

Dated November 6, 2007
Amended September 22, 2008
Amended May 4, 2009
Amended October 12, 2009
Amended March 21, 2011
Amended February 26, 2013

KING COUNTY FLOOD CONTROL ZONE DISTRICT RULES AND OPERATING PROCEDURES

Section 1 Purpose.

The purpose of this resolution is to establish rules and operating procedures for the King County Flood Control Zone District.

Section 2 Definitions.

A. "Advisory Committee" means the advisory committee for the King County Flood Control Zone District as established by King County Ordinance 15278.

B. "Board" means the Board of Supervisors of the King County Flood Control Zone District ("FCZD"), who as King County Councilmembers are ex officio members of the Board.

C. "Executive Committee" means the executive committee of the King County Flood Control Zone District, consisting of four members of the Board who are elected by the members of the Board.

D. "Legislation" means a "motion" or "resolution".

E. "Motion" means legislation that organizes and administers the Flood Control Zone District or that contains declarations of policy which do not have the force of law.

F. "Resolution" means legislation that has the force of law.

Section 3 Officers.

A. The chair of the Board shall be elected by the members of the Board. The chair of the Board may appoint another member of the Board to preside at a Board meeting.

B. The chair of the Board shall preside at Board meetings, sign resolutions and other documents on behalf of the Board and perform such other duties as are commonly associated with that office.

C. The vice-chair of the Board shall be elected by the members of the Board. The vice-chair shall act in the absence of the chair.

D. The chair and the vice-chair shall serve at the pleasure of the Board for a term of one year, unless decided otherwise by the Board and until successors are chosen.

Section 4 Executive Committee.

A. The Executive Committee shall consist of four members of the Board, elected by the members of the Board.

B. The Executive Committee members shall serve at the pleasure of the Board for a term of one year, unless decided otherwise by the Board and until successors are chosen.

C. On behalf of the Board, the Executive Committee may take the following actions and perform the following functions:

1. Approve contracts for goods and services up to \$100,000;
2. Review and recommend capital projects to the Board;
3. Develop and approve staffing and personnel policies related to the administration of the District; and
4. Oversee and administer the daily administration of the District.

The chair of the Executive Committee may approve contracts for goods and services that are up to \$20,000 in amount and that are included in the District's budget and work program. After approval of such a contract, the agenda for the next Executive Committee meeting shall contain an agenda item for the contract and at the meeting the chair of the Executive Committee or designee shall give a report regarding the contract.

D. At the first meeting in January, the Executive Committee shall elect a chair and a vice-chair of the Committee, who shall serve for a term of one year or until their successors are elected.

E. The chair of the Executive Committee shall preside at Committee meetings and perform such other duties as are commonly associated with that office.

F. The Executive Committee shall reflect the geographic diversity of the District.

G. The vice-chair shall perform the duties of the chair in the chair's absence.

H. The chair or the vice-chair of the Executive Committee may be removed by simple majority vote of the total membership of the Committee. If the chair or the vice-chair of the Committee is removed, the Committee shall elect a successor as provided herein.

I. If any decision of the Executive Committee is not unanimous, the decision shall be forwarded to the Board for final decision at the request of any member who voted against the decision.

Section 5 Advisory Committee.

A. The Advisory Committee shall consist of fifteen members, consisting of permanent seats and two-year seats, as follows:

1. Ten permanent seats shall be held by:

a. each mayor, or a council member alternate designated by the mayor, of the following cities: Tukwila, Auburn, Kent, Renton, Snoqualmie, North Bend, Carnation, Seattle and Bellevue; and

b. the King County executive;

2. Four two-year seats shall be held by either mayors or city council members, or mayor or council member alternates, as nominated by the Suburban Cities Association or its successor, from the remaining cities in King County to ensure the goal of diversity in the geographic location and size of jurisdictions on the advisory committee; and

3. One two-year seat shall be held by an individual chosen from lists of no more than three nominees submitted to the Board by each of the King County Unincorporated Area Councils, alternating between a resident of the urban unincorporated area and the rural unincorporated area.

4. The members for two-year seats allocated to representatives of the Unincorporated Area Councils and the Suburban Cities Association or its successor shall be subject to confirmation by the Board.

