

**PROCEDURES FOR MEETINGS**

of the

**KING COUNTY BOARD OF ETHICS**

Effective October 4, 1999  
As Amended Effective June 16, 2000  
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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 Employee Code of Ethics (KCC 3.04).

1.3 These procedures shall be filed with the Clerk of the King County Council and will become effective thirty days after the date of filing pursuant to K.C.C. chapter 2.98.

## **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 Ethics Program Staff.

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

2.4 "Ethics Program Staff" or "staff" means the county employees who are assigned to provide administrative support to the Ethics Program and the Board of Ethics.

## **3.0 LOCATION, DATES AND TIMES OF MEETINGS**

3.1 Regular meetings of the Board of Ethics shall be held four times per year at 9:00 a.m. on the third Monday of January, April, July and October, unless otherwise determined by the chair of the board or a majority of the members of the board. The regular meeting schedule will also be posted on the Board of Ethics website each January. The meetings will take place in the Chinook Building, 401 Fifth Avenue, Seattle, Washington 98104.

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 pursuant to RCW 42.30.080.

3.3 Executive sessions may be conducted during a regular or special meeting for the matters set forth in chapter 42.30.110 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 staff of the cancellation of a meeting. Staff 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 Ethics Program Staff shall post public notice of meetings of the Board of Ethics on the Ethics Program's website at least 24 hours prior to the meeting.

#### **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. Staff 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, staff shall prepare and distribute the proposed agenda and meeting materials to each member of the board. In addition, the proposed agenda shall be posted to the Ethics Program's website.

4.3 To the extent practicable, staff shall distribute the proposed agenda and materials to the members of the Board of Ethics not less than three calendar days prior to the 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 A majority of the 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 A majority of 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 Ethics Program Staff 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. Staff shall maintain the official files of the meetings of the Board of Ethics. Staff shall post the agendas and final minutes of meetings of the Board of Ethics on the Ethics Program's website.

5.9 The rules of parliamentary practice set forth in *Robert's Rules of Order in Plain English*, 2nd Ed. (2005) shall be used as a guide to address procedural questions to the extent consistent with the provisions in these procedures.