



King County

1200 King County
Courthouse
516 Third Avenue
Seattle, WA 98104

Meeting Agenda

Government Accountability and Oversight Committee

Councilmembers:

*Pete von Reichbauer, Chair;
Dave Upthegrove, Vice Chair;
Claudia Balducci, Reagan Dunn*

*Lead Staff: Melissa Bailey (206-263-0114)
Committee Clerk: Blake Wells (206-263-1617)*

9:00 AM

Tuesday, September 10, 2024

Hybrid Meeting

SPECIAL MEETING

Hybrid Meetings: Attend the King County Council committee meetings in person in the William M. Allen Theater at the Museum of Flight at 9404 E Marginal Way S, Seattle, WA, or through remote access. Details on how to attend and/or to provide comment remotely are listed below.

Pursuant to K.C.C. 1.24.035 A. and F., this meeting is also noticed as a meeting of the Metropolitan King County Council, whose agenda is limited to the committee business. In this meeting only the rules and procedures applicable to committees apply and not those applicable to full council meetings.

HOW TO PROVIDE PUBLIC COMMENT: The Government Accountability and Oversight Committee values community input and looks forward to hearing from you on agenda items.

The Committee will accept public comment on items on today's agenda in writing. You may do so by submitting your written comments to kcccomitt@kingcounty.gov. If your comments are submitted before 8:00 a.m. on the day of the meeting, your comments will be distributed to the committee members and appropriate staff prior to the meeting.

	<p>Sign language and interpreter services can be arranged given sufficient notice (206-848-0355). TTY Number - TTY 711.</p> <p>Council Chambers is equipped with a hearing loop, which provides a wireless signal that is picked up by a hearing aid when it is set to 'T' (Telecoil) setting.</p>	
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HOW TO WATCH/LISTEN TO THE MEETING REMOTELY: There are three ways to watch or listen to the meeting:

- 1) Stream online via this link: www.kingcounty.gov/kctv or input the link web address into your web browser.
- 2) Watch King County TV on Comcast Channel 22 and 322(HD) and Astound Broadband Channels 22 and 711(HD).
- 3) Listen to the meeting by telephone.

Dial: 1 253 215 8782

Webinar ID: 837 8133 8556

To help us manage the meeting, please use the Livestream or King County TV options listed above, if possible, to watch or listen to the meeting.

1. Call to Order

2. Roll Call

To show a PDF of the written materials for an agenda item, click on the agenda item below.

3. Approval of Minutes p. 4

July 9, 2024 meeting minutes

Briefings

4. [Briefing No. 2024-B0104](#) p. 6



King County International Airport Project Updates

*John Parrott, Director, King County International Airport
David Decoteau, Deputy Director, King County International Airport*

5. [Briefing No. 2024-B0105](#) p. 16

King County International Airport Stakeholders Panel

*Brian Algiers, Labor Representative Appointee, KCIA Roundtable
Cindy Hales, President, Pacific Northwest Business Aviation Association
Erik Utter, Chair, KCIA Roundtable
Mark McIntyre, Member, Friends of Boeing Field and KCIA Roundtable
Matt Hayes, President and CEO, Museum of Flight*

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Discussion and Possible Action

6. [Proposed Motion No. 2024-0234](#) p. 17

A MOTION confirming the executive's appointment of Brian Algiers, who resides in council district five, to the King County international airport roundtable, as the labor representative from the Society of Professional Engineering Employees in Aerospace (SPEEA).

Sponsors: Upthegrove

Gene Paul, Council staff

7. [Proposed Motion No. 2024-0235](#) p. 31

A MOTION confirming the executive's appointment of Stephen Ratzlaff, who resides in council district two, to the King County international airport roundtable, as a representative from a pilots' association/Founding Partner with OrderPort, LLC.

Sponsors: Zahilay

Gene Paul, Council staff



8. [Proposed Ordinance No. 2024-0273](#)

AN ORDINANCE relating to the citizens' elections oversight committee; and amending Ordinance 15453, Section 3, as amended, and K.C.C.2.53.021 and adding a new section to K.C.C. chapter 2.16.

Sponsors: Upthegrove

Sherrie Hsu, Council staff

Adjournment

	<p>Sign language and interpreter services can be arranged given sufficient notice (206-848-0355). TTY Number - TTY 711. Council Chambers is equipped with a hearing loop, which provides a wireless signal that is picked up by a hearing aid when it is set to 'T' (Telecoil) setting.</p>	
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Meeting Minutes Government Accountability and Oversight Committee

Councilmembers:

*Pete von Reichbauer, Chair;
Dave Upthegrove, Vice Chair;
Claudia Balducci, Reagan Dunn*

*Lead Staff: Melissa Bailey (206-263-0114)
Committee Clerk: Blake Wells (206-263-1617)*

9:30 AM

Tuesday, July 9, 2024

Hybrid Meeting

DRAFT MINUTES

1. **Call to Order**

Chair von Reichbauer called the meeting to order at 9:35 AM.

2. **Roll Call**

Present: 3 - von Reichbauer, Balducci and Dunn

Excused: 1 - Upthegrove

3. **Approval of Minutes**

*Councilmember Balducci moved approval of the June 11, 2024 meeting minutes.
There being no objections, the minutes were approved.*

4. **Public Comment**

The following people provided public comment:

Alex Tsimerman

Briefing

5. [Briefing No. 2024-B0083](#)

Courthouse Security Briefing

Presiding Judge Ketu Shah, King County Superior Court, Judge Sean O'Donnell, King County Superior Court, Judge Andrea Robertson, King County Superior Court, and Colleen Durkin Peterson, Civil Attorney, briefed the committee and answered questions from the members.

This matter was Presented

6. [Briefing No. 2024-B0082](#)

Combined Compensation Request

Jay Osborne, Director, Department of Human Resources, and Jason Cossette, Classification and Compensation Services Manager, Department of Human Resources, briefed the committee and answered questions from the members.

The job classifications and pay ranges contained in this briefing were confirmed on record.

This matter was Presented

Other Business

There was no other business to come before the committee.

Adjournment

The meeting was adjourned at 10:17 AM.

Approved this _____ day of _____

Clerk's Signature



King County
International Airport
Boeing Field

KCIA Updates

September 10, 2024

John Parrott, AAE
David Decoteau, AAE



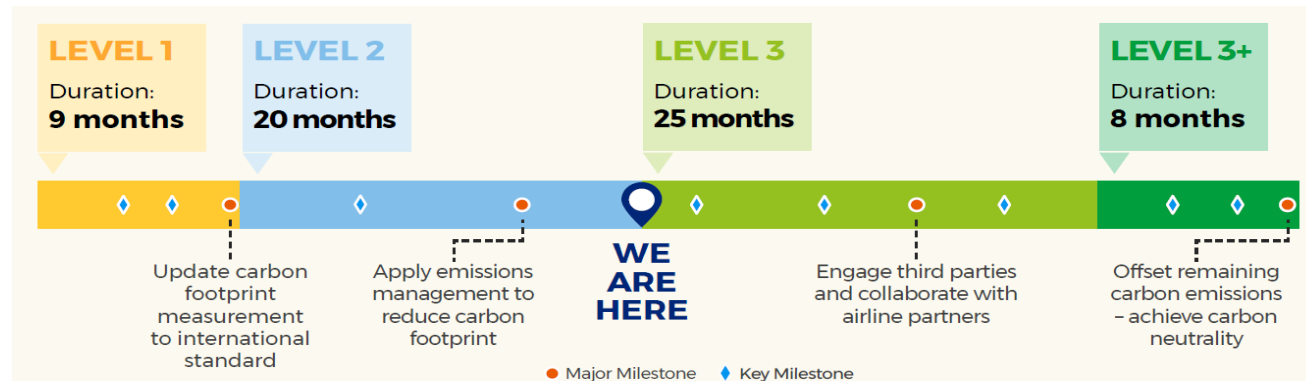
AGENDA

Summary

- **Strategic Climate Action Plan**
- **Vision 2045, Part 150 and Strategic Plan**
- **Community Engagement**
- **Audit Updates**
- **7675 RFI**
- **Bravo Relocation Safety Project**

STRATEGIC CLIMATE ACTION PLAN

- Airport Carbon Accreditation (ACA) Program
 - KCIA has set the goal to become carbon neutral by 2030.
 - Currently certified at Level 2, Level 3+ is carbon neutral.
- IATA Environmental Assessment (IEnvA)
 - Program developed to independently assess the commitment of aviation stakeholders.
 - KCIA is the first North American airport to begin this program.



ELECTRIC EQUIPMENT

Electric Sweeper

- First electric airport sweeper in US
- Huge decrease in diesel consumption

Airport Fleet

- First two Ford Lightning's online
- Two additional coming online Q4 2024

Hybrid Fire Truck

- First hybrid ARFF Fire Truck in US coming Q1 2025
- Removal of AFFF containing PFAS in other trucks through cleaning SEA/BFI 1st in nation



VISION 2045/PART 150 & STRATEGIC PLAN UPDATE

Vision 2045

- Forecast was submitted to FAA for review.
- Project Advisory Committee meetings.
- Estimated completion Vision 2045- Q1 2026.

Strategic Plan

- Workshops.
- Estimated completion Q1 2025.

Part 150

- The Project Advisory Committee (PAC) had first meeting in August.
- Public Meeting and Open House on September 4.
- Awaiting final approval from the FAA on the forecast.



