



King County

**KING COUNTY IMMIGRANT AND
REFUGEE COMMISSION (KCIRC)
ONBOARDING MATERIALS AND
HANDBOOK**

January 2025- December 2025

*Congratulations on joining the
King County Immigrant and Refugee Commission!*

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INTRODUCTION

Welcome to the King County Immigrant and Refugee Commission (KCIRC)! We are grateful for your participation and service to diverse communities across King County. As a new commissioner, this packet is designed to help you understand the history of the commission; its mission and values; the work of the commission; and other details that will allow you to fully participate in meetings, work planning, and engagement with County staff and the greater community.

Please refer to and review this document carefully, particularly the sections “Orientation checklist” and “Being an effective commissioner”.

KING COUNTY GOVERNMENT ORGANIZATION

The King County government is made up of three branches: Executive, Legislative, and Judicial. See the 2025 King County Organization diagram in the appendices for a visual representation.

Executive Branch

- The Executive Branch is led by the King County Executive, who presides over 12 different departments: Human Resources, Public Defense, Information Technology, Community and Human Services, Local Services, Executive Services, Natural Resources & Parks, Public Health - Seattle & King County, Metro Transit, Adult & Juvenile Detention, Sheriff’s Office, the Executive Office.
- The Prosecuting Attorney, Elections Director, and County Assessor are elected executive positions, and their offices are considered executive departments.

Legislative Branch

- The Legislative Branch is made up of the Metropolitan King County Council. There are nine members, each voted in by district residents to represent one of the nine council districts.

Judicial Branch

- The Judicial Branch is made up of King County Superior and District Courts. The Superior Court is made of 54 judges, while District Court has 25. The Department of Judicial Administration is jointly presided over by the Executive and Superior Courts.

HISTORY OF KCIRC

On February 5, 2018, King County Executive Dow Constantine signed into law Ordinance 18653, establishing the King County Immigrant and Refugee Commission and adding it as an official commission for King County.

Since 2009, the County has been focused on its commitment to providing county services to all residents, including those from immigrant and refugee communities.

- Ordinance 16692 (2009) prohibited the County's office, department, employee, agency or agent to use citizenship or immigration status as a conditioning provision of county services, and prohibited the King County Sheriff's Office from requesting documents relating to that status for the purpose of determining whether an individual has violated federal civil immigration laws;
- Ordinance 16948 (2010), referred to as the "Equity and Social Justice Ordinance", established the County's efforts to intentionally apply the principles of "fair and just" in everything the County does;
- Ordinance 17695 (2014) and the following report from the Executive provided analysis, recommendations, and an action plan to increase access to services for Limited English Proficiency (LEP) populations in King County;
- Ordinance 18085 (2015) directed the Executive to convene a task force to develop a report and recommendations on the creation of an immigrant and refugee commission.

The culmination of these efforts resulted in passing of Ordinance 18653, and creation of the first iteration of KCIRC.

Today, KCIRC continues to act as "the focal point for connecting a broad group of stakeholders to identify, elevate and develop shared strategies and solutions, streamline and strengthen efforts, and bring more resources to the most pressing issues affecting immigrant and refugee communities." (Ordinance 18653, p5)

KCIRC VISION, MISSION, AND GUIDING VALUES

VISION

Our vision is for King County to be a place where everyone has equitable access to opportunities. To achieve this vision, the King County Immigrant and Refugee Commission (KCIRC) plays a significant role in engaging immigrant and refugee communities to establish long-lasting, trust-based relationships with county offices and programs. KCIRC

shall strive to leverage existing programs and funding, and advocate for increased dedicated resources necessary for immigrant refugee communities to thrive.

MISSION

KCIRC will focus on understanding and addressing challenges facing immigrants and refugees within the diverse communities that make up King County. The Commission will work as a hub and central connecting place for building direct relationships with, and supporting the vision for, social justice for immigrant and refugee communities in King County. The Commission will enhance the integration of refugees and immigrants culturally, economically, and civically in order to strengthen the communities where they live and will support refugees and immigrants to thrive and succeed while maintaining their own identities.

GUIDING VALUES

- 1. Build on community strengths, voices, priorities, and experiences;*
- 2. Hear and learn directly from communities impacted by issues;*
- 3. Prioritize racial equity, inclusiveness, and transparency;*
- 4. Encourage innovation and challenge the status quo; and*
- 5. Acknowledge when we are not successful, correct course, and celebrate success.*

EQUITY, RACIAL JUSTICE, COMMUNITY ENGAGEMENT, ACCOUNTABILITY

EQUITY AND RACIAL JUSTICE

KCIRC commits to using equity, racial justice, and social justice as a framework in all our work, relationships, processes, and our model. Racial and social justice includes full and equal participation of all members in our community. We hold one another accountable and build trusting relationships through committing to a process of working together and hearing one another and our communities because we believe that our liberation is wrapped up in the liberation of one another. Racial and social justice are both an outcome and an on-going and evaluative process.

Equity is an ardent journey toward well-being as defined by the affected. Equity demands sacrifice and redistribution of power and resources in order to break systems of oppression, heal continuing wounds, and realize justice. To achieve equity and social justice, we must first root out deeply entrenched systems of racism. Equity proactively builds strong foundations of agency, is vigilant for unintended consequences, and boldly

aspires to be restorative. Equity is disruptive and uncomfortable and not voluntary. Equity is fundamental to the community we want to build.

AUTHENTIC COMMUNITY ENGAGEMENT AND ACCOUNTABILITY

We define community as people impacted by the political, social, cultural, and economic issues of our time. People with lived experiences who often have no voice, visibility or decision-making power. The focus of KCIRC is to connect with and hear from members of the immigrant and refugee communities who are impacted by these issues.

Community engagement is a two-way exchange of information, ideas, and resources. KCIRC will offer opportunities for communities to express their views and have a meaningful role in decision-making. Our work will also consider the diversity of our communities, including culture and ethnicity, and seek to create an inclusive and accessible process.

Effective engagement removes barriers for communities that may have previously prevented residents from successfully working with government. We acknowledge that the work is challenging and complex, and that we might make mistakes – but the rewards are great and lead to better community-wide outcomes.

KCIRC will engage communities using principles of shared power – paying careful attention to power relationships and advocating for power to be deliberately shared between the Commission and the community. The community will be our partners in this process, including selecting our focus areas and helping to determine the best course of action when facing challenges.

ORIENTATION REQUIREMENTS

This section provides a summary of required processes and priorities for new commission members to complete to officially join a King County Commission (Non-specific to KCIRC). If you have questions or concerns, please contact the commission liaisons (contact information is in the “Commission Liaisons” section of this document).

