 D. All votes in a committee shall be recorded, and the
28 record shall be preserved as prescribed by the clerk of the
29 council.

30 SECTION 16. Rule 16: Amendments