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September 8, 1997  
1997 Council Rules Ordinance  
clerk 9/9/97 9/15/97

Introduced By:

Proposed No.:

97-567

ORDINANCE NO. **12870**

AN ORDINANCE relating to the Metropolitan King County Council, establishing rules related to its meetings, amending Ordinance 11683, Sections 2, 3, 5, 6, 10, 13, 17, 29, and 30, as amended, and K.C.C. 1.24.015, 1.24.025, 1.24.045, 1.24.055, 1.24.085, 1.24.125, 1.24.165, 1.24.285, and 1.24.295.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 11683, Section 2 and K.C.C. 1.24.015 are hereby amended to read as follows:

**Rule 2: Powers and duties of the chair.** The chair shall have the following powers and duties:

A. The chair shall call the council to order at the hour appointed for meeting and if a quorum be present, shall cause the minutes of the previous meeting to be approved, shall proceed with the order of business and adjourn the council (~~when business is deemed finished~~) upon a motion to adjourn approved by a majority of members present;

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

1 C. The chair shall promote efficient operation of the council, which shall include  
2 setting the agenda and expediting parliamentary debate, or if there is no objection from any  
3 other member, expediting the passage of routine motions. The chair's act of adding to,  
4 removing from, or taking out of order any item on a distributed and posted agenda may be  
5 appealed to the full body by any two members under the provisions of Rule 5 (C). The  
6 chair shall discourage activities that are dilatory or disruptive. The chair shall endeavor to  
7 facilitate the will of the majority of members present at all times;

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

12 E. Upon a ruling of the chair on a point of order, the chair shall allow any three  
13 members to immediately request that the decision be placed before the body. If a majority  
14 of members present agree to the ruling of the chair, the business of the council shall proceed  
15 without further debate. If a majority of the members present do not support the ruling of the  
16 chair, the chair shall immediately allow a procedural motion to dispense with the issue in  
17 question, proceeding until a decision of the council is secured and the business of the council  
18 is allowed to proceed;

19 F. ~~(E.)~~ The chair shall appoint the membership to standing committees, special  
20 committees, and outside committees as required or as deemed necessary to efficiently  
21 conduct the business of the council. The council recognizes that its committee structure,  
22 membership, and chairs and vice-chairs reflect the council's will. Any changes thereto shall

1 be made only by formal legislative motion adopted by a majority of the members at a council  
2 meeting;

3 G. ((F.)) The chair shall have the responsibility and general direction for the council's  
4 resources, budget, operations, and organizational structure. The chair shall be responsible for  
5 the overall supervision of legislative branch employees, except personal staff of  
6 councilmembers, through the general oversight of the council administrator. The council  
7 administrator shall report to the chair or the chair's staff designee;

8 H. ((G.)) The chair shall introduce all motions and ordinances relating to land use  
9 appeals and road vacations;

10 I. ((H.)) The chair shall preside over the committee-of-the-whole; and

11 J. ((I.)) The chair shall serve as a member of the employment committee.

12 SECTION 2. Ordinance 11683, Section 3 and K.C.C. 1.24.025 are hereby amended to  
13 read as follows:

14 **Rule 3: Powers and duties of the vice chair.** The vice chair shall have the following  
15 powers and duties:

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

18 B. The vice-chair shall serve as the chairperson of the employment committee; and

19 C. The vice-chair shall ~~((employ))~~ issue, upon recommendation of the employment  
20 committee and with the approval of a majority of the full council, all employment decisions  
21 for legislative branch employees except the councilmembers' personal staff. The vice-chair  
22 shall convene the employment committee as needed to prepare recommendations to the full  
23 council to hire and terminate staff, to fill vacancies, to assign or reassign staff, to adjust staff

1 pay, to make staffing adjustments, to analyze future hiring needs and to make other necessary  
2 employment decisions.