ORIENTATION CHECKLIST

As a new commissioner, you are required to:

- ☐ Review, sign and **return** the King County Boards & Commissions Code of Conduct Form
- ☐ Review the Summary of King County Code of Ethics
- ☐ Review, fill, sign and **return** the Financial Disclosure Form
- ☐ Take the Open Public Meetings Act Training
- ☐ Take the Public Records Act Training
- ☐ Access your King County email account
- ☐ Fill and **return** the Training Certification Form

All forms should be returned to the KCIRC commission liaisons. Links to all required forms are provided below. If printed forms are required, please contact the liaisons.

In addition, please review the following documents specific to KCIRC:

- ☐ Read the Immigrant and Refugee Commission Bylaws (Appendix A)
- ☐ Read the KCIRC Annual Report (Appendix B)

ORIENTATION DOCUMENTS AND RESOURCES

Required documents, trainings, and certification forms:

- [KC B&C Code of Conduct Form](#)
- [A Summary of King County Code of Ethics](#)
- [King County Ethics Program Financial Disclosure Form](#)
- [Open Public Meetings Act Training](#)
- [Public Records Act Training](#)
- [KC Training Certification Form](#)

COMMISSION LIAISONS

The King County Council and King County Executive strongly consider board and commission recommendations when discussing programs and services or pending legislation. The commission liaison(s) are responsible for providing support to the commissions and assisting them with annual goals and objectives that align with County priorities. The commission liaisons serve as the point of contact with the Executive and Council for KCIRC. Commissions are typically administratively assigned to County Departments as mandated by ordinance.

What do commission liaisons do?

- Manage meeting logistics such as arrangements for meeting and program rooms, audio visual setup, refreshments, etc.
- Assist with recruiting new commissioners and nomination efforts
- Assist with facilitating monthly meetings and annual retreats
- Assist the Chair with setting strategic direction for the yearly workplan
- Assist the Chair to coordinate and communicate meeting agendas
- Assist with scheduling County department presentations and updates
- Transmit Commission recommendations to County Executive and Council
- Provide County updates, key information on upcoming events and processes

KING COUNTY IMMIGRANT AND REFUGEE COMMISSION LIASIONS

Brian Chu, Executive Office of Equity and Racial and Social Justice

- County Executive requests should be sent to Brian Chu (bchu@kingcounty.gov) or kcirc@kingcounty.gov

Tera Chea, King County Council

- County Council requests should be sent to: Tera Chea (tera.chea2@kingcounty.gov)

KING COUNTY COMMISSIONER JOB DESCRIPTION

ABOUT KING COUNTY COMMISSIONS

King County Commissions are made up of highly qualified, responsible, and motivated community members. Commissioners are generally volunteers serving in appointed positions. They contribute not only to the success of King County operations but to the quality of life for all by enabling the county to maintain and improve programs and services for citizens. With such influence comes great responsibility and accountability.

Most commission members are appointed to represent the public at large. In addition, there are seven (7) boards and commissions that are appointed by Council district. This means that each of the nine (9) King County Councilmembers nominate one individual to serve on the board or commission as their Council district representative. Each resident appointed to a King County board or commission is expected to bring important perspectives to the table, as differing points of view produce effective solutions.

AUTHORITY/RESPONSIBILITY

King County boards and commissions review, discuss and make recommendations to the King County Council and King County Executive on a variety of issues that help shape the future of King County. The Council and Executive heavily consider these recommendations when discussing programs and services, or pending legislation, but the final decision is theirs. A full listing of King County boards and commissions, [can be found on the King County boards and commissions website](#).

King County currently has 50 active boards and commissions comprised of more than 475 volunteers. These dedicated volunteers give their time and expertise to help facilitate community decision-making, and serve as a primary conduit between residents, King County employees and King County elected officials.

APPOINTMENT, TERMS, AND REMOVAL

King County board and commission members are typically appointed by the Executive and confirmed by County Council. Board members and commissioners serve for 1, 2-, 3-, 4- or 5-year terms depending on the board.

In accordance with Executive Policy LES 7-1 (AEP) residents appointed to King County boards and commissions are limited to serving no more than two full terms, unless waived by the King County Executive. Partial terms are not counted toward the two full term limits.

KCIRC commissioners follow general county procedures for appointment by the Executive and confirmation by the Council. They serve an initial term of 3 years. Should they be reappointed, commissioners can serve a second 3-year term. KCIRC commissioners are limited to two full terms.

Removal of KCIRC commissioners can occur via voluntary resignation with 30-day written notice, or when commissioners are found negligent of their duties by a vote of the full commission. The Chairs may also consider removal of a commissioner if the commissioner has 3 consecutive absences or 4 absences in a 12-month period. The full process of removal can be found in the Bylaws in Appendix A.

KCIRC OFFICERS AND COMMISSIONER DUTIES

KCIRC OFFICERS – CO-CHAIRS AND SECRETARY

KCIRC has three elected officers – two co-chairs and one secretary. These officers make up the KCIRC Executive Committee. Elections for these offices will be held annually at a regularly scheduled meeting, typically in December. Co-chair elections will be held in staggered years, each for a one-year term. Officers of KCIRC will not serve more than two consecutive terms in the same office unless the Commission deems it necessary by majority vote. A brief description of elected officers can be found below. Full information can be found in the Bylaws in Appendix A.

CO-CHAIR PRIMARY DUTIES

- Convene, plan agendas, conduct commission meetings
- Propose committees and appoint committee leads annually or as necessary
- Draft, garner input, and finalize procedural and operational processes of the commission
- Filter requests for commission statements and act as spokespersons for the commission
- Engage and strengthen relationships between commission members
- Hold the commission accountable to the equity statement, and encourage ongoing racial equity and diversity learning among commission members
- Serve on the Executive Committee and share the leadership of that committee

SECRETARY PRIMARY DUTIES

- Manage records, minutes and files of the commission
- Record attendance and take minutes at commission meetings
- Manage attendance and RSVP for events and programs
- Maintain commission member information and status
- Maintain KCIRC Bylaws
- Ensure public access to meeting minutes and agendas

KCIRC GENERAL COMMISSIONER DUTIES

PRIMARY DUTIES

Expectations: Thirteen representatives who are selected to serve the commission are expected to, at minimum, participate in the following:

