



King County
Public Rules and Regulations

Public Rules

Title Routing of Local Jurisdiction Geographical Boundary Information	Document Code No. ELE 9-4-1 (PR)
Department/Issuing Agency Department of Elections	Effective Date October 24, 2015
Approved 	

1.0 SUBJECT TITLE: Routing of Local Jurisdiction Geographical Boundary Information

1.1 EFFECTIVE DATE: October 24, 2015

1.2 TYPE OF ACTION: Superseding ELE 9-4 (PR), "Routing of Local Jurisdiction Geographical Boundary Information," dated 9/8/1993.

1.3 KEY WORDS: (1) Jurisdiction; (2) Geographic Boundaries; (3) Registered Voters; (4) Director District Boundaries

2.0 PURPOSE:

2.1 To implement state law by establishing a uniform policy and procedure for the reporting of accurate geographical boundary information and any changes or alterations thereto by local jurisdiction in King County to the King County Department of Elections.

3.0 ORGANIZATIONS AFFECTED:

3.1 All local jurisdictions located entirely or partially in King County.

3.2 Clerk of the King County Council.

3.3 King County Department of Elections.

3.4 Office of the Secretary of State, Elections Division.

3.5 King County Office of Financial Management.

3.6 Washington State Boundary Review Board for King County.

4.0 REFERENCES:

4.1 RCW 29A.76.020 – Boundary Information.

4.2 RCW 29A.04.025 – Definition of county auditor.

- 4.3 King County Charter Section 860 – References to County Agencies in General Law.
- 4.4 King County Code 2.18 – Director of Elections.

5.0 DEFINITIONS:

- 5.1 "Local jurisdiction" means a political subdivision of the state, such as a county, city, town or minor taxing district, which is empowered to carry out a prescribed function. 5.2 "County auditor" as used with respect to election laws contained in Title 29A RCW means that officer, irrespective of title, having the overall responsibility to maintain voter registration and to conduct state and local elections. In King County that officer is the Director of Elections. (See RCW 29A.04.025)
- 5.2 "Legislative authority" means that body within a jurisdiction that has the authority to pass laws or resolutions pertaining to the way in which the jurisdiction shall be governed.
- 5.3 "Secretary of State" means that officer in state government who serves as the senior election official in the state and who coordinates election activities among the counties as well as other duties.
- 5.4 "Official written document" means an ordinance, resolution, motion or any equivalent thereof, passed by the legislative authority.
- 5.5 "Director" shall mean the Director of Elections, or his/her designee.
- 5.6 "Deadline" shall mean the close-of-business for the Department of Elections (4:30 p.m.), unless otherwise stated, of the day indicated.
- 5.7 "Days" means calendar days when making reference to a deadline, such as "10 days prior to the deadline for filing resolutions".

6.0 POLICIES:

- 6.1 The King County Department of Elections shall maintain the current geographic boundaries of every jurisdiction in the county which has elected officers or has the authority to place a measure before the voters of the county or of that jurisdiction.
- 6.2 Based on the geographical boundary information provided, the King County Department of Elections shall determine which registered voters of the county are eligible to vote for a given elective office or on a specific ballot measure for any jurisdiction located in King County.

- 6.3 The establishment of new jurisdictional boundaries and changes or alterations to existing jurisdictional boundaries must be reported to the Director of Elections, in order for the county to carry out its responsibilities as stated in these policies.
- 6.4 Legislative authorities of jurisdictions lying completely within King County shall provide the Director of Elections, with accurate information describing their geographical boundaries, or any changes or alterations thereto; including boundaries of any council, commissioner or director districts that may exist within the jurisdictions, by means of an official written document.
- 6.5 Accurate boundary information, or changes or alterations thereto, must be received by the Director of Elections, no later than ten days prior to the deadline for filing resolutions for the particular primary, general or special election in which the jurisdiction is involved described in RCW 29A.04.330 and the effective date is prior to that election.
 - 6.5.1 An exception to the ten day rule exists when the new boundary or boundary alteration description is included in the resolution placing a measure on the ballot for voters' determination, such as an incorporation, merger, or annexation requiring voter approval.
 - 6.5.2 In those exceptional cases such as described in Section 6.5.1 above, the jurisdiction shall provide the Director of Elections, with an advance unofficial boundary description at least ten days prior to the date that the resolution must be received by the Director to place the measure on the ballot.
 - 6.5.3 When jurisdictional boundaries or changes thereto are approved by the voters at an election, the responsible legislative authority shall inform the Director of Elections, by official written document. This document shall include either:
 - (a) the effective date of the boundary establishment or change; or
 - (b) confirmation that the boundaries as approved by the voters are adopted, effective with the certification of election.
- 6.6 Legislative authorities of jurisdictions located partially in King County and partially in another county shall provide the Director of Election and the Secretary of State with the required geographical boundary information.
- 6.7 If the legislative authority is required by law or administrative rule to notify the King County Council of the final action taken regarding a boundary establishment or alteration, a copy of that official notification sent to the Director of Elections, will meet the reporting requirements of this directive.
- 6.8 If the jurisdiction also wishes the official written document to be recorded as a public document, this should be indicated in the forwarding cover letter.

7.0 PROCEDURES:

Action By: Legislative authority of jurisdiction whose boundary is established or changed
Action:

- 7.1 Prepares by official written document, accurate information describing its geographical boundaries, or alterations thereto, including, if applicable, any council, commissioner or director district boundaries within the jurisdiction.
- 7.2 Transmits the boundary information as follows:
 - 7.2.1 If entirely within King County: to the Director of Elections; or
 - 7.2.2 If only partially in King County: to the Director of Elections and the Secretary of State.

Action By: King County Elections Staff

Action:

- 7.3 If received not later than 10 days prior to the deadline for filing resolutions for a primary, general, or special election, enters the boundary or alteration into the official files so that it is available for any election pertaining to the affected jurisdiction.
- 7.4 If received later than 10 days prior to the deadline for filing a resolution for a primary, general or special election, holds the new boundary or boundary alteration until after the election and then enters the information in the official files, except as provided in Section 6.5.1.
- 7.5 Distributes copies of the new or altered boundary information to other county agencies as determined by county administrative policies and procedures.

8.0 RESPONSIBILITIES:

- 8.1 The King County Department of Elections is responsible for:
 - 8.1.1 Maintaining both graphic and computer files of the official boundaries of all jurisdictions in King County in order to ensure that all eligible voters, and only eligible voters, are provided an opportunity to vote for elective officers or ballot measures for the jurisdictions within which they reside.
 - 8.1.2 Updating the boundary file with the accurate boundary information provided.
 - 8.1.3 Distributing such information to other county agencies as directed.
- 8.2 The legislative authority of local jurisdictions is responsible for:

- 8.2.1 Providing the Director of Elections, with accurate and timely information regarding the jurisdiction's geographical boundaries, including any changes thereto, by means of an official written document; or after a new boundary or boundary alteration has been approved by the voters, of the effective date of the new boundaries, or the adoption of the boundary alterations, as applicable, if located entirely within King County.
- 8.2.2 Providing the required accurate geographical boundary information to the Director of Elections and the Secretary of State if only partially located in King County.

9.0 APPENDICES:

NONE