COMMUNITY ENGAGEMENT

Events Attended this past summer:

- July 31st: King County Go Green Night-Marymoor Park
- August 1st: Museum of Flight First Thursday Event
- August 3rd: 18th Annual Duwamish River Festival
*KCIA was a sponsor
- August 11th: Othello Park International Festival 2024 *KCIA was a sponsor

Airport Events

- July 20th: KCIA 4th Annual FOD Walk
- July 20th: KCIA Airport Day (Hosted by Friends of Boeing Field , sponsored by KCIA and the Museum of Flight)
- August 5th: KCIA Regional Intern Tour



AUDIT UPDATES

Audit Updates

- Strategic Plan- Work underway completion expected Q1 2025.
- Community Engagement Plan- Roundtable Review completed.
- Third Party Facilitator and Roundtable Documentation- Underway with Roundtable Subcommittee determining the scope of the facilitator. Planned to begin with facilitator in Q1 2025.
- Publishing noise data and information- Underway for posting by Q1 2025. FAA Part 150 underway.



RFI 7675 HANGAR

7675 Hangar

- Hangar reverted by to KCIA this year.
- RFI process- Negotiating with NetJets (current KCIA customer) to lease the full parcel.
- Net Jets is committed to King County Climate Action Plan and implementation of sustainability into their facility and operations.



BRAVO RELOCATION SAFETY PROJECT

Taxiway Bravo Relocation Safety Project

- Longstanding Modification to Standard- KCIA does not meet centerline to centerline separation.
- Rehabbing Runway 14R/32L in 2027 catalyst to come into compliance with standards.
- FAA letter received.
- Work to be completed under reauthorization.
- RWY 14R/32L rehab, new Taxiway Bravo, new Air Traffic Control Tower, ARFF and mitigation for impacted tenants.
- Estimated approximately \$500 million.

BRAVO RELOCATION SAFETY PROJECT

- Project timeline- Preplanning ,ALP update, environmental, design, then construction. Earliest construction would occur would be 2027 or 2028.
- Work likely needs to be under contract by 2029 and completed by 2032.
- Will need to form project team and staff a project team.
- Development of Q&A.





King County

Government Accountability and Oversight Committee

September 10, 2024

**Agenda Item No. 5
Briefing No. 2024-B0105**

**King County International Airport Stakeholders
Panel**

**Any materials for this item will be available after
the meeting.**



King County

**Metropolitan King County Council
Government Accountability and Oversight Committee**

STAFF REPORT

Agenda Item:	6 and 7	Name:	Gene Paul
Proposed No.:	2024-0234 2024-0235	Date:	September 10, 2024

SUBJECT

Proposed Motion 2024-0234 would confirm the Executive’s appointment of Brian Algiers, who resides in Council District Five, to the King County International Airport Roundtable, as the labor representative from the Society of Professional Engineering Employees in Aerospace. The term would be a partial term expiring on August 31, 2026.

Proposed Motion 2024-0235 would confirm the Executive’s appointment of Stephen Ratzlaff, who resides in Council District Two, to the King County International Airport Roundtable, as a representative from a pilots’ association. The term would be a partial term expiring on August 31, 2026.

BACKGROUND

The Council established the King County International Airport (KCIA) Roundtable in 1997.¹ The purpose of the Roundtable is to advise and make recommendations to airport management, the Executive, and the Council on the airport budget, programs, regulations, master plans and noise reduction strategies, and other related matters.

The Roundtable is comprised of eighteen regular voting members and one non-voting member representing the following interests:

- **Communities directly affected by the airport (ten members).** One each from South Park, Georgetown, Beacon Hill, Rainier Valley, West Seattle, Magnolia or North Seattle, Tukwila, Renton/Kent/South King County, unincorporated King County, and one at-large;
- **Airport tenants (four members).** One each from a cargo operator or scheduled air carrier, small general aviation and corporate tenants, and one from Boeing;

¹ Ordinance 12785 and K.C.C. Chapter 15.94

- **Commercial enterprise, which is an off-site user or off-site provider of airport-related services (one member);**
- **Pilots' association (one member);**
- **Labor (two members); and**
- **Federal Aviation Administration (one ex-officio non-voting member).**

Regular members of the Roundtable are appointed by the Executive and subject to confirmation by the Council, except for members representing Georgetown, Tukwila, Beacon Hill, Rainier Valley, and South Park.² These five members shall be nominated for appointment by the Executive in consultation with the elected representative(s) of the respective county council district(s) and approved by the Council via motion.³

Roundtable members can serve up to two consecutive three-year terms or until a successor is appointed,⁴ and the terms are staggered consistent with the provisions of K.C.C. Chapter 2.28. The Roundtable is authorized to adopt bylaws and operating rules and appoint subcommittees. Subcommittee membership may include representatives who are not regular members of the Roundtable. The Executive may also appoint non-voting ex-officio members to serve at the Executive's discretion.

In 2023, the County Code was amended to allow for per diem compensation of Roundtable members as long as they are not employees of King County or other municipal governments.⁵ The purpose of the per diem is to compensate community members for contributing their experience and expertise to the Roundtable.^{6,7}

APPOINTEE INFORMATION

Appointee Brian Algiers. Proposed Motion 2024-0234 would confirm the Executive's appointment of Brian Algiers, who resides in Council District Five, to the King County International Airport Roundtable, as the labor representative from the Society of Professional Engineering Employees in Aerospace. The term would be a partial term expiring on August 31, 2026.

Mr. Algiers is a Quality Engineer with the Boeing Company and is an active member of the Society of Professional Engineering Employees in Aerospace (SPEEA). His application materials indicate that he is a labor advocate who works next to KCIA with experience in taking varied viewpoints into account while working towards a

² K.C.C. 15.94.030.A.

³ K.C.C. 15.94.030.B.

⁴ K.C.C. 15.34.030. Representatives of Boeing and Labor are exempt from term limits.

⁵ Ordinance 19713 and K.C.C. 15.94.050. Per diem compensation must be set in accordance with K.C.C. 2.28.006 and shall comply with federal obligations.

⁶ Ordinance 19713 and K.C.C. 15.94.050.

⁷ The Office of Equity and Racial and Social Justice is currently developing recommendations on per diem compensation for community members, including members of boards and commissions. According to executive staff, KCIA is waiting for those recommendations before seeking to establish a per diem for KCIA Roundtable members.

compromise. One of the two labor representatives on the Roundtable has traditionally been filled by a member of SPEEA. SPEEA is a labor union representing more than 17,000 engineers, technical workers, and other professionals in the aerospace industry.⁸

Appointee Stephen Ratzlaff. Proposed Motion 2024-0235 would confirm the Executive's appointment of Stephen Ratzlaff, who resides in Council District Two, to the King County International Airport Roundtable, as a representative from a pilots' association. The term would be a partial term expiring on August 31, 2026.

According to his application materials, Mr. Ratzlaff is a managing partner at OrderPort, LLC, which provides point of sale software for wineries to manage sales and distribution channels. He is also a light general aviation pilot with both seaplane and instrument ratings who shares an airplane that is hangered at KCIA. Mr. Ratzlaff serves as President of the Washington Seaplane Pilots Association, as well as a member of the Board of Directors for the National Seaplane Pilots Association and the Museum of Flight's Board of Trustees. The Washington Seaplane Pilots Association is an organization with the mission to protect and grow seaplane access, promote safe and responsible operations, foster communication, and facilitate events around seaplane flying.⁹

ANALYSIS

Staff has not identified any issues with the proposed appointments. They appear to be consistent with the requirements set by the King County Code.

AMENDMENTS

Proposed Motion 2024-0235. Staff has drafted an amendment, Amendment 1, which would make a technical correction to Proposed Motion 2024-0235. The correction would remove the appointee's employment role from the motion, which was erroneously included in the transmitted version. Title Amendment T1 would make the same technical correction to the title of Proposed Motion 2024-0235.

INVITED

- Brian Algiers, Appointee to the KCIA Roundtable
- Stephen Ratzlaff, Appointee to the KCIA Roundtable
- John Parrott, Director, KCIA
- David Decoteau, Deputy Director, KCIA

⁸ "About SPEEA," SPEEA website, https://www.speea.org/Homepage/About_Us.html

⁹ Washington Seaplane Pilots Association website, <https://www.washingtonseaplanepilots.org/>

ATTACHMENTS

1. Proposed Motion 2024-0234
2. Transmittal Letter
3. Proposed Motion 2024-0235
4. Amendment 1
5. Title Amendment T1
6. Transmittal Letter
7. KCIA Roundtable Board Profile, March 2024



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion

Proposed No. 2024-0234.1

Sponsors Upthegrove

1 A MOTION confirming the executive's appointment of
 2 Brian Algiers, who resides in council district five, to the
 3 King County international airport roundtable, as the labor
 4 representative from the Society of Professional Engineering
 5 Employees in Aerospace (SPEEA).

6 BE IT MOVED by the Council of King County:

7 The county executive's appointment of Brian Algiers, who resides in council
 8 district five, to the King County international airport roundtable, as the labor

Motion

9 representative from the Society of Professional Engineering Employees in Aerospace
10 (SPEEA), for a partial term to expire on August 31, 2026, is hereby confirmed.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Dave Upthegrove, Chair

ATTEST:

Melani Pedroza, Clerk of the Council

APPROVED this ____ day of _____, ____.

Dow Constantine, County Executive

Attachments: None



King County

Dow Constantine

King County Executive

401 Fifth Avenue, Suite 800

Seattle, WA 98104

206-296-9600 Fax 206-296-0194

TTY Relay: 711

www.kingcounty.gov

July 24, 2024

The Honorable Dave Upthegrove

Chair, King County Council

Room 1200

C O U R T H O U S E

Dear Councilmember Upthegrove:

This letter transmits a proposed Motion confirming the appointment of Brian Algiers, who resides in council district five, to the King County International Airport Roundtable, as the labor representative from the Society of Professional Engineering Employees in Aerospace (SPEEA), for a partial term expiring August 31, 2026.

