




Title Procedures For Routing Ordinances and Motions	Document Code No. LES 7-1 (A-P)
Department/Issuing Agency County Executive Office	Effective Date February 29, 1988
Approved 	

- 1.0 SUBJECT TITLE: Procedures For Routing Ordinances and Motions
  - 1.1 EFFECTIVE DATE: Ten days after Executive signature. 2-29-88
  - 1.2 TYPE OF ACTION: New.
- 2.0 PURPOSE:
  - 2.1 To establish uniform guidelines for routing ordinances and motions.
- 3.0 ORGANIZATIONS AFFECTED:
  - 3.1 All Executive departments. References in this document pertaining to actions by County Council staff and the Council Clerk are included for information purposes only. Council staff and Council Clerk actions are subject to Council internal operating procedures.
- 4.0 REFERENCES:
  - 4.1 King County Charter.
  - 4.2 Drafting Guide--King County Ordinances and Motions.
- 5.0 DEFINITIONS:
  - 5.1 CAO Process. CAO technically refers to "Chief Administrative Officer" and is used in this document to mean the Department of Executive Administration process for obtaining the Executive's signature.
  - 5.2 Emergency Ordinances. Any proposed ordinance may be enacted as an emergency ordinance if the county council finds as a fact, and states in the ordinance, that an emergency exists and that the ordinance is necessary for the immediate preservation of public peace, health or safety or for the support of county government and its existing public institutions. (King County Code 230.30)
- 6.0 POLICIES:
  - 6.1 All ordinances and motions shall be routed in a manner consistent with this standard operating procedure.

- 6.2 Proposed legislation must be in conformance with drafting guidelines prepared by the Office of the Clerk of the Council.
- 6.3 To place an ordinance/motion on Monday's Council Agenda for introduction, it must be submitted to the Clerk's Office, with an introduction slip containing the proposed number of the ordinance/motion and a Councilmember's signature, by Thursday, before 10 a.m.
- 6.4 To place an ordinance/motion on Monday's Council Agenda for adoption, the recommendation slip must be signed by a majority of the committee members and submitted to the Clerk's Office before 10 a.m. on Thursday. (Other procedures may apply if advertising is required.)
- 6.5 Five affirmative votes are required to adopt an ordinance. Seven affirmative votes are required to adopt an emergency ordinance. A majority vote of members present at a Council meeting is required to adopt a motion.

7.0 PROCEDURES:

<u>Responsibility</u>	<u>Action</u>
King County Council	7.1 Ordinances/motions initiated by the King County Council which do not have a fiscal impact may be submitted directly to the Clerk of the Council. Those ordinances/motions having a fiscal impact and which are not considered an emergency, must be initiated by the Executive and should follow the procedures outlined in 7.5. Emergency ordinances having a fiscal impact may be initiated and adopted by the King County Council.
Initiating Department	7.2 Draft ordinance or motion. Document must be in conformance with drafting guidelines prepared by the Office of the Clerk of the Council.  7.3 Submit the draft ordinance/motion to the department director (or designee) for review and approval.
Department Director	7.4 Review and approve the draft ordinance.  7.5 If the ordinance has a fiscal impact, secure Budget Office review and sign-off on the CAO Agenda Routing Slip.

<u>Responsibility</u>	<u>Action</u>
Initiating Department	7.5.1 Contact the department's budget analyst. In the case of supplemental appropriations, the department director sends a memorandum to the Budget Director describing the need for, cost of, assumptions, and other pertinent information underlying the supplemental request.
Budget Office	7.5.2 The budget analyst works with the department contact to draft the ordinance, cover letters, and attachments. 7.5.3 The budget analyst prepares the fiscal note and CIP resource page, as required.
Initiating Department	7.5.4 In the event the initiating department prepares the original documents, the originals are submitted to the Budget Office with copies as follows: <ul style="list-style-type: none"><li>- Original transmittal letter</li><li>- Original attachments and two copies, plus one copy for each cc.</li><li>- Original ordinance/motion and ten copies, plus one copy for each cc.</li></ul>
Budget Office	7.5.5 In the event the Budget Office prepares the original documents, the copies are made by the Budget Office, though copies of lengthy attachments may be requested from the initiating department. 7.5.6 The Budget Director submits the motion/ordinance to the County Executive on the Budget Office's CAO Agenda.
King County Executive	7.5.7 Reviews and approves proposed ordinance/motion. 7.5.8 Signs the cover letter to the King County Council.
Budget Office	7.5.9 Prepares packages of the signed transmittal letter, motion/ordinance, and attachments as follows: <ul style="list-style-type: none"><li>● <u>Clerk of the Council</u> Original signed transmittal letter plus two copies--obtain Council Clerk time stamp.</li></ul>