- Maintain consistent participation by attendings scheduled monthly meetings
- Attend and participate in community meetings, forums, and other events sponsored by the commission
- Serve on sub-committees and serve as the chair of advisory committees and ad-hoc groups
- Plan and conduct general meetings in collaboration with other committee members
- Exercise the right to vote on topics brought forward by commission and community at large
- Produce an annual report by February of each year for the previous year's activities, and transmit the report to immigrant and refugee communities and King County leadership

SECONDARY DUTIES

- Use assigned King County email account when conducting board and commission business. King County board and commission members are issued a King County email account upon appointment for conducting board and commission business only. If a board or commission member does not own a computer, we will work together to determine the best method for communicating with the board or commission member
- Work with the commission and staff to create an annual work plan
- Assist with agenda development and save all materials onto the KCIRC SharePoint
- Promote commission membership through community networking
- Conduct community outreach to promote commission activity and gather public input on upcoming commission business
- Prepare for and participate in the discussions and the deliberations of the Commission
- Foster a positive working relationship with other Commission members and King County staff
- Participate in King County commission member training sessions (Public Records Act, Equity & Social Justice, Ethics)
- Be aware of and abstain from any conflicts of interest

Board and commission meetings are held in accessible locations. Reasonable accommodation for people with disabilities will be provided upon advance request.

OPEN PUBLIC MEETINGS ACT (OPMA) AND PUBLIC RECORDS ACT (PRA)

KCIRC official meetings are considered Open Public Meetings under Washington State law ([RCW 42.30](#)). This means all meetings of KCIRC are open to the public, and there are specific rules that also must be considered. Furthermore, KCIRC records are considered public records, and are subject to public records requests ([RCW42.56](#)). Both laws require KCIRC commissioners to complete associated training, which are linked below.

Click on the link below to view both the Washington State Attorney General's Open Public Meetings Act (OPMA) training video and Public Records Act (PRA) training video ("Lesson 2" and "Lesson 3"). The videos will take about 1 hour to view in total.

<http://www.atg.wa.gov/OpenGovernmentTraining.aspx>

After reviewing the required material, please print and complete the King County Certification Form (located under the orientation documents below). On this form you can check off which training(s) you have completed. Return the completed form to the commission liaison by email to kcirc@kingcounty.gov.

KING COUNTY EMAIL ACCOUNT INSTRUCTIONS

KCIRC commissioners are required to use their county assigned email for all commission business and work. County email accounts should also *only be used for county business*. The commission liaisons for the KCIRC will conduct the process for both assignment and reassignment for new commissioners and departing commissioners respectively and notify all active commissioners.

To access your King County email (once activated), follow the below steps.

- Sign in at the following page: <https://email.kingcounty.gov/owa>
- Enter your email and password
 - Your email will be in the form [XXXX@kingcounty.gov](#)
 - Commission liaisons will provide this information
 - You will be assigned a generic password when your email account is first activated and assigned. Passwords are case sensitive
- If you have an issue with your assigned email account, contact your liaison

BEING AN EFFECTIVE COMMISSIONER

King County Boards, Commissions and Committees are made up of highly qualified, responsible, and motivated community members. Though appointed positions, you contribute not only to the success of King County operations, but to the quality of life for all by enabling the county to maintain and improve programs and services for citizens. With such influence comes great responsibility and accountability.

Members represent the public at large. Appointments often are made to reflect a geographical interest, an area of expertise, or to represent a special interest group or professional association. Remember, each member brings an important perspective to the table and differing points of view produce effective solutions. Keep this in mind as you work with other members.

As an appointed member you will be expected to:

- Attend regularly scheduled board, commission or committee meetings, and attend all subcommittee meetings you have agreed to serve on
- Be punctual so committee meetings start and end on time
- Come prepared to participate in conversations and make decisions
- Place your responsibility to the community above your personal interests or beliefs
- Prepare for your new responsibility by:
 - Reviewing agendas and minutes from recent meetings to learn what current issues have been under consideration.
 - Familiarize yourself with the documents governing your particular body such as: city ordinances, state statutes, City Council resolutions, advisory body bylaws, relevant element(s) of Comprehensive Plans and other pertinent documents or reports
- Have a clear understanding about the process, procedure, and conduct of your particular meeting
- Be able and willing to constructively communicate with fellow members and actively participate in group discussions
- Be willing to compromise and work as a team in order to reach consensus

Commission members will oppose discrimination and resist stereotyping in all of its forms, as indicated in the King County Code, and policies on non-discrimination and anti-harassment

MEETING EXPECTATIONS

Members have a responsibility for the content and productivity of the meetings they attend. They should come prepared to take ownership for their contribution to the end result of the meeting. Meetings do matter. There are many ways in which members can conduct a productive and meaningful meeting.

A productive meeting happens when:

- All participants arrive on time and prepared to meaningfully participate
- There are clear ground rules that all agree to honor
- Agendas are written and shared
- The physical environment is comfortable and accommodating
- Start and end times are agreed upon and honored by the group
- All participants contribute
- The meeting process allows progress of movement and focus
- Outcome is clear to all
- Work to be accomplished is defined and assigned

Decorum in meetings:

- Start meetings on time and keep the agenda in mind in order to give each item the appropriate time
- Announce at the start of a meeting if the order of agenda items is to be rearranged for convenience, for response to those attending only for certain items, or for better pacing of the agenda
- Let the Chair or presiding officer run the meeting; seek recognition before speaking. Be fair, impartial and respectful of the public, staff and each other; give your full attention with others speak
- Because people may be attending a meeting for the first time and may be unfamiliar with your procedures, either avoid or explain technical terms or verbal shorthand

- Listen to audience concerns and do not engage in side conversation or otherwise be distracted during public testimony; public testimony is central to the strength of democracy, and is therefore strongly encouraged
- Active listening does not mean engaging the public in debate; response is appropriately saved for after the public testimony is closed
- Close the public testimony before you begin serious deliberation on an issue
- Endeavor to end meetings at a reasonable hour; short breaks may be helpful during long meetings; extending the meeting beyond an appointed hour may be subjected to a vote when that hour nears
- Sometimes questions can most effectively focus discussion and direct decision-making. For example:

For Staff:

- What is the history behind this item? What are the benefits and drawbacks?
- What other alternatives did you consider? What would it take for you to support this? What are your concerns?
- What specific, constructive alternatives can you recommend?