B. The Advisory Committee shall review and recommend to the Board an annual work program and budget for the district, including capital improvement program projects and funding levels, subject to approval or approval and modification by the board of supervisors.

C. Each seat on the advisory committee shall have one vote, unless rules adopted by the Advisory Committee provide otherwise.

D. The Advisory Committee shall elect a chair of the Committee, whose term shall be of indefinite duration.

E. The chair of the Advisory Committee shall preside at Committee meetings, and perform such other duties as are commonly associated with that office.

F. The Advisory Committee shall elect or remove a vice-chair in the same manner as the chair. The vice-chair's term shall be of indefinite duration. The vice-chair shall perform the duties of the chair in the chair's absence.

G. The chair of the Advisory Committee or the vice-chair may be removed by simple majority vote of the total membership of the Committee. If the chair or the vice-chair of the Committee is removed, the Committee shall elect a successor as provided herein.

H. Each seat on the Advisory Committee shall have one vote, unless rules adopted by the advisory committee provide otherwise.

I. The Advisory Committee shall adopt other rules governing its operations, at or promptly after its first meeting.

Section 6 Meetings.

A. The regular meetings of the Board shall be held at 1:30 p.m. on the second Monday of January, April, July and October of each year. The regular location of Board meetings shall be the King County Council Chambers, 10th floor King County Courthouse, Seattle, Washington 98104.

B. The regular meetings of the Executive Committee shall be held at ((3:00 p.m.)) 10 a.m. on the ((fourth)) third Monday of each month. The regular location of the Executive Committee meetings shall be the Southwest Conference Room, 12th floor King County Courthouse, Seattle, Washington 98104.

C. Special meetings of the Board or the Executive Committee may be called by their respective chairs or as provided in RCW 42.30.080.

D. The Board, the Executive Committee and the Advisory Committee shall comply with the Open Public Meetings Act, Chapter 42.30 RCW. Any member of the Board may attend a meeting of the Executive or Advisory Committees.

Section 7 Executive Committee and Board Action.

A. A quorum of the Board shall consist of five members. A quorum of the Executive Committee shall consist of two members.

B. All actions of the Board shall be by simple majority vote of those present. All actions of the Executive Committee shall be simple majority vote of those present; provided that if only two members of the Executive Committee are present, the Executive Committee may act by unanimous vote of the two members and written concurrence in that vote by a third member of the Executive Committee, which concurrence shall be filed with the Clerk of the Board by the close of the second business day after the vote.

C. Members of the Board and Executive Committee must be present to vote on a matter before the Board or Executive Committee, except as provided in subsections B and D of this section.

D. At any meeting of the Board involving a tax vote, members of the Board may attend and vote by teleconference, i.e. use of oral electronic communication devices such as telephone, conference call or internet audio, provided that:

1. No more than two members of the Board may attend and vote by teleconference, except as may be provided for by Section 9.B;
2. The teleconference technical connection for the meeting must allow the Board member to hear and to be heard by other Board members and the public; and
3. The Board member must provide six hours notice before the meeting to the Clerk of the Board, or the Clerk's designee.

E. All actions of the Board or Executive Committee shall be recorded in the minutes, copies of which shall be distributed to each member of the Board or Committee.

Section 8 Board Resources.

A. The Board shall determine and provide for staff and other resources required to assist the Board and the Executive Committee in performing their duties.

Section 9 Miscellaneous.

A. The rules of the Metropolitan King County Council as contained in K.C.C. chapter 1.24 or, where those rules are silent, the rules contained in the 2000 edition of Robert's Rules of Order Newly Revised 10th edition shall govern the Board and Executive Committee in all cases in which they are reasonably applicable and not inconsistent with this resolution.

B. The Board may revise these rules and operating procedures at any regular or special meeting by majority vote.

ADOPTED by the King County Flood Control Zone District on the 6th day of November, 2007.

AMENDED by the King County Flood Control Zone District on the 22nd day of September, 2008.

AMENDED by the King County Flood Control Zone District on the 4th day of March, 2009.

AMENDED by the King County Flood Control Zone District on the 12th day of October, 2009.

AMENDED by the King County Flood Control Zone District on the 21st day of March, 2011.

AMENDED by the King County Flood Control Zone District on the 26th day of February, 2013.

Chair of the Board

ATTEST:

Clerk