Mr. Algiers's application, financial disclosure, board profile, and appointment letter, are enclosed to serve as supporting and background information to assist the Council in considering confirmation.

Thank you for your consideration of the proposed legislation. If you have any questions about this appointment, please have your staff call Tala Mahmoud, External Affairs Coordinator, at (206) 477-3306.

Sincerely,

Dow Constantine

King County Executive

Enclosures

cc: King County Councilmembers
ATTN: Stephanie Cirkovich, Chief of Staff
 Melani Hay, Clerk of the Council
 Karan Gill, Chief of Staff, Office of the Executive
 Penny Lipsou, Council Relations Director, Office of the Executive
 Tala Mahmoud, External Affairs Coordinator, Office of the Executive
 Ellen Knowlen, Staff Liaison
 Brian Algiers



KING COUNTY

1200 King County Courthouse
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Signature Report

Motion

Proposed No. 2024-0235.1

Sponsors Zahilay

1 A MOTION confirming the executive's appointment of
2 Stephen Ratzlaff, who resides in council district two, to the
3 King County international airport roundtable, as a
4 representative from a pilots' association/Founding Partner
5 with OrderPort, LLC.

6 BE IT MOVED by the Council of King County:

7 The county executive's appointment of Stephen Ratzlaff, who resides in council
8 district two, to the King County international airport roundtable, as a representative from

Motion

9

10 a pilots' association/Founding Partner with OrderPort, LLC, for a partial term to expire on

11 August 31, 2026, is hereby confirmed.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Dave Upthegrove, Chair

ATTEST:

Melani Pedroza, Clerk of the Council

APPROVED this ____ day of _____, _____.

Dow Constantine, County Executive

Attachments: None

1

8/21/2024

Technical correction

[G. Paul]

Sponsor: ZahilayProposed No.: 2024-02351 **AMENDMENT TO PROPOSED MOTION 2024-0235, VERSION 1**

2 On page 2, line 10, after "a pilots' association" strike "/Founding Partner with OrderPort,

3 LLC"

4 **EFFECT prepared by *G. Paul: Would make a technical correction to remove the***5 ***appointee's employment role from the appointment.***



King County

Dow Constantine

King County Executive

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206-296-9600 Fax 206-296-0194

TTY Relay: 711

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July 24, 2024

The Honorable Dave Upthegrove

Chair, King County Council

Room 1200

C O U R T H O U S E

Dear Councilmember Upthegrove:

This letter transmits a proposed Motion confirming the appointment of Stephen Ratzlaff, who resides in council district two, to the King County International Airport Roundtable, as a representative from a pilots' association/Founding Partner with OrderPort, LLC, for a partial term expiring August 31, 2026.

Mr. Ratzlaff's application, financial disclosure, board profile, and appointment letter, are enclosed to serve as supporting and background information to assist the Council in considering confirmation.

Thank you for your consideration of the proposed legislation. If you have any questions about this appointment, please have your staff call Tala Mahmoud, External Affairs Coordinator, at (206) 477-3306.

Sincerely,

Dow Constantine

King County Executive

Enclosures

cc: King County Councilmembers
ATTN: Stephanie Cirkovich, Chief of Staff
 Melani Hay, Clerk of the Council
 Karan Gill, Chief of Staff, Office of the Executive
 Penny Lipsou, Council Relations Director, Office of the Executive
 Tala Mahmoud, External Affairs Coordinator, Office of the Executive
 Ellen Knowlen, Staff Liaison
 Stephen Ratzlaff

KING COUNTY INTERNATIONAL AIRPORT ROUNDTABLE ADVISORY COMMITTEE

DATE: March 2024

TOTAL NUMBER OF MEMBERS: 17 (2 vacant positions)

LENGTH OF TERM: 3 Years

* *King County seeks to create an inclusive and accessible process for individuals who wish to serve on a King County board or commission. We strive to ensure that King County boards and commissions are representative of the communities we serve.*

BOARD MEMBERS APPOINTED

Pos. No.	Name	KCC District	Representing	Date Appointed	Term Expires	Number of Appointed Terms
1	Holly Krejci	8	Representative from communities directly affected by the airport – Georgetown	5/26/17	8/31/24	1 Partial / 2 Full
2	Kelly Ronan-Hafner	8	Representative from communities directly affected by the airport - West Seattle	1/22/20	8/31/24	1 Partial / 1 Full
3	Guido Perla	8	Representative from communities directly affected by the airport - Unincorporated Community (Vashon Island)	6/13/23	8/31/24	1 Partial
4	Ali Lee (Vice Chair)	4	Representative from communities directly affected by the airport - Magnolia/North Seattle	6/13/23	8/31/26	1 Full
5	Lisa Krober	2	Representative from communities directly affected by the airport – Tukwila	1/12/17	8/31/21	1 Partial / 2 Full
6	Erik Utter (Chair)	8	Representative from communities directly affected by the airport - Renton/Kent/South King County	6/13/23	8/31/25	1 Full
7	Matthew Hayes	2	Representative from communities directly affected by the airport - At Large	1/19/18	8/31/25	1 Partial / 1 Full
8	Dalan Angelo	2	Representative from communities directly affected by the airport - Rainier Valley	6/13/23	8/31/26	1 Full

Pos. No.	Name	KCC District	Representing	Date Appointed	Term Expires	Number of Appointed Terms
9	Ken Moninski	9	Representative from a commercial enterprise - an off-site user or an off-site provider of airport-related services (Global Aircraft Services)	9/8/23	8/31/24	1 Partial
10	Eric Lynn	8 (Work)	Representative from a pilots' association	1/22/20	8/31/20	1 Partial
11	Brian Algiers (pending)	5	Labor representative - Society of Professional Engineering Employees in Aerospace (SPEEA)		8/31/24	
12	Ryan Tomasich	4 (Work)	Airport tenant representative (The Boeing Company)	6/29/18	8/31/21	1 Full
13	Morgan Kaivo	8 (Work)	Airport tenant representative – cargo operator or scheduled air carrier (UPS)	6/13/23	8/31/24	1 Partial
14	Mark McIntyre	3	Airport tenant representative - corporate (Mente)	9/8/23	8/31/25	1 Partial
15	Evan Nelson	2	Airport tenant representative – small general aviation (GA) sector	1/22/20	8/31/22	1 Full
16	Edward Lutgen	9	Labor representative – International Association of Machinists and Aerospace Workers (IAM)	6/13/23	8/31/25	1 Full
17	Vacant	8	Beacon Hill community representative			
18	Vacant	2	South Park community representative			
19	Takashi Nelson	Ex Officio	FAA ATC Manager (position not appointed by Council/Executive)			



King County

**Metropolitan King County Council
Government and Accountability Oversight Committee**

STAFF REPORT

Agenda Items:	8	Name:	Sherrie Hsu
Proposed No.:	2024-0273	Date:	September 10, 2024

SUBJECT

Proposed Ordinance 2024-0273 would make changes to county code regarding the Citizens' Elections Oversight Committee.

SUMMARY

The proposed ordinance would make four policy changes in King County Code related to the Citizens' Elections Oversight Committee (CEOC):

1. Add requirement that King County Elections (KCE) notify the CEOC, under certain circumstances where the political parties are notified, for observation opportunities. This would codify current practice.
2. Add policy that the King County Democratic Party representative and the King County Republican Party representative would not be eligible to serve as chair of the CEOC.
3. Eliminate requirement to post vacancies for the positions representing King County Democratic Party or King County Republican Party in the newspaper. These positions are designated by the parties.
4. Add requirement that CEOC members, except for the ex officio member, live in King County. Members temporarily living outside of the country but who maintain King County residency may still serve.

BACKGROUND

The current Citizens' Elections Oversight Committee (CEOC) was established by the King County Council in May 2006, under Ordinance 15453. Previously, Council had created the first CEOC in July 2003,¹ which met for one year and produced a report with 11 recommendations; and then created a second CEOC in April 2005,² which also met for one year and produced a report containing 60 recommendations.

Mission. As stated in King County Code (K.C.C.) 2.53.031, the mission of the CEOC is to "help King County maintain public confidence in elections." County code further directs the CEOC to make recommendations to the Council to:

- "Improve performance of the King County elections division," and

¹ Ordinance 14711

² Ordinance 15157

- "Help ensure that accountability and performance of the elections division is provided in a transparent manner that is meaningful to the residents of King County."

Membership. Under K.C.C. chapter 2.53, the CEOC includes 16 positions that represent named types of organizations or sectors of the community, including two at-large King County registered voters, and one ex-officio, nonvoting member representing the Secretary of State's office.

The membership composition was last updated in September 2018,³ when Council increased the membership from 14 members to 16 members and changed the composition of the CEOC membership.

Table 1 lists the current membership of the CEOC and the organization or constituency they represent.