For Board & Commission members:

- What are we trying to accomplish?
- What are the long-range interests of the community?
- Often you must balance multiple views, neither favoring nor ignoring one individual or group over another; your obligation is to represent a broad-based view of the community's long-range interests
- Remember that your group exists to take action

The presiding officer has obligations to the group that must be achieved at meetings. They should:

- Follow the agenda
- Remain impartial
- Entertain all motions, even if they oppose
- Avoid cutting off debate arbitrarily
- Keep the debate of the assembly germane

- Keep the group informed of the motion on the floor at all times
- Maintain control and administer the rules of order

GENERAL MEMBERSHIP PROCEDURES

All Board, Commissions, and Committees shall take formal minutes of their meetings and shall appoint a member to take such minutes, or such minute responsibility may be delegated to a staff support person if there is staff support person assigned to the board, commission, or committee on a permanent basis who is always in attendance at such meetings.

Except as otherwise stated in state law, all meetings of boards, commissions, or committees are open public meeting *(See the section in this handbook on OPMA).

All boards, commission and committees shall establish regular dates and times for meetings and shall consult with staff about scheduling special meetings and announcing meeting cancelations.

Rules of Order

The proceedings of all boards and commissions shall be governed by the most current edition of Roberts Rules of Order.

PARLIAMENTARY PROCEDURES FOR MEETINGS

Having an agreed upon set of rules makes meetings run easier. Robert's Rules of Order will help your board or commission have better meetings, not make them more difficult. Following Robert's Rules ensures a suitable process that encourages fairness and participation. More information on Robert's Rules and other related info can be found in the Appendix.

Here are the basic elements of Robert's Rules, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After *limited* discussion, the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example, if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In most board or commission meetings, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

APPENDIX A: KCIRC BYLAWS

King County Immigrant and Refugee Commission

By Laws

Article I. NAME

King County Immigrant and Refugee Commission (KCIRC)

ARTICLE II — PURPOSE OF ORGANIZATION

King County proudly upholds the fundamental, self-evident truth announced at our nation's founding: that all are created equal. We embrace the basic American value that we are a nation of opportunity for all. Immigrants and refugees are welcome here, and our region has acted decisively to become more inclusive, removing barriers to affordable housing, transit, health, economic opportunity and strong childhood development. We continue to uphold the same values and move forward with a strategy that sets our region apart as a leader in protecting the rights of all people in our diverse communities. The King County Immigrant and Refugee Commission is established by Ordinance 18653.

ARTICLE III — Membership

SECTION 1:

Composition of the Commission is established in King County Ordinance 18653. The King County Commission seeks to achieve broad representation by recommending thirteen candidates with the following qualities:

1. A diversity of members reflecting a range of ethnicities, professional backgrounds, socioeconomic status and places of origin to reflect the diversity of the county's immigrant and refugee communities;
2. All members must be residents of King County;
3. All members shall demonstrate active and engaged civic participation in one or more immigrant and refugee communities and be well versed on the issues affecting those communities;
4. Membership shall reflect gender and sexual orientation diversity;
5. At least six members shall be from suburban cities or unincorporated areas;
6. At least three members shall have had personal experiences as a refugee or asylee or non-citizen from any location worldwide;
7. Membership shall represent all age groups, including persons representing youth issues;
8. At least five members shall represent and be appointed by an immigrant-led organization serving immigrant communities and of these representatives at least three members shall represent and be appointed by a small grassroots community-based organization that has an annual budget of less than two-hundred fifty thousand dollars, that supports the needs of distinct immigrant and refugee communities and is composed predominantly of members of those communities;
9. At least one member should have familiarity with King County government, systems and agencies; and
10. Persons representing faith-based organizations are encouraged to apply.

SECTION 2:

Members of the commission shall be appointed by the King County Executive and confirmed by the council.

In accordance with King County Code 2.28.001 - All members of county boards and commissions shall be appointed, hold office, be confirmed or rejected according to the provisions of this chapter; provided, however, that this chapter shall not affect boards and commissions to the extent that they are expressly dealt with under state law, county charter or ordinance in a manner different than that set forth herein. (Ord. 11319 § 1, 1994). King County Code 2.28 also states that appointments are made by the King County Executive are subject to Council Confirmation.

ARTICLE IV — Expectations and Duties

SECTION 1: Expectations

Thirteen representatives who are selected to serve the commission are expected to, at minimum, participate in the following:

- Maintain consistent participation by attending scheduled monthly meetings;
- Attend and participate in community meetings, forums, and other events sponsored by the commission;
- Serve on sub-committees and serve as the chair of advisory committees and ad-hoc groups;
- Plan and conduct general meetings in collaboration with other committee members; and
- Exercise the right to vote on topics brought forward by commission and community at large.
- Produce an annual report by February of each year for previous year's activities to our immigrant and refugee communities and the King County leadership
- Board members are held accountable by our actions and by upholding the values and principles we have committed to.

SECTION 2: Duties

1. Assist and advise the council, council administration and independent offices of the legislative branch, the executive branch, including departments, divisions and offices, the sheriff, the assessor, the department of elections, the prosecuting attorney, superior court, district court, and the office of economic and financial analysis on issues, programs, and policies impacting immigrant and refugee communities;
2. Collaborate with all levels of government to ensure effective outreach to and engagement of immigrant and refugee communities and advise on the county's role with other government entities;
3. Coordinate with the office of equity and social justice to develop and review core principles and strategies on equity as they relate to immigrant and refugee communities in the context of county services, programs and policies;
4. Assist with the development and implementation of county services, programs and policies that impact immigrant and refugee communities;
5. Evaluate county services, programs and policies from the perspective of immigrant and refugee communities;

6. Assist with the development and review of major county plans to ensure that the interests and priorities of immigrants and refugees are incorporated in those plans;
7. Promote civic participation and government representation, which shall include, but not be limited to, encouraging application for employment within the county workforce by immigrant and refugee residents and representation of immigrant and refugee residents on boards and commissions;
8. Promote naturalization as a path toward civic and economic integration;
9. Collaborate with organizations that implement programs to enhance integration, naturalization and English-language learning;
10. Increase public awareness of immigrants and refugees and their contributions to our community;
11. Collaborate with all levels of government to invest in the capacity of organizations that serve the immigrant and refugee communities;
12. Continually review the need for appropriate resourcing and support for issues affecting immigrant and refugee communities;
13. Recommend and advocate for increased funding, identify new funding sources and leverage existing funding that include county funds to address the needs of the immigrant and refugee communities and support the commission's activities; and
14. Convene workgroups made up of stakeholders serving and engaging immigrant and refugee communities to build a shared countywide strategy to address the top issues surfaced through community input and work with the appropriate programs boards/commissions and task forces such as in housing and homelessness, employment and small business, barriers to accessing services, human trafficking and criminal justice and safety;

Regional Outreach:

15. Advocating for the county to act as a regional partner with cities to investigate the need for increased investment in the development of neighborhood centers or meeting hubs for youth and families, with an emphasis on serving the needs of immigrant and refugee populations;
16. Working with county departments, cities, service providers and the Sound Cities Association, to create a strategic plan, to be adopted by the commission, for addressing immigrant and refugee issues in suburban cities and unincorporated areas;
17. Investigating whether immigrants and refugees are able to adequately access county services such as district courts, public health clinics, parks, transit in suburban cities, and exploring the potential and need for opening a multilingual, culturally- responsive satellite office in a suburban city if it is determined by the commission that a satellite office would help to increase access;
18. Working with county departments to collaborate with businesses to increase economic opportunities for immigrants and refugees living in unincorporated areas to have access to living wage jobs; and
19. Working with county departments to gather, share and disaggregate data related to immigrants and refugees in unincorporated areas to determine unmet needs, such as the number of substandard houses, and prevalence of income gaps to understand intersections between place-based challenges for immigrants and refugees.

