

# 10923

ORDINANCE NO. \_\_\_\_\_

1 AN ORDINANCE relating to and governing solicitations for  
2 charitable contribution; changing the terms of the  
3 members and the method of appointment of the employee  
4 charitable campaign committee; and amending the rules for  
5 the 1993 campaign; amending Ordinance 8575, Section 3 and  
6 K.C.C. 3.36.030; and amending Ordinance No. 9090,  
7 Sections 1-3, and K.C.C. 3.36.080.

8 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

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

11 Employe Charitable Campaign Committee established.

12 A. Composition. A county employee charitable campaign committee is  
13 established consisting of ~~((eleven county employees))~~: One county employee to be  
14 nominated by each councilmember, subject to council confirmation, ((Nine county  
15 employees shall be appointed by the council (one to be nominated by each  
16 councilmember)) and two representatives to create a balance in executive  
17 agencies to be appointed by the executive. The term of council-appointed  
18 committee members shall be ((three)) two years ((except that the terms of those  
19 first appointed by the council shall be staggered with four employees appointed  
20 for two years and five employees appointed for five years)) with odd-numbered  
21 districts reappointing in odd years and even-numbered districts in even years.  
22 Executive appointments shall be for two years, one in even years and one in odd  
23 years. To assure continuity of the membership for each year's campaign, the  
24 terms shall expire on March 1. The committee shall elect a chair annually and  
25 such other officers as may be needed.

26 B. Functions. The committee shall recommend rules consistent with this  
27 chapter to the council as necessary to the conduct of the charitable campaigns.  
28 The rules shall be approved by the council prior to becoming effective. The  
29 committee shall also coordinate the charitable campaigns. Such coordination may  
30 include, but need not be limited to determining which federations of charitable  
31 organizations may, consistnet with this chapter and any rules adopted pursuant to  
32 it, participate in the county's charitable campaign and the dates by which  
33 applications must be filed for the annual drive. The committee shall assist the  
34 executive or designee in the selection of a campaign ~~((manager))~~ administrator who

shall be responsible for the details of the campaign operation under the general oversight of the committee. Cost of the campaign ((manager) administrator shall be included as part of the administrative cost of conducting the campaign.

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

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

Permanent Rules. Pursuant to K.C.C. 3.36, the rules attached to this ordinance are hereby approved. The rules approved by this chapter shall be permanent rules to govern the ((1990)) 1993 King County Employee Charitable Campaign and all following campaigns. Any contract with any entity to administer and/or manage the King County Employee Charitable Campaign shall be approved by motion by the King County council prior to its execution by the executive.

INTRODUCED AND READ for the first time this 1st day of June, 1993.

PASSED this 6th day of July, 1993.

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

*Wendy Guyer*  
Chair

ATTEST:

*Paul Mason*  
Deputy Clerk of the Council

APPROVED this 11th day of July, 1993.

*Patricia Brustad for*  
King County Executive  
*Tom Hill*

Attachment: Rules to Govern 1993 King County Employee Charitable Campaign

## RULES TO GOVERN 1993 KING COUNTY EMPLOYEE CHARITABLE CAMPAIGN

Section 1. AUTHORITY AND PURPOSE. These rules are adopted pursuant to Ordinance 8575, Section 3, Subsection B. They are intended to govern eligibility of federations to participate in the King County employee annual campaigns, and to regulate solicitations made in connection with those campaigns.

Section 2. ELIGIBILITY. Any qualifying federation may apply to participate in the annual campaign established by Ordinance 8575 and K.C.C. 3.36.040 by completing and submitting the application form authorized by the ECCC. The application forms shall be submitted to the Clerk of the King County Council prior to a deadline established by the ECCC.

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

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

Section 4. APPROVAL AND REVOCATION.

A. The ECCC, or a subcommittee designated by it for this purpose, shall review all applications to determine whether the applicant is eligible under Ordinance 9465 and K.C.C. 3.36.040 and these rules. The decision shall be communicated to the applicant expeditiously.

If the determination is made by a subcommittee, and the determination is that the applicant is not eligible, the applicant request reconsideration of the

application by sending a letter to the chair of the committee stating the reasons for the appeal within three days of the notification. A re-determination of eligibility by the full committee shall be communicated in writing. Such determination by the full committee shall be final.