Table 1: CEOC Membership as of August 2024

Member	Organization/Constituency
Eliseo Juárez Chair	Spanish-speaking community
Mathew Patrick Thomas Vice Chair, Election Monitoring	King County Republican Party
Hillary De La Cruz	Registered voters
Mike Flood	Municipal League Foundation
Hanna Floss	King County Democratic Party
Tyson Hartman	Representative who has experience in technology
Christopher Hays	Registered voters
Stuart Holmes	Office of Secretary of State
Julie Kang	Korean-speaking community
Jason Lambacher	Academic institution with knowledge of elections
Kathy Sakahara	League of Women Voters
Carolyn Stevens	Disability community
Stanley Tsao	Chinese-speaking community
Matthew Vinci	Jurisdictional representative
<i>Vacant</i>	Vietnamese-speaking community
<i>Vacant</i>	Urban League of Metropolitan Seattle

Duties. Under K.C.C. 2.53.041, the responsibilities of the CEOC are the following:

- Review recent reports on elections and recent legislation that affects elections standards, procedures, equipment, and technologies;
- Conduct oversight of the implementation of new standards or procedures for elections as mandated by federal, state, or county legislation;

³ Ordinance 18795

- Monitor the special primary and general elections and canvassing board meetings to observe if proper procedures are followed, to report on any problems that are observed or come to light, to recommend corrective actions on problems that may arise, and to ensure that any problems that arise are discussed in an open and public manner. The committee shall report to the Council in a timely way on any significant problems that might occur or on any serious concerns the committee may have;
- Meet at least quarterly; and
- Submit a report to the Council on its observations, findings, and recommendations regarding the special, primary, and general elections by February 1 of each year by filing eleven copies of the report with the Clerk of the Council for distribution to all councilmembers.

Appointment process. The appointment process for CEOC members is described in K.C.C. 2.53.021. In case of vacancies, the King County Council Chair notifies all councilmembers of vacancies, and open positions are posted in the county's newspaper of record.

Appointments and reappointments to the CEOC are subject to review by the Employment and Administration Committee, who make a recommendation to the full Council for final confirmation, via motion.

Requirements. Under K.C.C. 2.53.021, members should have the following:

- A working knowledge of local or state government elections operations and management, demography, technology, and organizational management;
- A strong commitment to an accountable, transparent, well-managed, and efficient elections operation in King County; and
- A willingness to commit the time necessary to attend committee meetings and activities.

Committee members shall not hold elective public office or be a candidate for election to public office, other than as a precinct committee officer.

Terms. Except for the ex officio member, the terms for CEOC positions are three-year terms.⁴

Positions are not compensated. County code allows reimbursement for parking related to the CEOC.⁵

ANALYSIS

Proposed Ordinance 2024-0273 would make several changes to CEOC policies in county code. They are listed below and then described in detail in separate subsections:

- King County Department of Elections notification to the CEOC of observation opportunities;
- Representatives from political parties not eligible to serve as Chair of the CEOC;

⁴ K.C.C. 2.53.021.F.

⁵ K.C.C. 2.53.061

- Advertisement process for King County Democratic Party and King County Republican Party vacancies; and
- Requirement to live in King County.

King County Department of Elections (KCE) notification to the CEOC of observation opportunities. The proposed ordinance would require KCE to notify the CEOC about observation opportunities in similar ways to how KCE notifies political parties. Under KCE's current departmental policy, KCE does provide notification to CEOC members about these opportunities, so these code updates would codify current practice.

The proposed ordinance would require the following:

- **At least 28 days before any election, KCE would be required to request from the CEOC a list of committee members designated as observers.**

Currently, under state law,⁶ at least 28 days before any primary, general, or special election, the county auditor (in the case of King County, KCE) must request a list of observers from the major political parties.

Under the proposed ordinance, KCE would be required to request a list of observers from the CEOC on the same timeline.

- **At least a reasonable time before any election, KCE would be required to notify the CEOC of when ballot processing will begin and to request observers from the committee for the processing of ballots at the counting center. The absence of observers from the committee will not prevent the processing of ballots.**

Currently, under state law,⁷ KCE must request that observers appointed by the major political parties be present during ballot processing at the counting center. The absence of observers does not prevent ballot processing. Observers may not touch any ballots, ballot materials, or election systems.

Under KCE's departmental policy, titled "300-POL Observing in Secure Processing Areas" (Attachment 2 of this staff report),⁸ KCE requests observers from both major political parties, nonpartisan observers from the League of the Woman Voters, and observers from the CEOC. According to KCE's departmental policy, the number of observers allowed in the secure processing area is typically four for each party, two for nonpartisan observers, and four for the CEOC, but this can change for health and safety reasons; and all will be notified when the request for observers is sent and informed of how many observers will be allowed in the secure processing areas.

⁶ RCW 29A.60.170

⁷ RCW 29A.40.100, with agency rules in WAC 434-261-020

⁸ King County Elections Departmental Policy: Observing at King County Elections – Secure Processing Area 300-POL, Effective date September 7, 2023

- **KCE would be required to notify the CEOC of opportunities to observe official logic and accuracy tests for each vote tallying system to be used at elections.**

Currently, under state law,⁹ programming tests of vote tallying systems are conducted at least three days prior to primary and general elections. These tests are conducted to verify that the system will correctly count the vote cast for all candidates and on all measures appearing on the ballot at that election. In accordance with state law, these tests are observed by at least one representative from each political party, if representatives have been appointed by the parties and are present at the test, and they are open to candidates, the press, and the public. The county auditor (in the case of King County, KCE) and any political party observers certify that the test has been conducted in accordance with state law.

These programming tests are also known as logic and accuracy tests. KCE conducts these tests for all elections (primary, general, and special elections).

Under the proposed ordinance, KCE would be required to notify the CEOC of opportunities to observe these tests.

- **KCE would be required to notify the CEOC of opportunities to observe recounts.**

Currently, under state law,¹⁰ the county auditor must request observers from each side of the recount. Observers from the political parties may also be present.

Under KCE's departmental policy, KCE requests two observers for each side of a recount, and requests observers from each of the two major political parties, nonpartisan observers from the League of Women Voters as space allows, and the CEOC will be notified of observer opportunities.

Under the proposed ordinance, KCE would be required to notify the CEOC of opportunities to observe recounts.

In the CEOC's 2023 Annual Report to the Council, presented at the Government and Accountability Oversight Committee meeting on February 14, 2024 (Attachment 3 to this staff report), the CEOC recommended the Council update county code to reflect KCE's policies of notifying CEOC members of observation opportunities. The CEOC Annual Report is prepared by and voted on by CEOC members.

KCE updated its departmental policy in September 2023. According to KCE, the CEOC has been included on stakeholder notifications since KCE Director Julie Wise has been in office, including notifications letting CEOC members know about the observable opportunities for each election. This departmental policy update ensured that CEOC members are included on the emails KCE sends to the parties requesting observers for

⁹ RCW 29A.12.130, with agency rules in WAC 434-335-290 and WAC 434-335-330

¹⁰ RCW 29A.64.041, with agency rules in WAC 434.264-030

each election, and it also specifies how many CEOC members can be in the secure processing area at a time.

As stated in the CEOC Annual Report, "It is the recommendation of the CEOC to change county code to ensure policy consistency, even in the event of a new director taking office." Since King County is currently the only county in the state with a CEOC, KCE's policies related to notifying CEOC members are not reflected in state law. If the Council adopts these code changes by ordinance, it would mean these policies continue in King County even in the event of a new department director.

Representatives from political parties not eligible to serve as Chair of the CEOC.

The proposed ordinance would add a policy to county code that the representatives from the King County Democratic Party and King County Republican Party are not eligible to serve as CEOC Chair.

The process for selecting a CEOC Chair is described in the CEOC bylaws, which are voted on by CEOC members and may be amended at any time by the CEOC (Attachment 4 to this staff report). Under the bylaws, the CEOC Chair and Vice Chair positions are elected by CEOC members. Any members who are interested in running for a position may nominate themselves, submit a short statement to share with the committee, and make a statement at the committee meeting. The person who receives the majority of votes is elected.

CEOC members discussed this proposed policy (that representatives from political parties would not be eligible to serve as Chair) at their May 2024 meeting. A formal vote was not taken. CEOC members discussed voting on this bylaw change and updating their bylaws at a future committee meeting.

Advertisement process for King County Democratic Party and King County Republican Party vacancies. Under current county code, all vacancies are required to be posted in the county's newspaper of record.

The proposed ordinance would change this policy for the positions representing the King County Democratic Party and King County Republican Party, so that those positions would not be required to be advertised in the county's newspaper of record.

Currently, the representatives for these two positions are filled by designations from the political parties. Each political party provides Council staff with a letter of designation, indicating who the party has selected as its representative for the CEOC. This proposed code change would not change that process of filling the position. This change would remove the notification of the vacancy from the newspaper.

Requirement to live in King County. Under current county code, there is no requirement for CEOC members to reside in King County.

The proposed ordinance would make a policy change by adding a requirement that CEOC members reside in King County. This requirement would not apply to the ex officio member, who is a nonvoting member from the Office of the Secretary of State.

Members who are temporarily living outside of the country (for example, members of the military) but who maintain King County residence may still serve on the CEOC.

Other clarifying changes. The proposed ordinance would make some clarifying and technical corrections to the code to make the language clearer and more consistent.

INVITED

- Julie Wise, Director, King County Department of Elections

ATTACHMENTS

1. Proposed Ordinance 2024-0273
2. King County Elections Departmental Policy: Observing at King County Elections
– Secure Processing Area 300-POL, Effective date September 7, 2023
3. CEOC Annual Report 2023
4. CEOC By-Laws, Updated May 2024



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance

Proposed No. 2024-0273.1

Sponsors Upthegrove

1 AN ORDINANCE relating to the citizens' elections
2 oversight committee; and amending Ordinance 15453,
3 Section 3, as amended, and K.C.C.2.53.021 and adding a
4 new section to K.C.C. chapter 2.16.

