King County Metro Access Task Force
Working Rules

This set of informal working rules guides the way members work together in an environment of mutual respect and trust. Working rules should either be reviewed annually or as new members join the task force.

1. The King County Metro Access Task Force (KCMATF) serves in an advisory capacity to Metro's general manager, the King County Council, the King County Executive, regional sub-area transportation forums and local jurisdictions on transit issues and policies; including matters of concern to the elderly and persons with disabilities.

2. Members do not formally represent a group, agency or council district, but share the perspectives of their diverse communities.

3. King County employees are not allowed to be members of County citizen advisory committees.

4. Members who may have relevant contractual relationships with the County are asked to disclose that information to the other members of the KCMATF and to not participate in discussions or votes on related issues, consistent with King County Code 3.04.

5. Members who are employees of jurisdictions within the service area serve as individuals, not as spokespersons for the jurisdictions.

6. Members who cannot fulfill their duties on the KCMATF should consider resigning. Attendance at meetings is an important part of fulfilling duties as a member. While strict attendance at all meetings is not a requirement, demonstrating good faith effort to participate in KCMATF business is. Members should communicate to KCMATF staff if they cannot attend a meeting. This constitutes an excused absence. If a member does not attend a meeting and has not communicated with staff that s/he won't be attending, this constitutes an unexcused absence.

   Members who have three, consecutive unexcused absences can expect to receive a phone call from KCMATF staff to discuss their ability to continue to serve on the KCMATF and fulfill their duties. Members who have 50% or more excused or unexcused absences during their term will not be nominated to serve a second term.

   In addition to meeting attendance, other ways a KCMATF member might demonstrate their commitment to fulfilling their duties could include participating in KCMATF work that happens in between monthly meetings or contributing to meeting discussion in advance of a meeting s/he cannot attend.

7. Members who resign from the KCMATF are asked to provide a formal letter of resignation.

8. Members who are not able to attend a KCMATF meeting cannot designate substitutes on their behalf.

9. Staff liaison provides materials and information to the whole group, not to individual members.

10. Meeting documents will be delivered in a timely manner via e-mail. Members are expected to review materials and prepare for each meeting.

11. Members of the KCMATF should not represent themselves as speaking for the group unless directed by the group to do so. This working rule in no way restricts individual members, in their capacity as citizens, from interacting with elected officials, the media or community organizations. The chair and vice-chair may act as spokespersons as directed by the KCMATF.

Updated/Adopted 4/7/18

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12. Persons who are not members of the KCMATF may attend advisory group meetings as guests but may not participate in group discussions and consensus deliberations. Non-members may provide brief comments or questions of approximately two minutes length, at the discretion of the chair.

13. Members of the KCMATF have the right to be treated in a civil and respectful manner. “We can disagree without being disagreeable.”

14. The chair shall endeavor to provide time for every member to speak on each agenda item.

15. The KCMATF uses agreement-seeking consensus with fallback voting as its decision-making model. If consensus cannot be reached after a few tries, the group can come to consensus to vote on an issue. If a member is not in attendance at a meeting when a decision is made, s/he can ask to express his/her opinion on the matter at a future meeting but accepts that the decision is final. Members will be made aware in advance of a meeting if a decision-making process will take place on any agenda item. If s/he has opinions about the decision, they are advised to express them to KCMATF staff and the chair so they can be represented in the discussion in the KCMATF member’s absence.

16. Members are encouraged to direct questions or concerns about other KCMATF members, KCMATF rulings or KCMATF decisions to the staff member assigned to the KCMATF for resolution with the chair.

17. KCMATF discussions on substantive issues conducted via e-mail are a violation of Washington State’s Open Meetings Act. Members should exercise care and discretion with the use of the e-mail distribution list. Staff liaison shall coordinate all e-mail distributions. These rules do not prohibit an individual member from conducting e-mail discussions with another individual member.

    KCMATF members are required by King County Ordinance to use a county email address for communication related to their service on the KCMATF. The use of email to advance work program items in between meetings must be chartered at a regular monthly meeting of the KCMATF. This communication must be reported to the full KCMATF at a regular monthly meeting for the purposes of decision-making and to charter any action by the KCMATF as a whole.

18. Members of the KCMATF who wish to place an item on the agenda should contact both the chair and the staff liaison by e-mail. The e-mail should 1) give the agenda topic, 2) explain why it is important for the KCMATF to take it up and 3) provide a potential outcome for the discussion. Placement on the agenda is at the discretion of the chair and vice-chair during the agenda-setting meeting, but should not be denied without a valid justification given back to the requester. Either the chair or the staff liaison will contact the member following the agenda-setting meeting to inform him/her of the outcome of the discussion.