<u>Responsibility</u>	<u>Action</u>
	Original attachments plus two copies.
	Original ordinance plus seven copies.
	● <u>Ordinance/Motion Process Files</u>
	Submit one copy of each item with time-stamped cover letter to:
	- Contract Coordinator, Department of Executive Administration
	- Executive Office
	- Budget Office Ordinance/Motion Files
	7.5.10 Distribute copies of the complete package to the cc's on the transmittal letter.
	7.5.11 Log and file the ordinances.
	7.6 Write a cover letter to the King County Council Chair for the Executive's signature.
Initiating Department	7.7 Submit proposed legislation package as follows:
	<u>Package #1:</u> Original letter - KCE to Council Chair Original Motion/Ordinance Original attachment(s)
	<u>Package #2:</u> Seven copies of Motion/Ordinance Two copies of attachment(s)
	<u>Package #3:</u> One copy of Motion/Ordinance One copy of Attachment(s)
	<u>Package #4:</u> One copy of Motion/Ordinance
	Band or clip together the four individually identified packages and the blue CAO Agenda routing slip and submit them to the Department of Executive Administration to be included in the CAO signatory process.
King County Executive-- CAO Process	7.8 Review and approve the proposed ordinance/motion.
	7.9 Sign the cover letter to the King County Council.

Responsibility

Action

Contract  
Coordinator,  
Department of  
Executive  
Administration

7.10 Make five copies of the signed KCE transmittal letter to the Council Chair and distribute as follows:

Package #1: - Clerk of the Council  
Original signed transmittal letter--obtain  
Council Clerk timestamp  
Original Motion/Ordinance  
Original attachment(s)

Package #2: - Clerk of the Council  
Two copies of signed transmittal letter  
Seven copies of Motion/Ordinance  
Two copies attachment(s)

Package #3: - Executive Office  
One copy of signed transmittal--obtain Council  
Clerk timestamp  
One copy of Motion/Ordinance  
One copy of attachment(s)

Package #4 - CAO  
One copy of signed transmittal--obtain Council  
Clerk timestamp  
One copy of Motion/Ordinance

Return a copy of the timestamped transmittal letter to the originating office for cc distribution.

Executive  
Staff

7.11 Log the time stamped copy of the cover letter and one copy of the ordinance/motion, and place them in the central files under "ordinances/motions referred to the Council."

Council Clerk

7.12 Assign a number (Yr-XXX), to the proposed ordinance/motion. (e.g. 88-001, 88-002)

7.13 Enter the date the ordinance/motion was stamped in, its proposed number, and a brief description into the proposed legislation log.

7.14 Place the original, ordinance/motion, back-up materials, and copies of the ordinance/motion in the proposed legislation file. Deliver one copy of the cover letter and the legislation package to the Council Administrator.

<u>Responsibility</u>	<u>Action</u>
Council Administrator	7.15 Deliver one copy of the cover letter and one copy of the ordinance/motion to the Council Chair for his/her review.
	7.16 Deliver copies of the cover letter to the Council staff Section Manager, Program Director, and appropriate Councilmembers.
Council Clerk	7.17 Stamp a copy of the cover letter as shown below. Legislation is checked for conformance with the drafting guide.  Checked, found correct on _____  Checked, returned to DEA on _____  Corrected legislation received on _____
	7.18 If the legislation is correct, forward a stamped copy to the appropriate Council staff advisor.
	7.19 Review the ordinance with the appropriate Councilmember.
	7.20 Prepare committee referral slips--blue for ordinances; pink for motions.
	7.21 Stamp the name(s) of introducer(s) on the ordinance.
Council Meeting	7.22 Council Chair refers the ordinance/motion to committee.
Council Clerk	7.23 Refer one copy of the ordinance/motion with the routing slip to the appropriate committee after the Council meeting.
Council Committee	7.24 Meet to consider and make one of the following recommendations on the ordinance/motion:  Do pass  Do pass attached substitute dated _____  Do not pass  No recommendation  Postpone indefinitely