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

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

Section 5. PRESENTATIONS AND SOLICITATIONS. Department directors may authorize up to thirty minutes of release time for department employees to attend presentations undertaken as part of the annual campaign. No federation shall be allowed to make an independent presentation in any department or division. All presentations shall be coordinated through the Campaign Administrator.

Section 6. LIMITATIONS ON MATERIALS. No federation or combination of federations may distribute more than one item of informational material, such as a brochure or a pamphlet at a department presentation. All items must be approved by the ECCC prior to distribution. The ECCC may authorize an official campaign catalog and further restrict distribution of materials.

Section 7. WITHHOLDING. The ECCC shall authorize printing of a form to be used by employees to designate payroll deductions for charitable purposes. Every permanent employee shall be given a form on which the employee's name and social security number shall appear. Space shall be provided to allow designation of no more than five federations, or component charities thereof, with a space adjacent thereto for the employee to designate a dollar amount to be withheld from the designated paycheck, for transmittal to the named federation. In the alternative, the employee may elect not to designate, in which case contributions shall be prorated among all approved federations according to the ratio of designated contributions.

Withholding may be on the first or second or both paychecks of each month. The ECCC may establish a dollar amount as the minimum which may be designated for withholding for transmittal to any federation from any paycheck.

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Section 8. DESIGNATION OF SUBFEDERATIONS. As part of the application process, a federation may petition to deem itself more than one subfederation, to reflect the diversity of its grantees and to allow employees to designate groups of its charitable organizations for withholding. Each such subfederation shall represent no fewer than ten charitable organizations. Such subfederations need not meet any other test of eligibility, provided that the federation of which they are components complies with the requirements of Ordinance 8575 and this rule and provided that if the subfederation received less than \$1,200 from fewer than 50 employees, the ECCC may refuse to accept designation. No federation may designate more than five subfederations.

Section 9. CONTRIBUTIONS OTHER THAN ONGOING PAYROLL DEDUCTION. An employee may make a one-time contribution via payroll deduction or by submitting a check made out to a single federation or agency in the calendar year during which the campaign is conducted. No cash contributions shall be accepted.

Section 10. OVERHEAD DEFINITIONS.

A. Each federation and each organization represented by the federation shall expend the monies received from King County employees through the Charitable Campaign within 12 months of receipt of the monies. If an organization exceeds the 25% administrative/overhead costs allowed under the ordinance for eligibility, the organization shall be given one year to comply and thereafter may be excluded until documentation is provided that shows a minimum of 75% has been used for the charitable purposes for which it was solicited. Where questions arise, the ECCC will use the federation's most recent Internal Revenue Service Form 990 for clarification.

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

Section 11. AWARDS. The ECCC shall hold an Awards Ceremony annually during the month of January to recognize departments and individuals who have made significant efforts toward a successful campaign. The ECCC shall determine what awards are appropriate and establish procedures for making the awards.

Section 12. PROHIBITED DISCRIMINATION. Discrimination, as per King County Code 3.36, for or against any individual or group on account of race, color, creed, ancestry, religion, sex, national origin, marital status, age, handicap,

or sexual orientation is prohibited in all aspects of the management and the execution of the ECCC. Nothing herein denies eligibility to any voluntary agency, which is otherwise eligible to participate in the employee campaign, merely because such voluntary agency is organized by, on behalf of, or to serve persons of a particular race, color, religion, sex, national origin, age, or handicap.

Section 13. CAMPAIGN COSTS. Committee and campaign costs for the coming year's contributions shall be accumulated in a balance sheet account maintained by the Office of Financial Management throughout the campaign. The account will be fully balanced by contributions early in the contribution year. Costs shall be borne by all agencies receiving contributions proportionate to the share of the contributions going to that agency.

Section 14. DISBURSEMENTS TO FEDERATIONS. On each payday, after campaign costs have been paid, all payroll deductions will be fully disbursed to participating federations in the proportion calculated on overall contributions for the campaign year, excluding one-time contributions. Federations shall make distributions to their member agencies as designated by contributors.

Section 15. UNDESIGNATED FUNDS. Any undesignated contributions shall be distributed proportionately to designated funds to the federation and by federations to member agencies.

Section 16. CONFLICT OF INTEREST. No member shall vote on an organization's eligibility if that member has any board membership, directorship or other decision-making capacity in the applying federation or member agencies.

Section 17. RATIFICATION OF PRIOR ACTS. Any acts performed consistent with the authority and prior to the effective date of this rule are hereby ratified and confirmed.