ARTICLE V- Terms of Office

Commission members shall have three-year, staggered terms, with a two-term limit (each member can potentially serve four to six years total).

A. Upon completion of terms: The staff liaison must notify the King County Executive's Office in writing via the Vacancy Notification Form that a member's term is coming to an end. In addition, the member must complete a "Reappointment Request Form." This form can be obtained from the staff liaison or by contacting the King County Executive Office Liaison for Boards and Commissions.

B. Reappointment: Upon successfully completed their initial term, members can seek reappointment to their second term following the steps listed above. Reappointments are not guaranteed and are based on successful completion of their first term.

C. Board members will be limited to serving two (2) consecutive terms on the Commission. The initial 1, 2, or 3 year term is considered a full term. The board member who served an initial term will only be eligible to serve one additional full 3-year term as they have will have completed two full term.

D. In accordance with King County Code 2.28.003 C Powers of Appointees, any Board member whose term has expired shall continue to serve until his or her successor is appointed and either is confirmed by the Council, or is authorized to exercise official power under the provisions of paragraph B of the code.

ARTICLE VI — Officers

SECTION 1:

A. The elected officers of the KCIRC shall be two Co-Chairs, Secretary

B. The Executive Committee shall consist of these three officers.

C. Officer elections shall be held annually at the regularly-scheduled KCIRC meeting in December with one Co-Chair elected each year for a one year term. Co-Chairs terms will stagger.

D. Officers shall serve no more than two consecutive terms in the same office. This rule may be suspended by majority vote of the board if necessary to accommodate any situation where a chair may step into a term because of a vacancy or during the first year of implementation.

SECTION 2:

Vacancies in Office:

F. In the event that a Co-Chair is unable to fulfill his/her duties, is removed from office by a vote of no-confidence by 2/3 members of the Commission or resigns in the middle of the term, the remaining Co-Chair will assume all Co-Chair duties below. Within 60 days, elections for an additional Co-Chair will be held.

2. If the KCIRC finds itself without any Co-Chairs, designated support staff will assume the Board Co-Chairs' duties until the next regularly-scheduled KCIRC meeting at which time new officer(s) will be elected.

SECTION 3:

Together, the Co-Chair shall:

1. Convene, plan agendas for, and conduct the meetings of the KCIRC and Executive Committee meetings including filtering requests to be on the agenda.

2. Propose committees and appoint committee leads annually during the month of December, or as necessary when a new committee is formed and/or if a committee chair resigns their position midterm. All committee chair appointments expire annually on the last day of December but are eligible for re-appointment.
3. Draft, garner input, and finalize procedural and operational processes of the KCIRC
4. Filter requests for KCIRC Statements.
5. Act as spokespersons for the KCIRC
6. Perform other duties as designated by the KCIRC
7. Engage and strengthen relationships between and among KCIRC members.
8. Hold the Commission accountable to the KCIRC equity statement and encourage ongoing racial equity and diversity learning among Commission members.
9. Both Co-Chairs serve on the Executive Committee and share the leadership of that committee.
10. Both Co-Chairs are responsible for planning and providing Executive Committee agenda via email and physical document at least 48 hours in advance.

SECTION 4:

The Secretary/Historian shall:

- A. Keep all records, minutes, and files.
- B. Maintain membership information (i.e. name, address, phone numbers, e-mail addresses, and membership status of all members).
- C. Record RSVP's for events and programs.
- D. Ensure the maintenance of minutes at all meetings.
- E. Record general body attendance at each monthly meeting.
- F. Maintain KCIRC's Bylaws.
- G. Ensure the public has access to meeting minutes and agendas in a timely manner.
- H. Create and distribute membership package materials.
- I. Responsible for ensuring all special events and projects are recorded and documented via video, audio, photography, etc.
- J. create and manage an internal communication drive such as a google drive

SECTION 5:

Executive committee is made up of the officers of the Commission and their duties are to:

- A. Communication in between meetings
- B. Commission Development
- C. Managing High-Level Issues in between meetings
- D. Providing Organizational Oversight
- E. Providing Organizational Direction and Acting on Behalf of the Commission
- F. Preparation of the Agenda
- G. Evaluating performance of the Commission members and the entire Commission
- H. Ensuring the King County Executive and Council remain informed of about the work

SECTION 6:

All Commission Members Shall:

- I. Create a mechanism for regular consultation with immigrant and refugee communities, and facilitation of meaningful involvement in planning and decision-making processes

- J. Notify community about meetings, events and activities.
- K. Recruit community members for Ad-Hoc committees and advisory boards
- L. Bring forth any major issues and information.
- M. Notify co-chairs and/or another committee member in advance that they are not able to attend a meeting or event.
- N. Arrive at each meeting prepared to discuss the issues on the agenda, meeting summaries, and documents distributed in advance.
- O. Fully participate in meetings and articulate views in a respectful, constructive dialogue with other members of the group.
- P. Stay in contact with relevant stakeholders and Commissioners.

ARTICLE VII - ATTENDANCE

A. The Executive Committee will annually review the attendance of KCIRC members and determine whether it deems a letter of resignation should be requested when a member has three (3) consecutive absences from regularly-scheduled Commission meetings or a total of four absences within a 12-month period. If a member needs to be removed, the staff liaison must contact the Liaison for Boards and Commissions in writing and state the reasons for requesting removal of a board member. The staff liaison must show they attempted to contact the board member without a response. The County Executive will then send a letter to the board member relieving them of their duties as a board member.

B. Leave of Absence: A leave of absence may be granted by Co-Chairs upon petition by the member due to extraordinary circumstances. If granted, the member's term will continue to run and the member relinquishes all privileges and obligations during the leave. The member's position will remain vacant during the period of the leave.