3 SECTION 3. Ordinance 11683, Section 5 and Ordinance 12111, Section 2 and K.C.C.  
4 1.24.045 are hereby amended to read as follows:

5 **Rule 5: Agenda.** A. Council business shall be disposed of in the following order, or  
6 in such order as the chair deems appropriate, subject to appeal as provided in subsection (C),  
7 below:

8 1. Roll call;

9 2. Flag salute and Pledge of Allegiance, the leading of which shall be offered by a  
10 member of the council and which shall rotate among all members of the council;

11 3. Approval of minutes;

12 4. Reports from members serving on special and outside committees, such as the  
13 Regional Transit Authority, the Puget Sound Regional Council, and the Growth Management  
14 Planning Council;

15 5. Special items;

16 6. Hearings and second reading of ordinances;

17 7. Motions and memorials for council action;

18 8. Reports of standing committees;

19 9. Consent agenda on reports and recommended actions from employment  
20 committee;

21 ~~((9))~~10. Introduction of ordinances for first reading;

22 ~~((10))~~11. Introduction of motions and memorials;

1 ((14))12. Extra items;

2 ((12))13. Messages from the county executive and other county officials, the  
3 judiciary, the regional committees, and other agencies;

4 ((13))14. Other business; and

5 ((14))15. Adjournment.

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

9 1. Items for referral to committee may be added at committee-of-the whole or at  
10 regularly scheduled council meeting at the discretion of the chair of the council.

11 2. Items needing action by the full council may be added at the discretion of the  
12 chair of the council. The chair shall ~~((establish guidelines and written policies regarding  
13 deadlines and))~~ apply the following criteria for such additions:

14 a. The legislation is particularly time-sensitive and delay in action either:

15 1. may impair the effectiveness of the county's responses to emergencies such as  
16 natural or man-made disasters, or other circumstances seriously affecting the public health,  
17 safety or welfare or the support of county government and its existing public institutions, or

18 2. may impair timely performance under deadlines of a statute, ordinance,  
19 contract, interlocal agreement, real property instrument, or other provision requiring  
20 immediate action.

21 b. Legislation should be delivered to the chair and the clerk prior to the beginning  
22 of the Committee-of-the-Whole. An original and twenty copies should be provided to the  
23 clerk, together with an introduction slip from the sponsor.

1 c. The sponsor should provide a brief written description to the chair of the reason  
2 for the need to expedite the legislation without regular committee review.

3 C. At the beginning of the meeting, the chair shall notify the members present of any  
4 proposed changes to the agenda. If two members object to a change, a majority of the  
5 members present shall decide whether to change the agenda.

6 SECTION 4. Ordinance 11683, Section 6 and K.C.C. 1.24.055 are hereby amended to  
7 read as follows:

8 **Rule 6: Standing committees.** The standing committees shall operate as follows:

9 A. A majority of any committee shall constitute a quorum except for committees  
10 with an even number of members, in which case one half of the committee shall constitute a  
11 quorum. Committees shall be considered to have a quorum present unless the question is  
12 raised by a member of a committee. If any member draws attention to the absence of a  
13 quorum, the committee shall not conduct official business, except to conduct a hearing. The  
14 appointment or use of alternate (pro tem or substitute) members shall not be allowed for any  
15 standing committee.

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

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

1           D. With the exception of legislation referred to committee-of-the-whole, ordinances  
2 or motions reported to the council from a standing committee must have a majority  
3 recommendation report, which shall be prepared upon a printed standing committee report  
4 form and shall be signed by a majority of the committee with one of the following  
5 recommendations:

- 6           1. Do pass.
- 7           2. Do pass with amendments.
- 8           3. Do pass substitute.
- 9           4. Do not pass.
- 10          5. Postpone indefinitely.
- 11          6. Pass out of committee with no recommendation.
- 12          7. Refer to another committee.
- 13          8. In the case of confirmations of appointments: do confirm, do reject, or no  
14 recommendation.

15           A minority recommendation also may be issued in the same manner by any member or  
16 members of a committee and the council agenda shall reflect any majority and minority  
17 recommendations.

18           E. The rules and procedures contained in this chapter shall be observed, where  
19 applicable, in all proceedings of any standing or special committee of the council.

