

PROCEDURES FOR MEETINGS
of the
KING COUNTY BOARD OF ETHICS

Effective October 4, 1999
As Amended Effective June 16, 2000
As Amended Effective November 15, 2004
As Amended Effective September 20, 2008

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1.0 INTRODUCTION

1.1 K.C.C. 3.04.080 creates a Board of Ethics and provides for membership and terms of members on the board.

1.2 The Board of Ethics is authorized by K.C.C. 3.04.130 to implement forms, administrative processes and operational procedures necessary to comply with the provisions of the Code of Ethics.

1.3 At its meeting on June 21, 1999, the Board of Ethics determined that procedures governing the conduct of meetings of the board are necessary and in the public interest. By motion adopted June 21, 1999, the board adopted the following procedures and directed the ethics administrator to file the procedures with the Clerk of the King County Council as prescribed by K.C.C. chapter 2.98.

1.4 These procedures shall become effective thirty days after the date of filing with the clerk of the council.

1.5 At its meeting on May 15, 2000, the Board of Ethics adopted by motion amended procedures addressing location of meetings, cancellation of meetings, and minor editing changes. The board directed the ethics administrator to file the amended procedures with the clerk of the King County Council as prescribed by K.C.C. chapter 2.98; the procedures were then filed on May 16, 2000.

1.6 At its meeting on October 11, 2004, the Board of Ethics adopted by motion amended procedures addressing the time and location of meetings, and minor editing changes. The board directed the ethics administrator to file the amended procedures with the Clerk of the King County Council as prescribed by K.C.C. chapter 2.98; the procedures were then filed on October 14, 2004.

1.7 At its meeting on August 18, 2008, the Board of Ethics adopted by motion amended procedures addressing the time and location of meetings, and minor editing changes. The board directed the executive director to file the amended procedures with the Clerk of the King County Council as prescribed by K.C.C. chapter 2.98; the procedures were then filed on August 20, 2008.

2.0 DEFINITIONS

Except as provided otherwise herein, the definitions set forth in K.C.C. chapter 3.04 shall apply under these procedures.

2.1 "Board of Ethics" means the board established pursuant to K.C.C. 3.04.080.

2.2 "Board counsel" means the deputy prosecuting attorney assigned to provide legal advice and assistance to the Board of Ethics and the executive director.

2.3 "Code of Ethics" means the provisions of K.C.C. chapter 3.04.

2.4 "Ethics Administrator and/or Executive Director" means the county employee who is assigned to provide administrative support to the Board of Ethics.

3.0 LOCATION, DATES AND TIMES OF MEETINGS

3.1 Regular meetings of the Board of Ethics shall be held on the third Monday of each month starting at 9:30 a.m. in the Chinook Building, 401 Fifth Avenue, Seattle, Washington, unless otherwise determined by the chair of the board or a majority of the members of the board. If the third Monday of a month is a county holiday, the regular meeting of the Board of Ethics shall be held on the Tuesday following the holiday.

3.2 Special meetings of the Board of Ethics may be convened by the chair of the board or by a majority of the members of the board by giving written notice to each member of the board and representatives of the mass media who have requested to be notified of special meetings. Notice shall be delivered personally or by mail at least twenty-four hours before the time of the special meeting. In addition, notice may be sent to other interested parties by e-mail, facsimile or other means reasonably calculated to inform such parties of the special meetings. The location, date and time of the special meeting and the business to be transacted at the special meeting shall be as provided in the notice.

3.3 Executive sessions may be conducted during a regular or special meeting for the matters set forth in chapter 42.30 RCW.

3.4 Regular and special meetings of the Board of Ethics shall be conducted consistent with the requirements of the Open Public Meetings Act, chapter 42.30 RCW. Such requirements shall take precedence to the extent of any inconsistency with the procedures set forth herein.

3.5 Regular and special meetings of the Board of Ethics may be canceled by the chair of the board if, in the judgment of the chair, there is no compelling reason for the board to meet. The chair of the board shall inform the executive director of cancellation of a meeting. The executive director shall notify the members of the board and other persons to whom agendas are distributed as provided in Section 4.0 of these procedures.

3.6 The executive director shall post public notice of meetings of the Board of Ethics in such locations as are reasonably calculated to inform the public who desire to attend the meetings.

4.0 PREPARATION AND DISTRIBUTION OF AGENDAS FOR MEETINGS

4.1 The chair of the Board of Ethics shall establish the proposed agenda for regular meetings of the board. The executive director shall consult with the chair about pending and possible matters for consideration by the board.

4.2 Based on the decisions of the chair of the Board of Ethics, the executive director shall prepare and distribute the proposed agenda, including available materials and briefing notes, to each member of the board. In addition, the proposed agenda shall be distributed to the county executive, each member of the county council and other persons who have requested to receive such proposed agendas. The executive director shall provide the

proposed agenda and materials to persons upon their request, except that draft materials and briefing notes prepared by the executive director and confidential materials prepared by board counsel shall not be provided unless specifically authorized by the board.

4.3 To the extent practicable, the executive director shall distribute the proposed agenda and materials to the members of the Board of Ethics not less than three days prior to date of the meeting at which the agenda will be considered. No item on an agenda shall be ineligible for consideration by the board solely on the basis that the agenda and materials were distributed less than three days prior to the date of the meeting.

5.0 CONDUCT OF MEETINGS

5.1 Except as permitted under state law, meetings of the Board of Ethics shall be open public meetings.

5.2 The chair of the Board of Ethics shall preside at all regular and special meetings of the board. The chair of the board shall take any appropriate action necessary to maintain order during the meeting.

5.3 In the absence of the chair of the board at a meeting of the Board of Ethics, a majority of the members of the board present at the meeting shall designate an acting chair to serve until the chair of the board is no longer absent. The acting chair of the board shall have all authority otherwise granted to the chair of the board.

5.4 Three of the five members of the Board of Ethics shall constitute a quorum for conducting proceedings of the board and approving motions.

5.5 Proposed actions by the Board of Ethics shall be in the form of motions offered by a member of the board.

5.6 The chair of the Board of Ethics shall rule on motions proposed to the board. A majority of the members of the board may overrule the chair.

5.7 Three affirmative votes shall be required to adopt a motion. The chair of the Board of Ethics shall be entitled to vote on motions. All votes of the board shall be recorded as to the number of members in favor and the number opposed to the motion.

5.8 The executive director shall prepare draft meeting minutes for review by the Board of Ethics. Meeting minutes shall be considered final upon approval thereof by a majority of the members of the board. The executive director shall maintain the official files of the meetings of the Board of Ethics. Upon approval by the board, the executive director shall post the agendas and minutes of meetings of the Board of Ethics on the Web site of the board.

5.9 The rules of parliamentary practice set forth in *Robert's Rules of Order in Plain English*, 1st Ed. (1997) shall be used as a guide to address procedural questions to the extent consistent with the provisions in these procedures.