C. Participation by Phone: Commission members can only participate by phone into regular meetings for two meetings per year unless the meeting has been scheduled as a phone meeting and everyone participates by phone.

ARTICLE VIII- Removal of officers:

- A. Any officer planning to resign must submit a typed letter of resignation thirty days prior to withdrawal.
- B. Any officer found negligent during their term will be voted out by the full Commission.
 - a. Negligence includes
 - i. Missing three (3) consecutive absences from regularly-scheduled Commission meetings or a total of four absences within a 12-month period.
 - ii. Not adhering to the KCIRC's vision and mission;
 - iii. Not adhering to deadlines or agreed upon responsibilities;
 - iv. Verbal, physical, and/or emotional abuse King County has a zero tolerance policy regarding harassment or abuse by a board member, resulting in immediate removal.
- C. Removal process based on negligence is as follows:
 - a. Verbal Warning from staff liaison and co-chairs
 - b. Written notice of removal from staff liaison and co-chairs to relieve the commission member of their duties follows if the situation remains unchanged.

Once resignation is accepted officer must relinquish all rights and access to the KCIRC's files, website, email, etc.

ARTICLE IX — MEMBERSHIP

There are three types of membership:

A. Commission (13): Member serves on Commission and participate in general meetings and events; membership with voting rights.

B. Ex-Officio members: The immigrant and refugee commission may also include four non-voting members who shall be community leaders that are actively engaged with local government, business or philanthropic organizations, and add value to the commission and raise its visibility and capacity through their expertise, relationships, and networks. These members are not appointed but are invited to join and asked to commit to attending the meetings for a period of one year.

B. Community Partners: Businesses and Community Based Organizations or who have exemplified outstanding accomplishments which align with the KCIRC vision and mission are invited to serve on committees to offer their advice and expertise on particular issue areas. These individuals are non-voting members who commit to serving the commission and King County for the duration of the committee's work. These members are not appointed but are invited to join and asked to commit to attending the meetings for a period of one year.

ARTICLE X — OPERATING PROCEDURES

A. The regular meetings of the KCIRC shall be held monthly unless deemed unnecessary by the Co-Chairs due to the lack of agenda items or proximity of the regular meeting date to legal holidays.

B. All meetings are open to the public.

C. Meetings are to be scheduled and announced in accordance with the Open Public Meetings Act (OPMA) to encourage attendance and participation by interested parties of King County.

D. Quorum: A constituted quorum of the KCIRC shall be fifty percent of the membership plus one of the current membership.

E. Decision Making: When a decision needs to be made, the KCIRC will work towards consensus. At the request of any Commission member, a vote may be taken. Robert's Rules of order will be used when a vote is requested.

F. Minutes: The designated staff will ensure that minutes are taken at the meetings and that that they are accurate. The minutes will be reviewed by the Secretary and distributed to all commission members. The minutes, agendas and other materials of the Commission meetings, Executive Committee and other committee meetings shall be posted on the Commission website within two weeks and notices of future meetings are kept up to date.

G. Public Comment: A public comment period will take place during all regular KCIRC meetings. Individuals providing public comment are invited to speak for up to three (3) minutes. At their discretion, the Co-Chairs may grant a speaker latitude to speak longer than three minutes. The chairs can ask members of public to leave if they are disruptive or disrespectful in meetings.

ARTICLE XI — liability Insurance

County officers, employees and agents are provided legal representation (by the Prosecuting Attorney Office) and indemnification (by the County) for actions taken within the scope of their service to the County, as long as their actions were taken in good faith with no reasonable cause to believe the actions were unlawful. This is provided in King County Code section 4.13.010.

ARTICLE XII — Amendments

These bylaws may be amended at any regular meeting of the KCIRC without prior notice by two-thirds affirmative votes of those present or with prior notice by a simple majority of those voting.

APPENDIX B: 2024 ANNUAL REPORT



KCIRC |

KING COUNTY IMMIGRANT
AND REFUGEE COMMISSION

COMMISSION

KCIRC

2024 Annual Report

PREPARED BY:

KCIRC Staff, Commissioners and
Commission Leadership



King County

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OUR MISSION

02 Our Mission



The Commission will focus on understanding and addressing challenges facing immigrants and refugees within the diverse communities that make up King County. The Commission will work as a hub and central connecting place for building direct relationships with and supporting the vision for social justice for immigrant and refugee communities in King County. The Commission will enhance the integration of refugees and immigrants culturally, economically, and civically, in order to strengthen the communities where they live and will support refugees and immigrants to thrive and succeed while maintaining their own identities.

"The focus of KCIRC is to connect with and hear from members of the immigrant and refugee communities who are impacted by the issues." - KCIRC Guiding Principles

2

OUR VISION

03 Our Vision



Our vision is for King County to be a place where everyone has equitable access to opportunities. To achieve this vision, the King County Immigrant and Refugee Commission (KCIRC) plays a significant role in engaging immigrant and refugee communities to establish long-lasting trust-based relationships with County offices and programs. KCIRC shall strive to leverage existing programs and funding, and advocate for increased, dedicated resources necessary for immigrant refugee communities to thrive.

"KCIRC commits to using equity, racial justice, and social justice as a framework in all of our work, our relationships, our processes, and our model." - KCIRC Guiding Principles

3

MEMBERS

04 2024 Commission Profile

Member

Carlos Michel
Claire Sumadiwiry
Kia McGlone*
Maha Roy
Mario Bañuelos
Meron Girma
Mohamed Bakr
Praveena Thammireddy
Sercan Hepsener
Sergio Razo*
Wahid Bihroz
Zahra Mohamed*

*2024 Officers

District

District 9
District 6
District 7
District 1
District 2
District 4
District 6
District 4
District 7
District 3
District 7
District 8

Staffers

Daud Ali
Omar Hassan
Cheryse Ishii
Tera Chea
Dae Shogren

Agency

Executive's Office
Executive's Office
Executive's Office
King County Council
King County Council

ACCOMPLI

05 2024 Accomplishments

- **2024 Meetings:** The Commission held ten meetings and a retreat in May 2024.
- **Harborview Bond Program:** Melvin Givens returned to provide an update on previous feedback the Commission gave on the bond program.
- **Input on Data Collection Ordinance:** Staff from Council District 1 presented on an existing data collection ordinance and solicited feedback from the commissioners to draft and incorporate ideas. Specifically, around data collection methodology that does not compromise data on immigration status of King County residents.
- **Letter to King County Council re: Riverton Park Church Umc:** In January, the Commission continued dialogue with the King County Executive's Office regarding the dire situation of asylum seekers at Riverton Park Church in Tukwila. Michael Padilla from the Executive's Office joined a meeting to provide updates.