20           F. The chair of the committee shall set the agenda for the committee, including whether  
21 and when to include on a specific agenda for action any proposed legislation referred to that  
22 committee by the council chair. Changes to the last distributed and posted agenda made at a  
23 meeting shall be announced by the chair, and shall be subject to appeal to the full committee

1 present by any two members of the committee. Any such appeal shall be decided by a  
2 majority of the members present.

3 G. No committee may meet at a time different than its regularly scheduled time unless  
4 at least twenty-four hours notice has been given in writing to the chair of the council and the  
5 members of the committee, with such notice also having been posted in the appropriate areas  
6 of the courthouse by the clerk of the council. Up to six special meetings per calendar year  
7 may be called at the discretion of the committee chair. Additional special meetings may only  
8 be called upon the request of the chair and the written consent of either the vice-chair of the  
9 committee or the chair of the council. Special meetings shall be called only when there is  
10 either:

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

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

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

16 No committee may recess any meeting for longer than eight hours unless consent is  
17 given consistent with this rule. Such a recess shall constitute a special meeting solely for the  
18 purpose of counting the six discretionary special meetings provided for in this section. If  
19 recess is until the next day but less than twenty-four hours, then the maximum possible notice  
20 shall be given. If recess is for greater than twenty-four hours, then at least twenty-four hours  
21 notice shall be given.

22 SECTION 5. Ordinance 11683, Section 9 and K.C.C. 1.24.085 are hereby amended to  
23 read as follows:



1           **Rule 9: Introduction of proposed ordinances and motions.**

2           A. Upon receipt of an ordinance or motion by the office of the clerk of the council,  
3 a proposed number shall be assigned to each proposed ordinance or motion. Such  
4 proposed number will be used for filing and locating the legislation in the clerk's office.

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

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

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

14           E. Upon being reported out of committee with a recommendation, signed by a  
15 majority of the committee, the proposed ordinance shall be placed upon the calendar for  
16 public hearing and second reading. Legislation may be reported out of committee, subject to  
17 signature by a majority of the members of the committee, unless a member present requests  
18 a vote on the recommendation. If a member so requests, the legislation shall not be  
19 reported out of the committee at that meeting without an affirmative vote by a majority of  
20 the committee.

21           SECTION 6. Ordinance 11683, Section 13 and K.C.C. 1.24.125 are hereby amended to  
22 read as follows:

23           **Rule 13: Recalling ordinances or motions from committees.**

1           A. Any standing committee of the council may be relieved of further consideration  
2 of any proposed ordinance or proposed motion, regardless of prior action by the committee,  
3 ~~((by a majority of the councilmembers elected))~~ by seven members. The council may then by  
4 a majority vote make such orderly disposition of the proposed ordinance or proposed motion  
5 including, where appropriate, final passage or setting a public hearing on the matter.

6           SECTION 7. Ordinance 11907, Section 2 and Ordinance 11683, Section 17 and  
7 K.C.C. 1.24.165 are hereby amended to read as follows:

8           **Rule 17: Parliamentary motions.** Rules relating to parliamentary motions are as  
9 follows:

10           A. Parliamentary motions in order during debate. When a motion has been made  
11 and stated by the council chair, the following motions are in order, in the rank named:

12           1. Privileged motions

13                   Adjourn

14                   Appeal of a ruling of the chair

15                   Adjourn to a time certain

16                   Recess to a time certain

17                   Reconsider

18                   Demand for division

19                   Question of privilege

20                   Orders of the day

21           2. Subsidiary motions

22                   First rank:     Question of consideration

1 Second rank: To lay on the table

2 Third rank: For the previous question

3 Fourth rank: To postpone to a day certain

4 To commit or recommit (to refer or rerefer)

5 To postpone indefinitely

6 Fifth rank: To amend

7 3. Incidental motions

8 Points of order (~~and appeal~~)

9 Methods of consideration

10 Suspension of the rules

11 Reading papers

12 Withdraw a motion

13 Division of a question

14 B. Motions - how presented. No motion shall be entertained or debated until  
15 announced by the chair of the council. The chair shall place the motion before the council for  
16 consideration if appropriate and recognize the mover of the motion for further remarks.

