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|  | **King County Board or Commission Member**  **Code of Conduct** |

King County strives to ensure that individuals appointed to serve on a King County board or commission will treat all persons and decisions in an equitable manner; and will conduct business in a way that exemplifies transparency and open communications. To that end, King County board members are required to read the King County Code of Conduct below and commit to abide by the following:

* Board members will make decisions based on the best interest of the board’s mission; and will avoid the appearance of a conflict of interest.
* Board members shall not use their appointed position to influence board or commission decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a conflict of interest. If there is a conflict of interest regarding a particular agenda item, the board member will refrain from participating in that discussion or decision.
* Board members will become familiar with enabling legislation and governing documents that pertain to their board or commission, and will commit to taking any trainings required by state law or King County, including but not limited to:
* Washington State Open Public Meetings Act training (RCW.42.30)
* Washington State Public Records Act training (RCW 42.56)
* King County Code – Maintenance of Permanent Records training (King County Code 2.12)
* File an annual King County Ethics Program Financial Disclosure Form with the Board of Ethics (quasi-judicial boards and “independent” boards are exempt from this annual requirement)
* King County Equity & Social Justice Training
* Board members shall not accept or seek for others any gifts or things of value offered in connection with their appointment that would violate the King County Ethics Code, Section, King County Code 3.04.030(B)(3)&(4).
* Board members will respect fellow board or commission members, staff and the public by treating all with patience, courtesy, and civility at all times.
* Board members shall not speak or act on behalf of their board except when formally given such authority to do so for a specific purpose. When speaking to the public or to the press, board members shall explicitly state that they are not representing their board or commission or King County but are simply presenting their personal opinions or positions as a private citizen.
* Board members will oppose discrimination and resist stereotyping in all of its forms. King County has a zero tolerance approach to discrimination, harassment, and retaliation. Any board member who engages in conduct that is discriminatory, harassing, or retaliatory towards fellow board members, King County staff, or the public will not be tolerated and the board member is subject to removal from the board. Complaints alleging misconduct on the part of board member will be investigated promptly. No one should ever be harassed or humiliated, afraid, or discriminated against because of their gender, race, sexual orientation, or any other factor.
* Board members shall use public resources (e.g., staff time, equipment, supplies, email accounts, or facilities) appropriately ~ in a way that does not support personal purposes or private gain.
* Board or commission members are expected to attend their regularly scheduled meetings. King County board or commission members must commit to attend no less than seventy-five percent (75%) of all regularly scheduled meetings, subcommittee meetings or any special meetings during the year (*unless stated differently in the board’s bylaws or enabling legislation*).

*I have read and understand the King County Boards and Commissions Code of Conduct and agree to abide by and uphold this Code of Conduct to the best of my ability at all times while serving as a member of a King County board or commission. I further understand that failure to comply with any part of this Code of Conduct can result in being relieved of my duties as a King County board or commission member.*

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| **Signature:** |  |

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| **Print Name:** |  |

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| **I am a Board Member on the:** |  |

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| **Date:** |  |

Please return your completed Code of Conduct form via U.S. Post Office or via email to (*We will accept a scanned copy of your completed form sent via email)*:

**Rick Ybarra**

**Liaison for Boards & Commissions**

**King County Executive Office**

**401 Fifth Ave, Suite 0800**

**Seattle, WA 98104**

**Rick.Ybarra@kingcounty.gov**