The Commission sent a letter to the Council in February in support of King County providing aid to the asylum seekers. Through these efforts, the Commission was able to dialogue directly with Council and received responses from members. These and other efforts resulted in a \$25 million allocation from Washington State to assist families and children with emergency shelter and housing.

- **Office of Equity and Racial and Social Justice Strategic Plan External Engagement:** At the March meeting, the Commission engaged with County staff member Phyllis Sutton and others from OERSJ to review the upcoming strategic plan refresh and discuss strategies to enhance services in King County, specifically in Housing, Economic Development, and Education.
- **2024 Commissioners Retreat:** The 2024 retreat was held on May 25, 2024. Retreat priorities included solidifying the 2024 KCIRC Annual Work Plan, as well as discussing the over-arching retreat goal - *Advocate for the improvement of language access and culturally relevant programs and services for King County's Immigrant & Refugee Communities.*

Commissioners worked with consultant Alma Villegas of AV Consulting to identify priority issues in the areas of education, housing, and economic development. They planned actions to support pathways to increase community advocacy.

- **KCIRC Election of Officers:** Officers were elected to Co-Chair and Secretary positions in 2024, as per by-laws.

STATEMENTS

06 2024 Statements

Letter of Support for Asylum Seekers at Riverton Park Church Umc

Dear Esteemed Members of the King County Council,

We trust this letter finds you in good health and spirits. We, the King County Immigrant and Refugee Commission, are reaching out to express our heartfelt concern for the homeless asylum seekers currently seeking refuge at Riverton Park Church UNC in Tukwila, WA.

In the spirit of unity and compassion, we believe that it is within our collective responsibility to address the needs of those who have sought safety and asylum within our community. The individuals currently residing in tents outside of Riverton Park Church UNC are in a vulnerable position, and we are eager to work together to ensure their well-being and integration into our community.

We kindly urge the King County Council to prioritize and support initiatives that provide essential resources for these asylum seekers. By addressing their immediate needs, we not only uphold our commitment to humanitarian values but also contribute to the overall strength and show what resilience for our diverse community looks like.

We acknowledge the challenges posed by the current situation but also believe with intentionality and swift action to assist these families we can prevent further trauma and harm to everyone witnessing this crisis as well. We also believe even though it is the City of Tukwila that is currently carrying this massive weight, it can happen to any city at any time and there will be no warning.

As members of the King County Immigrant and Refugee Commission, we are committed to working collaboratively with the Council to ensure that our community remains inclusive and supportive of all its residents. By coming together and addressing the needs of our vulnerable population, we can make King County a shining example of compassion, empathy, unity and action-oriented.

Thank you for your time and consideration of this pressing matter. We look forward to your leadership and support in making a positive impact on the lives of those seeking asylum in our community.

Wishing you continued success in your dedicated service to King County.

Sincerely,
King County Immigrant and Refugee Commission



King County

Metropolitan King County Council

King County Courthouse
516 Third Avenue, Suite 1200
Seattle, WA 98104-3272
Tel: 206-477-1000
www.kingcounty.gov/council

Dear Representatives Ormsby, Bergquist, Gregerson, Macri, and Senators Robinson, Nguyen, and Hasegawa;

We are writing in strong support of the proposed \$25 million investment for immigrant services in the FY25 operating budget.

Throughout the state, we are already seeing the repercussions of the dearth of services for recently arrived asylum seekers. Families and individuals who have traveled across the world in search of safety are being greeted with a lack of access to basic needs and a fractured social safety net. They are in legal limbo: while they wait for the months-long federal asylum process to grant eligibility for work permits and other necessary resources, they don't have the ability to gain employment or access otherwise available services. The result is that current federal policy prevents them from supporting themselves, even as the federal government fails to provide support to state or local governments or nonprofit partners to support this population.

Washington state has a long and distinct history of welcoming people who have been driven from their homes due to violence and conflict. This budget investment would make strides towards addressing the current reality for the hundreds of individuals and families arriving statewide. By supporting essential needs like housing, food, transportation, education, legal, and employment services, we can provide our newest Washingtonians – many of whom are only children – with the tools they need to settle in and thrive in their new lives.

We know you are faced with challenging and immense decisions this legislative session. However, we urge you to prioritize this investment, which so clearly exemplifies the values of equity, inclusion, and opportunity that we as Washingtonians hold so deeply.

Sincerely,

Councilmember Jorge L. Barón
District 4

Councilmember Teresa Mosqueda
District 8

Council Chair Dave Upthegrove
District 5

Councilmember Girmay Zahilay
District 2

LOOKING I

07 Looking Forward

For 2025, the KCIRC commits to:

- Updating and strengthening the Commission Bylaws, which have not been formally updated since 2019.
- Updating and revising the Commission Onboarding Handbook and Materials, to support incoming commissioners during their onboarding period.
- Supporting the work of the Office of Equity and Racial and Social Justice on accountability and compliance for county departments as it relates to upholding King County Code 2.15: Immigrant, Refugee and Language Access Ordinance.
- Increasing broad community engagement through online presence such as social media and at immigrant and refugee community events. Updating communities on the work of the commission while strengthening relationships with community members.
- Collaborating closely with King County Council by providing guidance and insight on issues impacting immigrant and refugee communities. Presenting the annual briefing to King County Council Committee of the Whole.



JOIN THE C

08 Join the Commission!

KING COUNTY IMMIGRANT AND REFUGEE COMMISSION

BECOME A COMMISSIONER

We are seeking residents interested in serving on the King County Immigrant and Refugee Commission (KCIRC). KCIRC serves all King County residents and acts as an advisory body to the executive and legislative branches of King County government. Commissioners serve on a volunteer basis and work together to identify, elevate, and develop shared strategies and solutions to address the most pressing issues affecting immigrant and refugee communities.

Questions? Email us at kcirc@kingcounty.gov.