5 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

6 NEW SECTION. SECTION 1. There is hereby added to K.C.C. chapter 2.16, a
7 new section to read as follows:

8 A. At least twenty-eight days before any election, the department of elections
9 shall request from the citizens' elections oversight committee a list of committee
10 members designated as observers.

11 B. At least a reasonable time before any election, the department of elections
12 shall notify the citizens' elections oversight committee of when ballot processing will
13 begin and shall request observers from the committee for the processing of ballots at the
14 counting center. The absence of observers from the committee will not prevent the
15 processing of ballots.

16 C. The department of elections shall notify the citizens' elections oversight
17 committee of opportunities to observe official logic and accuracy tests for each vote
18 tallying system to be used at elections.

19 D. The department of elections shall notify the citizens' elections oversight
20 committee of opportunities to observe recounts.

21 SECTION 2. Ordinance 15453, Section 3, as amended, and K.C.C.2.53.021 are
22 hereby amended to read as follows:

23 A. Committee membership shall include:

24 1. One representative (~~((from))~~) sponsored by a nonpartisan organization active in
25 King County that evaluates candidates and ballot measures, such as the Municipal
26 League;

27 2. One representative (~~((from))~~) sponsored by a nonpartisan organization active in
28 King County that provides elections information to the public, such as the League of
29 Women Voters;

30 3. One representative from the disability community;

31 4. One (~~((jurisdictional))~~) representative (~~((from))~~) sponsored by either a junior
32 taxing district or a city with a population of under twenty thousand;

33 5. One representative of the Chinese-speaking community;

34 6. One representative of the Vietnamese-speaking community;

35 7. One representative of the Spanish-speaking community;

36 8. One representative from the Korean-speaking community;

37 9. One representative from each of any other language minority community for
38 which the Director of the Bureau of the Census determines by publication in the Federal
39 Register that King County is required to provide minority language assistance under
40 Section 203 of the Voting Rights Act;

41 10. Two King County registered voters who are not representatives of any of the
42 groups listed in subsection A.1. through 9. and 11. through 16. of this section;

43 11. One representative from the King County Democratic Party;

- 44 12. One representative from the King County Republican Party;
- 45 13. One ex officio, nonvoting representative from the Office of the Secretary of
- 46 State;
- 47 14. One representative (~~((from))~~) sponsored by an academic institution (~~((who))~~)
- 48 and has knowledge of elections;
- 49 15. One representative who has experience in technology; and
- 50 16. One representative (~~((from))~~) sponsored by a nonpartisan organization in King
- 51 County that promotes equality and the advancement of (~~((blacks))~~) Black or African
- 52 Americans, such as the Urban League of Metropolitan Seattle.
- 53 B. The process for filling vacancies on the committee is:
- 54 1. The chair of the council shall notify councilmembers of vacancies on the
- 55 committee and shall direct council staff to develop a job description and list of
- 56 qualifications for committee members, as well as an application form;
- 57 2. (~~((The open))~~) Except those positions for the representative from the King
- 58 County Democratic Party and the representative from the King County Republican Party,
- 59 vacant positions shall be advertised at a minimum in the county's newspaper of record;
- 60 3. The chair of the council shall direct council staff to develop administrative
- 61 procedures for accepting applications. All applications shall be forwarded to all county
- 62 councilmembers. Applications shall also be forwarded to the citizens' elections oversight
- 63 committee for review and the committee may provide feedback to the employment and
- 64 administration committee;

65 4. The employment and administration committee shall review applications, and
66 may interview applicants. By majority vote, the employment and administration
67 committee shall appoint members to the citizen oversight committee; and

68 5. Appointments shall be confirmed or rejected by the full council by motion.

69 C. When the Director of the Bureau of the Census determines by publication in
70 the Federal Register that King County is no longer required to provide minority language
71 assistance under Section 203 of the Voting Rights Act to a language minority community,
72 the term of the committee member representing that community expires and committee
73 membership representing that community is no longer required.

74 D. Members should have, but not limited to:

75 1. A working knowledge of local or state government elections operations and
76 management, demography, technology and organizational management;

77 2. A strong commitment to an accountable, transparent, well-managed and
78 efficient elections operation in King County; and

79 3. A willingness to commit the time necessary to attend committee meetings and
80 activities.

81 E. Committee members shall not hold elective public office or be a candidate for
82 election to public office, other than as a precinct committee officer.

83 F. Except for the ex officio member, members shall serve three-year terms. The
84 ex officio member serves at the pleasure of the member's office. Any other members that
85 may be added as required by Ordinance 17273 and under Section 203 of the Voting
86 Rights Act shall serve three-year terms that begin on the date of appointments to the
87 committee and expire December 31, three years after the appointments.

88 G. Except for the ex officio position, members are required to reside in King
89 County. However, members, who during their tenures on the committee temporarily live
90 outside the United States but maintain King County as their residences, may continue to
91 serve on the committee during their temporary absences from the county.

92 H. The representative from the King County Democratic Party and the
93 representative from the King County Republican Party are not eligible to serve as the
94 chair of the committee.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Dave Upthegrove, Chair

ATTEST:

Melani Pedroza, Clerk of the Council

APPROVED this ____ day of _____, _____.

Dow Constantine, County Executive

Attachments: None

King County Elections' goal is to ensure maximum transparency in all aspects of our elections. We aim to provide the public, observers from both major political parties and nonpartisan observers with optimum viewing of the entire elections process.

1. Observers requested for each election

Observers from both major political parties are requested to be on site for every election (RCW 29A.40.100, WAC 434-261-020). Nonpartisan observers are also requested from the League of Woman Voters and the Citizens' Elections Oversight Committee (CEOC) will be notified of observer opportunities (KCC 2.53.041). The number of observers allowed in the secure processing areas at the King County Elections Building is typically 4 for each party, 2 for nonpartisan observers, and 4 for the CEOC but this can change for health and safety reasons. All will be notified when the request for observers is sent and how many observers will be allowed in the secure processing areas.

2. Observers requested for recounts

Two observers for each side of a recount will be requested as required by RCW 29A.64.041, and we will also request observers from each of the two major political parties, and nonpartisan observers from the League of Woman Voters as space allows. (RCW 29A.64.041, WAC 434-264-030). The CEOC will also be notified of observer opportunities.

3. Observation schedules

Observer schedules are created and maintained by the observation coordinators of the political parties, the League of Woman Voters, and the CEOC, not King County Elections.

4. Official observer training

Official observers must attend observation training provided by King County Elections every two years.

5. Respect and professional courtesy

Respect and professional courtesy are expected at all times from observers, including interactions with elections staff, voters, and other observers. Disrespectful or discourteous behavior shall not be permitted.

6. Safety protocols

The safety of the public and our workers is paramount while securely processing ballots in our facility. To address this concern, we have protocols in place that allow us to continue to process ballots efficiently while making the process observable. Observers must follow these protocols.

7. Independent observation

Observers are expected to remain independent from King County Elections. This means that observers are not allowed to direct staff on how to complete their work.

8. No handling ballots, ballot containers or vote tallying equipment

Observers may not touch ballots, ballot containers, or vote tallying equipment. Under no

circumstance may an observer inhibit elections staff from doing their job. Observers may not record images of voted ballots. (WAC 434-261-020)

9. Observers may not challenge decisions

Observers may not challenge signature check decisions, object to decisions to count or not to count votes or ballots or disrupt ballot processing (WAC 434-261-020). Any questions or objections by observers must be directed toward the county canvassing board, supervisory personnel or another designated staff person present. Under no circumstance may an observer interrupt the process in objection to the decision to count or not count a ballot (WAC 434-264-030).

10. Food and beverages

No food or open beverage containers are allowed in the secure processing area.

11. Pens, paper and other materials

Observers will be provided a locker for their personal belongs (coat, bag, etc.) as these are not allowed in the secure processing area. No pens, paper or other materials are allowed to be brought into the secure processing area. We will provide observers with red pens (no blue or black pens allowed) and paper for notes. Observers may take their notes with them when they finish observing.

12. Phones

Observers are prohibited from having phones, tablets, laptops and cameras on the 2nd floor of the King County Elections building (including the 2nd floor loop). These devices may be stored in a locker on the 1st floor.

13. Badges and lanyards

Upon arrival at the King County Elections Building observers are required to check-in with King County Elections staff. If they are on the list of approved observers and if they have attended the official observer training, they will be issued an observation badge and lanyard. Their badge and lanyard must be worn and visible at all times while in the secure processing area. Observers must turn in their badge and lanyard at their end of their observation shift.

14. No electioneering

Electioneering of any kind is prohibited within 100 feet of the 1st floor Vote Center and the secure ballot processing areas. All conversation in either area must be non-partisan.

Observers and the public are not allowed to campaign, exit poll, talk about a candidate or ballot measure, or wear a campaign t-shirt/button/sticker.

15. No weapons

Weapons of any kind are prohibited in the secure processing area, even for people with a valid concealed carry permit. The only exception is for law enforcement and election security personnel. Prohibited weapons include, but are not limited to, firearms, air guns, stun guns, tasers, spring blade knives and other dangerous weapons such as daggers and metal knuckles. (RCW 9.41.284)

16. Questions while observing

Observers may only direct questions about a process to any staff person wearing a grey lanyard. These are full-time managers, supervisors, and leads at King County Elections.

17. Observers not following rules

Observers not following these policies will be removed from the secure processing areas and in some instances from the King County Elections Building. They also may be removed from the list of official observers at the discretion of the Director of Elections. (WAC 434-261-020, 434-264-030).

