

Draft 2021 Operating Procedures
KING COUNTY DISTRICTING COMMITTEE
OPERATING PROCEDURES

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1.0 INTRODUCTION

- 1.1** King County Charter section 650.20.30 establishes a King County Districting Committee and provides for membership thereon. The Districting Committee has determined that the following procedures to govern the conduct of Committee meetings are necessary and in the public interest.

2.0 LOCATION, DATES AND TIMES OF MEETINGS

- 2.1** The times, dates and locations of King County Districting Committee meetings shall be determined by the Chair of the Committee or by a majority of the members of the Districting Committee.

~~2.1~~ 2.1.a Regular meetings of the Districting Committee shall be conducted on the second and fourth Thursday of each month at 7:00 p.m.

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- 2.2** Special meetings of the King County Districting Committee may be convened by the Chair of the Committee or by a majority of the members of the Districting Committee by giving written notice to each member of the Districting Committee and representatives of the mass media who have requested to be notified of special meetings. Notice shall be ~~delivered personally or by mail sent electronically and posted on the Committee's website~~ at least twenty-four hours before the time of the special meeting. In addition, notice may be sent to other interested parties by email, ~~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.
- 2.3** Executive sessions may be conducted during a regular or special meeting, as authorized in chapter 42.30 RCW.
- 2.4** Regular and special meetings of the King County Districting Committee shall be conducted consistent with the requirements of the Open Public Meetings Act, chapter 42.30 RCW. Such requirements shall control in the event of any inconsistency with the procedures set forth herein.
- 2.5** Regular and special meetings of the King County Districting Committee may be canceled by the Chair of the Committee if, in the judgment of the Chair, there is no compelling reason for the Districting Committee to meet. A majority of the members of the Districting Committee may overrule the Chair's decision to cancel a Committee meeting.

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- 2.6** Districting Committee staff shall post public notice of meetings of the King County Districting Committee on the Committee's web site and shall arrange for such other notice as may be reasonably calculated to inform the public who desire to attend the meetings.

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3.0 PREPARATION AND DISTRIBUTION OF AGENDAS FOR MEETINGS

- 3.1 The Chair of the King County Districting Committee shall establish the proposed agenda for regular meetings of the Committee.

4.0 CONDUCT OF MEETINGS

- 4.1 Except as permitted under state law, meetings of the King County Districting Committee shall be open public meetings.
- 4.2 The Chair of the King County Districting Committee shall preside at all regular and special meetings of the Committee. The Chair of the Committee shall rule on procedural motions and shall take any appropriate action necessary to maintain order during the meeting. A majority of the members of the Districting Committee may overrule the Chair's ruling.
- 4.3 In the absence of the Chair of the Committee at a meeting of the King County Districting Committee, an acting Chair shall have all authority otherwise granted by these procedures to the Chair of the Committee until the Chair of the Committee is no longer absent. The designation of an acting Chair shall rotate among the Committee members in alphabetical order, based on last names, with the designated acting Chair changing on the first day of each month, beginning in the month of April.
- 4.4 Three of the five members of the King County Districting Committee, ~~not including the Chair,~~ shall constitute a quorum for conducting Districting Committee business and approving motions.
- 4.5 Until further notice, all meetings of the Districting Committee shall be conducted via video conference. The Districting Committee may meet via telephone or video conference, and ~~any Committee member~~ any Committee member may participate in a meeting by telephone or video conference. Arrangements to meet or participate via telephone or video conference shall be made with the Committee staff sufficiently in advance of the hearing to allow for arrangement of appropriate equipment. ~~At least two Board members shall be present at the location specified in the meeting notice.~~
- 4.6 Proposed actions by the King County Districting Committee shall be in the form of motions offered by a member of the Committee, provided that this section shall not limit authority of the Chair to make routine decisions or the ability of the Committee to act by consensus.
- 4.7 Three affirmative votes shall be required to adopt a motion. The Chair of the King County Districting Committee shall be entitled to vote on all motions. Committee votes shall be recorded as to the number of members voting in favor, the number of members voting in opposition and the number of members abstaining from voting.

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- 4.8 Districting Committee staff shall prepare draft meeting minutes for review by the King County Districting Committee. Meeting minutes shall be considered final upon approval thereof by a majority of the members of the Committee. Minutes shall be maintained in the official files of the King County Districting Committee. Districting Committee staff shall post the agendas and approved minutes of meetings of the King County Districting Committee on the web site of the Committee.
- 4.9 The rules of parliamentary practice set forth in *Robert's Rules of Order* shall be used as a guide to address procedural questions to the extent they are not inconsistent with the provisions in these procedures.

5.0 REPORTING OF COUNCIL AND EXECUTIVE CONTACTS

- 5.1 Committee members shall disclose the substance and context of any written or oral communications with any councilmember, councilmember staff person, the executive, or executive staff person (or executive or councilmember representative) that reasonably reflect councilmember or executive support for or opposition to any particular districting plan, or aspect thereof, under consideration by the committee. For purposes of this section, legislative branch employees assigned as staff to the Districting Committee are not considered councilmember staff for purposes of disclosure. Such disclosure shall occur at the first committee meeting following the communication. This disclosure requirement does not apply to the receipt of information or data that is not reasonably construed to have been provided for the purpose of advocating for or against plan aspects under consideration by the committee.
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