<u>Responsibility</u>	<u>Action</u>
Council Clerk	7.25 Give the ordinance/motion a final number.
Council Chair	7.26 Sign the ordinance/motion.
Council Clerk	7.27 If the ordinance/motion has been adopted by the Council, attest to the signature of the Council Chair. If an ordinance/motion is defeated, it may be referred to subsequent action by the Council Chair or a majority vote of Councilmembers present.
	7.28 Deliver the approved ordinance to the King County Executive for signature. With few exceptions, motions are not signed by the Executive.  Ordinances representing a quasi-judicial (rezoning) decision need not be signed by the Executive and are not delivered to the Executive from the Clerk of the Council. The Clerk of the Council provides a copy of the ordinance to the Building and Land Development Division.
Executive Receptionist	7.29 Receive the signed ordinance and datestamp a receipt attached to the ordinance.
Council Clerk	7.30 File the receipt in the Clerk's Office.
Executive Receptionist	7.31 Record the ordinance number, a brief description of the ordinance, the date it was received and the date it is due back to the Clerk of the Council in the "Ordinance Log." The ordinance is due back to the Clerk ten days after it was delivered to the Executive Office. The first day of the ten-day period is the day after delivery.
	7.32 Attach an "Ordinance Review Form" (see Appendix 9.1) to the ordinance. Route the Form and a copy of the ordinance to the appropriate departments. Departments must return the Forms to the Executive Office two days before the legislation is due back to the Clerk. Recommendations must be approved by the department director or his/her designee.
	7.33 Communicate with Building and Land Development to reaffirm that any rezone ordinances do not need Executive approval.
Executive Staff	7.34 Receive the Ordinance Review Forms from departments. Attach the Forms to the original ordinances and place them in an orange folder marked "Ordinances."

Responsibility

Action

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|                       | 7.35 Review the ordinance and attached Ordinance Forms. Sign the bottom of the top form and indicate recommended Executive action.  |
|                       | 7.36 Distribute motions requiring Executive action to the appropriate department.   |
|                       | 7.37 Monitor department actions on motions requiring Executive action in the Governmental Relations Report.   |
| King County Executive | 7.38 Sign the ordinance, veto the ordinance, or elect to return the ordinance unsigned. The ordinance is effective ten days after the Executive signs it or returns it unsigned, unless it has an emergency clause. If an ordinance contains an emergency clause, and if it is not an appropriation ordinance, is effective immediately after it is approved by a vote of at least seven members of the King County Council. An emergency ordinance is not subject to Executive veto unless it is an emergency appropriation ordinance.<br><br>If an ordinance is vetoed by the Executive and returned to the Council within the ten day period, the ordinance is deemed not effective or dead. Six affirmative votes by the King County Council will overturn an Executive veto. Otherwise, the Ordinance must be re-introduced through the committee process. |
| Executive Staff       | 7.39 After the original ordinance has been acted upon by the Executive, deliver it to the Clerk's Office within the ten-day time limit. If an ordinance is not returned within the ten-day time limit, it becomes effective without Executive action twenty days after Council approval.  |
| Council Clerk         | 7.40 File copies of the ordinance.  |

8.0 RESPONSIBILITIES:

- 8.1 Various departments, offices and agencies share in the responsibility for routing ordinances and motions. Specific responsibilities are outlined in Section 7.0--PROCEDURES.
- 8.2 The Council Clerk is responsible for sending signed copies of ordinances to originating departments. Department directors are responsible for forwarding signed legislation to affected divisions.

County Executive Office  
Effective Date 2-29-88

LES 7-1 (A-P)  
Page 9 of 9

APPENDIX

Appendix 9.1 King County Executive Ordinance Review Form.