References:

- [RCW 29A.40.100](#), Elections by Mail - Observers
- [WAC 434-261-020](#), Counting Center Procedures – Observers
- [RCW 29A.64.041](#), Recounts - Procedure—Request to stop—Observers.
- [WAC 434-264-030](#), Recounts – Observers
- [RCW 9.41.284](#), Possessing Dangerous Weapons at Voting Facilities



King County
Citizens' Elections Oversight Committee

Annual Report
For the Year 2023

Feb 1, 2024

**King County Citizens' Elections Oversight Committee
Membership**

Member

Eliseo J. Juárez
Jude Ahmed
Mathew Patrick Thomas
Christopher Hays
Hillary De La Cruz
Hanna Floss
Tyson Hartman
Stuart Holmes
Julie Kang
Kathy Sakahara
Mike Flood
Dr. Jason Lambacher
Stanley Tsao
Matthew Vinci
VACANT
VACANT

Representing

Chair, Spanish-Speaking Community
Vice Chair, Urban League of Metropolitan Seattle
Vice Chair, King County Republican Party
Registered Voter
Registered Voter
King County Democratic Party
Technology
Washington State Office of Secretary of State
Korean-Speaking Community
League of Women Voters
Municipal League of King County
University of Washington Bothell
Chinese-Speaking Community
Jurisdictional
Vietnamese-Speaking Community
Disability Community

Introduction

Authorized in King County Code Section 2.53, the Citizens' Elections Oversight Committee (CEOC) is dedicated to helping Martin Luther King Jr. County maintain public confidence in elections. Per the King County Code, the CEOC makes recommendations to the King County Council to:

- Improve performance of the Department of Elections; and
- Help ensure that accountability and performance of the Department of Elections is provided in a transparent manner that is meaningful to the residents of King County.

As mentioned in the 2021 and 2022 CEOC Annual Reports, the CEOC and its members serve the public and the King County Council (hereafter referred to as KCC or Council) by making recommendations and reporting to the Council to maintain public confidence. The CEOC also serves as an important source of guidance and information for King County Council. As such, this report is submitted pursuant to King County Code 2.53.041.5, which requires the CEOC to submit an annual report to the Council on its "observations, findings and recommendations regarding the special, primary, and general elections."

Committee Highlights

The CEOC met 6 times in 2023, exceeding the requirement specified in the ordinance that established the committee and provided observers at most elections held in King County during the year. Additionally, workgroups of the CEOC convened an additional 12 times with members conducting issue specific work. As in 2022, the CEOC adopted an entirely virtual meeting calendar compliant with both the Open Public Meetings Act and guidance around COVID-19 protocols. As pandemic restrictions eased earlier in 2023, the CEOC affirmed its commitment to virtual meeting format to increase public access and participation of CEOC members regardless of physical location. The only non-virtual CEOC activities were observations conducted at Ballot Box locations and the Department of Elections facility in Renton. Additionally, some CEOC members participated in a fieldtrip to K&H Integrity Communications (K&H) in Everett, WA in July. King County Elections hires K&H for its printing needs. In comparison to pre-pandemic meeting attendance from CEOC members, the shift to all virtual meetings and business increased CEOC attendance and reduced the travel inequities for members commuting to the Department of Elections.

In contrast to 2022, the past year has had fewer CEOC seats vacant and less turnover. The committee is particularly proud of its work to increase CEOC member satisfaction, meaningful work, and access to participation in the all-volunteer board. In a highly politicized context of election rhetoric, election skepticism at the national level, and election misinformation, the CEOC membership has stabilized and the average tenure of CEOC members enhances the recommendations and guidance we provide the Council. The challenge of operating CEOC without full membership remains. Of particular concern is the length of time the CEOC had been operating without a member of the Vietnamese Speaking community and of a Junior Taxing Authority. The CEOC is especially vulnerable without representation from members representing communities with language barriers.

A Focus on Public Confidence and Oversight

For 2023, the CEOC implemented a workplan that better serves the Council, Department of Elections and public. As mentioned in the 2022 Annual Report, the CEOC evaluation of its role in maintaining confidence in elections was allocated into work groups to explore, learn, and provide recommendations to Council related to each area of charge. These groups were led by CEOC Vice Chairs and focused into the following three workgroups:

- Election Monitoring, Vice Chair Mathew Patrick Thomas
- Best Practices, Vice Chair Jayson Todd Morris
- Voter Participation, Vice Chair Jude Ahmed

Progress on 2023 CEOC Commitments

Members of the Committee committed to Council to undertake work related to four specific areas of concern. These commitments were specifically established to create greater public confidence in the work of the Elections Department and increase the amount of information available to King County residents about the work of King County Elections. The commitments and our progress are outlined below:

Commitment #1 Increase CEOC members' election and Canvassing Board observing program.

Status: Complete/In Progress

The CEOC continues to see year over year increases in elections observation. The Election Monitoring Workgroup in particular had placed special emphasis on participating in election observations throughout 2023. However, the CEOC affirmed its commitment to this specific task by requiring training of all members and the launch of the CEOC elections monitoring calendar would launch in 2024 allowing members to sign-up and coordinate observation activities.

Commitment #2 Restructuring CEOC reporting and bylaws to better inform Council and residents of the county of its work.

Status: In Progress

CEOC launched workgroups to address specific areas of concern and provide recommendations to Council. This work's next iteration will include examination of the role of Vice-Chairs and identity-based seats on CEOC with recommendations to Council in 2024.

Commitment #3 Creating an Election Excellence Dashboard for the Council to see how the performance of King County Elections compares to best and emerging practices across the country with related recommendations for the Council to consider.

Status: In Progress

CEOC is examining core areas of measurement on what areas of excellence constitute an Elections Department that has public confidence, operates with best practices, and is accountable to King County residents. The CEOC recognizes that the Department of Elections, Director Julie Wise, and her staff are nationally known leaders in election administration and excellence, the CEOC workgroups will identify core areas to highlight how King County Elections strives to achieve, meets, or exceeds these areas of excellence.

Commitment #4 Examining special junior taxing district elections as an area of critical recommendation in 2023 for the Council.

Status: In Progress

CEOC has committed two meeting agendas to look at special and junior taxing district election recommendations. With the appointment of a CEOC member representing this issue area, CEOC will make a recommendation in the 2024 report related to this topic.

CEOC Recommendation to Council

The CEOC is formally recommending a change to the county code to increase public oversight of elections. In 2023 a series of technical and process anomalies during a 2023 Election presented a process improvement the CEOC seeks from Council.

The anomalies did not affect in any way the counting, outcome, or validity of the election. Appropriate safeguards and processes were in place to ensure accurate ballot processing and accurate tabulation. However, the event dictated mandatory notification to the two major political parties outlining the event and remedy. This process/policy is outlined in state law and can be found in [RCW 29A.12.130](#), [RCW 29A.40.100](#), and [WAC 434.261.020](#).

It is essential that non-interested parties are given this same notification. The role of the CEOC is particularly well suited to receive this notification within the responsibilities granted by the Council. Specifically, designating the CEOC as a notified organization per [RCW 29A.12.130](#), [RCW 29A.40.100](#), and [WAC 434.261.020](#) allows CEOC to fully exercise its oversight function on behalf of the Council.

Elements of this recommendation have already been adopted by the King County Elections Department as a department procedure. We are encouraged by the recent update in KCE Department policy effective as of Sept. 7, 2023 which makes this change. The policy, “**Observing at King County Elections Building - Secure Processing Area 300-POL**”; came at the request of the CEOC to the Elections Director and was implemented swiftly after the request.

While the internal policy is an important step, it is the recommendation of the CEOC to change county code to ensure policy consistency, even in the event of a new director taking office and, in any instances, where parties are notified of these types of events, the CEOC is included in that process as an oversight body and accountable to public, not political parties.

This recommendation comes as CEOC members have increased observations of the Risk Limiting Audit during the 2023 Primary Election. This is a statistical audit that ensures the accuracy of the election results. King County Elections voluntarily performs this audit for each election in addition to a random batch audit. Another committee member observed at King County Election Headquarters on Aug 1st, and two committee members attended on October 12th the mandatory Logic and Accuracy Test of the tabulation systems which took place prior to the 2023 General Election. CEOC found there were no issues to report.

Conclusion

The CEOC plays a unique and important role in King County and Washington state. A rarity amongst counties in Washington, the CEOC is the only local body of its kind statewide. The partnership between CEOC, Director Wise and the Department of Elections cannot be overstated. The cooperation and spirit of transparency between the Department and CEOC makes oversight

possible. King County Elections has been responsive to every request for time, documents, and collaboration.

The CEOC wishes to express its deep appreciation for the partnership offered by Director Wise, the work of the intrepid public servants of the Elections Department, and the expert Council staff supporting CEOC operations. As stated in our previous reports, King County is well served by its award winning, and nationally acclaimed Elections Department under the leadership of Director Wise. We are confident in its operations and have full faith in the validity of King County Elections to be accurate, fair, and true.

CEOC is eager to continue our work on behalf of King County. Thank you for the opportunity to serve our communities.

In Service,
Eliseo J. Juárez
Chair



King County

CITIZENS' ELECTIONS OVERSIGHT COMMITTEE (CEOC) **CHARTER and BYLAWS (Administrative/Operating Procedures)** **Restated and Amended as of May 2024**

CHARTER

OVERVIEW

The name of this King County Commission shall be the Citizens' Elections Oversight Committee. The CEOC is authorized in King County Code (KCC) sections 2.53.011 through 2.53.061 (the enabling legislation). Membership of the King County CEOC is appointed by the King County Council.

Mission (Purpose/Scope) *

To help King County maintain public confidence in elections.

