

1 A MOTION establishing the office of Council
2 Administrator and the office of Clerk of
3 the Council and providing for scope of
4 authority.

4 BE IT MOVED BY THE COUNCIL OF KING COUNTY:

5 SECTION 1. There is hereby established an office of King
6 County Council Administrator. The Council Administrator shall be
7 appointed by majority vote of the King County Council and shall
8 report directly to the Chairman of the King County Council.

9 SECTION 2. The Council Administrator shall be responsible
10 for the operation of the legislative branch of government. All
11 legislative branch personnel, except immediate staff of Council
12 members, shall report to the Council Administrator.

13 SECTION 3. There is hereby established an office of Clerk
14 of the King County Council. The Clerk of the Council shall be
15 appointed by majority vote of the King County Council.

16 SECTION 4. The office of the Clerk of the Council shall
17 provide legislative support for the King County Council and shall
18 be responsible for the uniformity and efficient flow of all King
19 County legislation.

20 (A) Legislative support shall consist of, but not be
21 limited to, the following:

22 (1) Preparation of Council agenda and transcription of
23 minutes of Council meetings;

24 (2) The flow of legislation through proper Council
25 Committees;

26 (3) Maintenance of records of Council activities;

27 (4) Attestation to ordinance form and transcription of
28 official Council minutes;

29 (5) Set dates of hearing and publish notices as re-
30 quired by law;

31 (6) Assure proper posting of ordinances, agendas and
32 minutes as required by law and Council procedures;

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(7) Accept proposed Charter amendments, initiative and referendum petitions, and attest to their form;

(8) Supervise call for bonds issued by King County;

(9) Receive claims and summons served on King County;

(10) Establish and maintain effective communication channels with the public and the media;

(11) Direct checking of ordinances for proper form:

(a) Ordinances shall be drafted in accordance with the drafting guide prepared by the Clerk of the Council's office;

(b) All ordinances originating in the Executive Branch of government shall be checked for form by the Clerk of the Council's office;

(c) The Clerk of the Council shall direct the codification of County ordinances.

SECTION 5. The Clerk of the Council shall administer oaths and subpoena witnesses, documents and other evidence relating to proposed ordinances which are being considered by the King County Council upon request and direction by the Chairman of the King County Council in accordance with King County Charter 220.20.

PASSED this 13th day of August, 1973.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Thomas M. Forgh
VICE Chairman

ATTEST:

Janet M. Brown
ACTING Clerk
King County Council