17 C. Effect of postponement - motions to postpone or commit. No motion to postpone to  
18 a day certain, to commit, to postpone indefinitely being decided shall again be allowed on the  
19 same day and at the same stage of the proceedings. When a question has been postponed  
20 indefinitely, it shall not again be introduced during the remainder of the calendar year. The  
21 motion to postpone indefinitely may be made at any stage of the proposed ordinance except  
22 when on first reading.

1 D. Motions decided without debate. A motion to adjourn, to recess, to lay on the  
2 table and to call for the previous question shall be decided without debate.

3 The motion to lay on the table enables the council to lay the pending question aside  
4 temporarily when something else of immediate urgency has arisen. The motion to lay on the  
5 table is out of order if the evident intent is to kill or avoid dealing with a measure. A motion  
6 to lay an amendment on the table does not carry with it the main question.

7 All incidental motions shall be decided without debate, except that councilmembers  
8 may speak to points of order and appeal as provided in Rule 26.

9 A motion for suspension of the rules shall not be debatable except that the chair may  
10 allow the maker of motion to briefly explain the purpose of the motion and at the discretion  
11 of the chair a rebuttal may be allowed.

12 Any member may object to the consideration of any question, including  
13 amendments. A two-thirds vote of those present against consideration is required to sustain  
14 the objection.

15 SECTION 8. Ordinance 11683, Section 29 and K.C.C. 1.24.285 are hereby amended  
16 to read as follows:

17 **Rule 29: Employment committee.** The employment committee for council staff shall  
18 consist of (~~five~~) six members, three from the majority party and (~~two~~) three from the  
19 minority party. The vice-chair of the council shall chair the committee. The committee shall  
20 be responsible for reviewing candidates for council staff positions. The vice-chair of the  
21 council shall employ, with approval of the employment committee and the consent of a  
22 majority of the full council, all legislative branch employees, except for the councilmembers'  
23 personal staff.

1           The employment committee shall (~~have the power~~) make recommendations to  
2 the full council concerning decisions to hire and terminate staff, to fill vacancies, to make  
3 staffing adjustments, to assign or reassign staff, to adjust staff pay, to analyze future hiring  
4 needs and to make other necessary employment decisions. Employment committee  
5 recommendations shall be contained in a written recommendation report that shall, upon  
6 signature of a majority of committee members, be sent to the full council. The council  
7 shall consider the recommendation reports from the committee on an employment  
8 committee consent agenda.

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

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

17  
18           SECTION 9. Ordinance 11683, Section 30 and K.C.C. 1.24.295 are hereby amended  
19 to read as follows:

20           **Rule 30: Use of councilmembers' communications budget.**

21           A. Councilmembers' annual communication budget shall be confined to expenditures  
22 for communication with councilmembers' constituents through mailing and newspaper  
23 advertising and for expenses of rent, office equipment and furniture, utility, and telephone to

1 support councilmembers' district offices; provided, however, that a councilmember's  
2 communication budget may be used for paying personal staff or the expenses of community  
3 meetings, ~~((office equipment,))~~ training, non-newspaper advertising, or related activities  
4 upon request of the councilmember ~~((and written permission of the chair of the council)).~~

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

8 B.No councilmember shall send any mass mailing in any year in which an election is  
9 to be held to fill such councilmember's office which is deposited in the mail between June 30  
10 and election day; provided, however, that mailings may be made after the last day for filing  
11 for office if the councilmember has not filed for the office. For purposes of this rule, "mass  
12 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 INTRODUCED AND READ for the first time this 8<sup>th</sup> day of  
4 September, 1997.

5 PASSED by a vote of 9 to 4 on this 15<sup>th</sup> day of September, 1997.

6 KING COUNTY COUNCIL  
7 KING COUNTY, WASHINGTON

8  
9 Jane Hayes  
Chair

10 ATTEST:

11 [Signature]  
12 Clerk of the Council

13 APPROVED this 25 day of September, 1997.

14 [Signature]  
15 King County Executive  
16

17 Attachments: None