The committee shall make recommendations to the council to:

- A. Improve performance of the Department of Elections; and
- B. Help ensure that accountability and performance of the Department of Elections is provided in a transparent manner that is meaningful to the residents of King County.

*KCC 2.53.031 (Ord. 18795 § 2, 2018; Ord. 18167 § 23, 2015; Ord. 15971 § 39, 2007; Ord. 15453 § 4, 2006).

Responsibilities of CEOC Committee

Per KCC 2.53.041 (Ord. 18795 § 3, 2018; Ord. 15453 § 5, 2006).

Before undertaking its other responsibilities identified in this chapter, the committee shall:

- A. Elect officers and adopt administrative procedures consistent with this chapter.
- B. To accomplish its responsibilities as outlined in this chapter, the committee shall complete the following tasks:
 - Review recent reports on elections and recent legislation that affects elections standards, procedures, equipment and technologies.
 - Conduct oversight of the implementation of new standards or procedures for elections as mandated by federal, state or county legislation.
 - Monitor the primary and general elections and canvassing board meetings to observe if proper procedures are followed, to report on any problems that are observed or come to light, to recommend corrective actions on problems that may arise and to ensure that any problems that arise are discussed in an open and public manner. The committee shall report to the council in a timely way on any significant problems that might occur or on any serious concerns the committee may have.
 - Meet at least quarterly; and
 - Submit a report to the council on committee observations, findings and recommendations regarding the primary and general elections by February 1 of each year by filing eleven copies of the report with the clerk of the council for distribution to all councilmembers.

CEOC MEMBERSHIP, QUALIFICATIONS, AND VACANCY PROCEDURE

Per KCC 2.53.021

Membership

Committee membership shall include:

1. One representative from a nonpartisan organization active in King County that evaluates candidates and ballot measures, such as the Municipal League;
2. One representative from a nonpartisan organization active in King County that provides elections information to the public, such as the League of Women Voters;
3. One representative from the disability community;
4. One jurisdictional representative from a junior taxing district or a city with a population of under twenty thousand;
5. One representative of the Chinese-speaking community;
6. One representative of the Vietnamese-speaking community;
7. One representative of the Spanish-speaking community;
8. One representative from the Korean-speaking community;

9. One representative from each of any other language minority community for which the Director of the Bureau of the Census determines by publication in the Federal Register that King County is required to provide minority language assistance under Section 203 of the Voting Rights Act;
10. Two King County registered voters who are not representatives of any of the groups listed in subsection A.1. through 9. and 11. through 16. of this section;
11. One representative from the King County Democratic Party;
12. One representative from the King County Republican Party;
13. One ex officio, nonvoting representative from the Office of the Secretary of State;
14. One representative from an academic institution who has knowledge of elections;
15. One representative who has experience in technology; and
16. One representative from a nonpartisan organization in King County that promotes equality and the advancement of blacks or African Americans, such as the Urban League of Metropolitan Seattle.

Qualifications to be a CEOC member

- Working knowledge of local or state government elections operations and management, demography, technology and organizational management.
- Strong commitment to an accountable, transparent, well-managed and efficient elections operation in King County.
- Willingness to commit the time necessary to attend committee meetings and activities.
- Good oral communication skills as well as interpersonal skills and to be able to work well in a group situation.
- Nominees or appointees to the committee shall not hold elective public office or be a candidate for election to public office, other than as a precinct committee officer.
- For members that represent the Chinese, Spanish, Korean and Vietnamese-speaking communities it is highly desirable to be able to read the respective language and to demonstrate strong ties to the respective communities.

Terms

Except for the ex officio member, members shall serve three-year terms. The ex officio member serves at the pleasure of the member's office. Any other members that may be added as required by Ordinance 17273 and under Section 203 of the Voting Rights Act shall serve three-year terms that begin on the date of appointment to the committee and expire December 31, three years after the appointment. (Ord. 18795 § 1, 2018: Ord. 17273 § 1, 2012: Ord. 16203 § 1, 2008: Ord. 15453 § 3, 2006).

Procedure for filling vacancies

KCC 2.53.021.B

1. The chair of the council shall notify councilmembers of vacancies on the committee and shall direct council staff to develop a job description and list of qualifications for committee members, as well as an application form;
2. The open positions shall be advertised at a minimum in the county's newspaper of record;
3. The chair of the council shall direct council staff to develop administrative procedures for accepting applications. All applications shall be forwarded to all county councilmembers. Applications shall also be forwarded to the citizens' elections oversight committee for review and the committee may provide feedback to the employment and administration committee;
4. The employment and administration committee shall review applications, and may interview applicants. By majority vote, the employment and administration committee shall appoint members to the citizen oversight committee; and
5. Appointments shall be confirmed or rejected by the full council by motion.

KCC 2.53.021.C: When the Director of the Bureau of the Census determines by publication in the Federal Register that King County is no longer required to provide minority language assistance under Section 203 of the Voting Rights Act to a language minority community, the term of the committee member representing that community expires and committee membership representing that community is no longer required.

COMMITTEE OPERATING PROCEDURES: PER ORDINANCE

Staffing

Per KCC 2.53.051 (Ord. 18795 § 4, 2018: Ord. 18167 § 24, 2015: Ord. 15971 § 40, 2007: Ord. 15453 § 6, 2006)

- The council shall provide for appropriate staffing of the committee.
- County staff in the department of elections shall provide information requested by the committee in a timely manner.

Note: the role of committee staff is to support CEOC through:

- Clear and timely communication and prompt response to questions and concerns.
- Assisting the Chair in preparation of agendas, scheduling, meeting notes and other tasks. This includes availability and responsiveness to the needs of the Chair and committee as required.
- Provision of background information/materials and the timely distribution of materials (as feasible).
- Ensuring that a summary of each of the regularly scheduled committee meetings is produced and posted on the CEOC webpage.

Reimbursements

Per KCC 2.53.061 (Ord. 15453 § 7, 2006)

- The county shall reimburse committee members for mileage at the standard county reimbursement rate for travel within the county to and from committee meetings.
- The county shall provide parking free of charge in the county garage to committee members while attending meetings where committee business is conducted, or the county shall pay for parking for committee business conducted at locations not near the county garage.

BYLAWS

Committee Administrative/Operating Procedures

These procedures must be approved by, and may be amended at any time by, the CEOC

ROLES AND RELATIONSHIPS

- The duties and responsibilities of the CEOC relative to the King County Council are informational or advisory rather than rather than policy or rulemaking. The council does not need input from the CEOC to take any action.
- Elections management has total responsibility for managing the election process. Committee members will not interfere with that relationship.
- King County Council staff and/or Elections staff shall inform the CEOC of the lead staff contact for the committee. To limit triangulation, committee members are encouraged to route proposals related to committee process and policy through the Chair first, who will then be responsible to loop in staff or the committee as a whole as appropriate.
- Committee members assigned by the committee or Chair to work on special projects are expected to collaborate positively with staff, recognizing that staff's daily work responsibilities extend beyond the scope of the CEOC.

LEADERSHIP ROLES

Chair

The Chair is elected by the CEOC from its membership. The Chair shall preside over and facilitate all committee meetings and collaborate with the Vice Chairs as a team to administer the committee. The Chair also serves as the spokesperson for the committee as a whole, and as the lead contact with King County elected officials and staff, including the King County Elections Director and staff. The Chair shall also:

- Collaborate with King County staff to establish the agendas for all regular meetings.
- Follow some form of Robert's Rules of Order in an effort to conduct an orderly meeting.
- Keep the meeting flowing with eye on the time to ensure all meeting agenda items were discussed.
- Ensure that members are complying with the Charter and Bylaws and propose revisions or amendments when the need arises.
- Work with the Vice Chairs to appoint members to any workgroup as necessary. The Chair has the authority to convene or dissolve standing and temporary workgroups (or subcommittees) as they see fit.

Note: Requests from committee members or Vice Chairs for staffing support on committee-related projects (in support of the approved Work Plan) should to be routed through the Chair.

Vice Chairs

Vice Chairs are elected by the CEOC. One of the Vice Chairs shall also serve as First Vice Chair, to fill the role of the Chair in the event of an absence. The First Vice Chair shall be appointed by the Chair as an additional duty for one of the three Vice Chairs.

The Vice Chair roles shall be as follows:

- Vice Chair, Best Practices: focused on gathering relevant (local to national) data and trends in conjunction with other CEOC members to share with the full committee and Elections staff at each meeting.
- Vice Chair, Election Monitoring: focused on leading the observation and monitoring process per the Work Plan, directly coordinating/scheduling with the committee members to ensure appropriate coverage and to aggregate member feedback to be presented to the full CEOC.
- Vice Chair, Voter Participation: as per the Work Plan, focused on voter community outreach needs (including languages), voters' pamphlet overhaul input, etc.

Vice Chairs shall be responsible for managing each workgroup under their purview in a collaborative manner, engaging CEOC members as needed. The goal is to create diverse opportunities for shared leadership and participation. Vice Chairs are also responsible with keeping the Chair informed of workgroup progress and activities and speaking to their respective workgroup-based topics on the meeting agendas.

ELECTION OF OFFICERS

The election of officers shall be held in November or December in the year term(s) expire. The person who receives the majority of votes shall be elected.

Terms of Office

- Officer terms shall commence on January 1 (with the exception of the 2019 election, which shall be valid upon election until December 31, 2021).
- Terms of office shall be for two years, or for the remainder of the elected officer's appointed term on the CEOC (if their appointed term remaining is less than two years).
- In the event of filling an officer vacancy, the term shall be considered to end at the end of the current year.
- Officers may run for reelection at their option and will not be term limited.

Process

- In advance of elections, committee staff will ask for committee members who are interested in running for an officer position (self-nomination) to submit a short statement before the meeting to share with the committee.
- Staff will aggregate these statements and send them as a group to the committee in advance of the meeting. Committee members must submit a statement to run as to be fair to those committee members who are unable to attend the meeting (excused absences). Once the statements are emailed to the committee the day before the meeting, the nomination period shall be considered closed.
- Candidates will make a short 2-3 minute statement at the committee meeting before elections and answer any committee member questions.
- If the committee member is running unopposed, the vote will be called for by acclamation. In the case of contested elections, committee members shall vote by a show of hands. Members in attendance who are not present in the room (i.e. via Skype, Zoom or conference call) may email their vote to the committee staff member counting the votes or state their preference by voice. Secret ballots are prohibited.
- In the case of electing the Chair, if the Chair is running for reelection, the gavel will temporarily be passed to an ex officio committee member to preside. If no ex officio member is present in the room, a committee member not running for an officer position shall preside.

MEMBER PARTICIPATION -

In furtherance of the CEOC's responsibility to monitor the special and general elections, as set forth in K.C.C 2.53.041.B.3., each member of the committee is required to:

- Complete King County Election observation training every two years; and
- Observe an election (special or general), at least once a year.

The CEOC Election Monitoring Committee will inform CEOC members when they need to take or retake the observation training and track what election observation activities members participated in on a yearly basis.

COMMITTEE OPERATIONS

Scheduling

- An annual committee schedule shall be recommended to the committee by the Chair after consulting with Elections and King County Council staff. Once the schedule is approved by the committee, members will be expected to attend unless an expected absence is reported to staff.
- The chair may schedule special meetings and trainings during the year and will strive to provide committee members with a minimum of two weeks' notice for in person meetings. Special meetings held virtually will be noticed to committee members at least 48 hours in advance.
- Email, electronic polls, and other means may be utilized for scheduling and these scheduling requests may come from the Chair or King County staff.
- The Chair is authorized to adjust meeting dates or to cancel any meetings deemed unnecessary due to the lack of agenda items or proximity of the regular meeting date to legal holidays.
- Meetings will be held at King County Elections headquarters in Renton unless otherwise designated by the committee.

Agendas

- The committee Chair will work with staff to develop the agenda and email it to the committee before the meeting. The committee chair and staff will use their best efforts to complete and email the agenda to the committee a minimum of five days before the meeting.
- Should a committee member have an agenda item for the following meeting, it should be shared with the Chair to be added a minimum of a week before the meeting.
- New business items brought up in meetings shall be voted on at the following meeting unless a motion to take it up at the meeting when it is introduced is approved by a majority of members present.

Records

- Minutes for this committee will be prepared by staff and reflect votes taken, consensus decisions, policy direction, requests for information from members and consultants, and the individuals designated to follow-up on those requests. The committee does not need but may choose to record the audio of meetings.
- In the interest of public transparency, the regular and special committee meeting schedule, a public contact email address for the committee Chair, and a list of the CEOC members names with associated representative roles shall be posted to the CEOC webpage.
- Minutes from official CEOC meetings shall be posted on the CEOC webpage within a week after they are approved at the following committee meeting.
- Chapter 2.53 of the King County Code has not charged the CEOC to conduct hearing or take testimony or comment. The CEOC is not subject to the Open Public Meetings Act (OPMA) but may choose to voluntarily follow some or all of the requirements of the OPMA and adopt that position in its administrative procedures in accordance with KCC 2.53.041

Meetings

- Only committee members appointed by the King County Council, elected officials, committee staff, King County Elections staff, and invited subject matter experts may sit at the table during meetings.
- Members are expected to arrive to the meetings on time and read the content emailed to the committee in advance of each meeting.
- Meetings shall also be expected to end on time, unless all members present both on the phone and in person (and/or voluntarily departing) agree to extend beyond the scheduled time.
- In the event of a lack of quorum, the committee may continue to hold informal discussions, but no votes are permitted.
- The CEOC has not been tasked by the King County Council to take public comment at meetings.

Voting

- A quorum for this committee will consist of a majority of total appointed members, not counting vacant positions. Voting by proxy is not permitted.
- Process issues will require a majority of the members present and voting to concur.
- Policy decisions and recommendations of the CEOC will require an affirmative vote by a majority of total appointed members, not counting vacant positions.
- Members attending the meeting virtually are allowed to vote on issues as long as members physically present at the meeting are convinced it is actually the member on the phone.
- The committee shall not vote by email on process and policy issues other than scheduling matters.
- By an affirmative vote by a majority of total appointed members, not counting vacant positions, a minority report can be produced in addition to the majority report.

Workgroups

- The committee may establish workgroups, based on the needs of the committee, and at the discretion of the Chair.
- Committee Vice Chairs shall be assigned to lead workgroups by vote of the CEOC (or as reassigned by the Chair) and will be responsible to the CEOC for maintaining the workgroup's alignment with the CEOC Work Plan, general performance, and the engagement of CEOC members who wish to participate.
- The Chair reserves the right to reassign Vice Chairs between Workgroups in the event of a vacancy or at the request of the Vice Chairs or the committee.

Spokesperson for the CEOC

- The Chair will serve as the official spokesperson for the CEOC regarding media contacts or inquiries from any other source.
- In any communication with third parties regarding the CEOC, individual CEOC members shall make it clear that they are not speaking for the CEOC but only in their individual capacity or for their nominating organizations.

TELECOMMUNICATIONS

Participating Virtually in Meetings

- Committee members may participate in meetings virtually via Skype, Zoom, conference call, or other virtual meeting tool when a member can't attend a meeting in person.
- If the committee member participating by virtually or by conference call is needed for the committee to reach a quorum, then anytime the committee member participating virtually or by conference call walks away from the call they must announce to the remaining members that they are walking away from the call. If the quorum is broken, the committee may not vote until the member returns.
- The committee may conduct its business virtually including but not limited to Skype, Zoom, conference call or other virtual meeting tool and in a method that ensures the availability of committee staff and invited guests to participate. Generally, however, in-person meetings are the preferred/default method.

King County Email Accounts

- King County Ordinance 16997 requires the King County Executive to assign a King County email account to all King County appointed board or commission members for the purpose of conducting board business and to abide by Washington State and King County public disclosure laws.
- It is a condition of appointment that board members regularly use their assigned King County email account whenever communicating electronically with other board members, King County staff or members of the public.
- While CEOC workgroups may communicate and make informal workgroup level decisions via email, official CEOC meetings and votes may not be conducted via email.

CONFLICT OF INTEREST AND CODE OF CONDUCT

Conflict of Interest

- CEOC members are required to conduct business and fulfill their responsibilities in an ethical manner. The standards of ethical behavior are set forth in the King County Code Chapter 3.04 – Employee Code of Ethics.
- Any member of the CEOC that has a conflict of interest, or who may cause the appearance of a conflict of interest, concerning any matter before the CEOC shall recuse themselves from participating in the discussion or vote on the matter.

Code of Conduct

- Committee members will conduct themselves in a professional manner, treating staff, consultants, and each other with respect. Members will give everyone an opportunity to participate and be heard.
- While committee members are free to email the full committee and/or staff, is strongly preferred that the focus of discussion (or debate) be directed toward committee meetings to allow for full and equitable participation under the operating procedures.
- Members will not record a meeting without prior notice to, and full consent of, all members participating in the meeting.

Note: CEOC members will become familiar with the enabling legislation and will commit to taking any trainings required by Washington State law or King County ordinance, including but not limited to:

- Review of the King County Ethics Code Summary
- File an annual King County Ethics Program Financial Disclosure Form with the Board of Ethics

Attendance

- Committee members are expected to be available to attend required committee meetings as scheduled either in person, virtually or by conference call. Meeting RSVPs are not required, however, staff or the committee Chair must be notified of expected absences in advance of a meeting for the absence to be excused.
- Meetings (or trainings) designated as optional by the Chair or the committee as a whole will not count against the attendance requirement.

Member Resignation and Removal

- More than two unexcused absences or three excused meeting absences are not permitted (either in a row or during a calendar year). These absences will be reported by staff to the King County Employment & Administration Committee to be recommended for removal.
- Flexibility regarding attendance will be offered by the Chair and staff to committee members for bereavement, medical, or maternity leave. Committee members on leave will continue to receive (and have the ability to send) committee email correspondence.
- Committee members may resign from the committee at any time on their own volition. They may do so by alerting the committee Chair and staff.
- Committee members may at their option email the full CEOC as well to inform them of their decision to depart, though this is not expected or required.

Succession Plans

- Upon a vacancy, the committee Chair will alert King County Council staff to begin the process of filling the open position in accordance with the CEOC Charter.
- Should the Chair or a Vice Chair opt to step down during their term, the process for selecting officers shall be followed at the next CEOC meeting.
- The First Vice Chair will only become Chair on a temporary basis (until the next meeting for an open election) if the Chair departs immediately or is unable to provide advance notice.

BYLAWS ADOPTION AND AMENDMENT

The Bylaws must be approved by a majority vote of official full voting committee members present during a meeting. The adopted Bylaws may be amended or repealed by an affirmative vote of the majority of the official full voting committee at any regular meeting, provided that prior notice of the meeting and proposed bylaw amendment(s) has been given to the CEOC.

These Bylaws, adopted by a majority vote of the CEOC, are effective as of DATE [date of meeting adopted by the CEOC]¹.

¹ Previous versions of these Bylaws were adopted in September 2020 and May 2022.