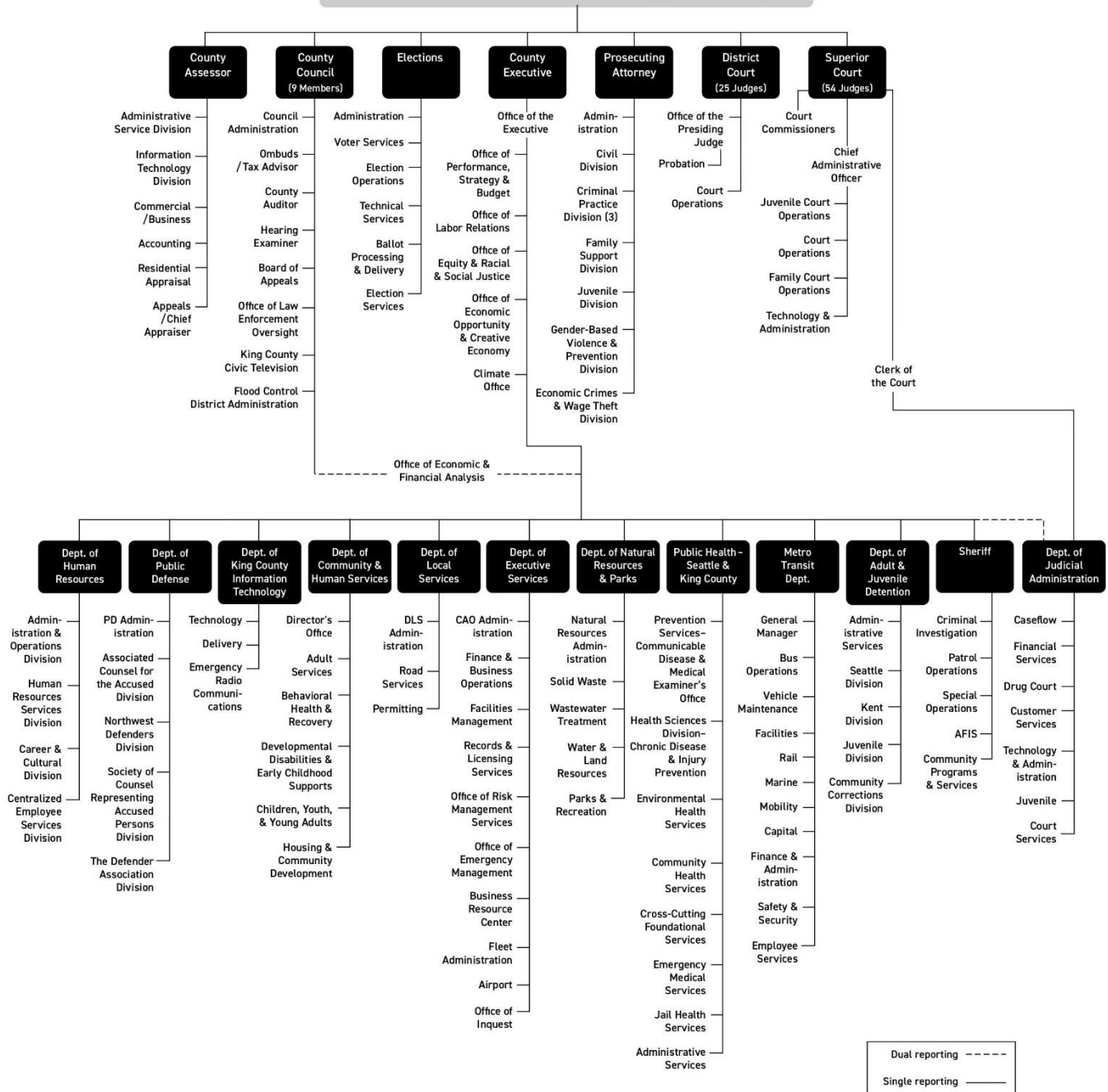
APPLY NOW!

Click here to apply!



APPENDIX C: 2025 KING COUNTY ORGANIZATION

The Electorate of King County



2025 King County Organization Elected Officials, Departments, and Divisions

SEPTEMBER 2024

APPENDIX D: SAMPLE WORK PLAN

GOAL:

Activities	Who?	When?	Outcomes:	Evaluation:	Notes

- **Goal:** What do you want to accomplish?
- **Activities:** How are you going to accomplish the goal?
- **Who:** Who is responsible for the activities?
- **When:** When will the activity begin and end?
- **Outcomes:** What are the desired results?
- **Evaluation:** How are you going to measure the outcomes?
- **Status/Notes:**

Some questions to consider:

1. Is this goal SMART (Specific, measurable, attainable, realistic and timely)?
2. Does this goal align with the Commission's mission and vision?
3. Do the activities outlined align with the scope of duties outlined in [Ordinance 18653?](#)

APPENDIX E: TIPS IN PARLIMENTARY PROCEDURE

TIPS IN PARLIAMENTARY PROCEDURE

The following summary will help you determine when to use the actions described in Robert's Rules.

- A main motion must be moved, seconded, and stated by the chair before it can be discussed.
- If you want to move, second, or speak to a motion, raise your hand, wait to be recognized by the chair, you may then address the chair.
- If you approve the motion as is, vote for it.
- If you disapprove the motion, vote against it.
- If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.
- If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum, committee, or staff, with instructions to report back.
- If you feel they can handle it better than the assembly, move to refer the motion to a quorum, committee, or staff with power to act.
- If you feel that the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.
- If you want time to think the motion over, move that consideration be deferred to a certain time.
- If you think that further discussion is unnecessary, move the previous question.
- If you think that the assembly should give further consideration to a motion referred to a quorum, committee, or staff, move the motion be recalled.
- If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.
- If you do not agree with a decision rendered by the chair, appeal it to the assembly.
- If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.
- If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.
- If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.

PARLIAMENTARY PROCEDURES AT A GLANCE

To Do This	You Say This	May You Interrupt Speaker	Must You Be Seconded	Is Motion Debatable	What Vote is Required
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room, temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend motion	I move this motion be amended by ...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote

Take up a matter previously tabled	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

* Not amendable

		Debatable	Amendable	Can be reconsidered	Requires 2/3 Vote
Privileged motions	Fix time at which to adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of privilege	No	Yes	Yes	No
	Call for order of day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to consideration of a question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of order	No	No	No	No
	Read papers	No	No	Yes	No
	Suspend the rules	No	No	No	Yes
	Withdraw a motion	No	No	Yes	No
Subsidiary Motions	Lay on the table	No	No	Yes	No
	The previous question (close debate)	No	No	Yes	Yes
	Limit or extend debate	No	Yes	Yes	Yes

	Postpone to a definite time	Yes	Yes	Yes	No
	Refer to committee	Yes	Yes	Yes	No
	Amend the amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone indefinitely	No	No	Yes	No
Main Motion	Main or procedural motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

INTRODUCE A MOTION

Raise your hand.

Wait until the chair recognizes you.

Address the Chair by the proper title.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that (state the motion), is there any discussion?"

DEBATE OR DISCUSS MOTION

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion) ... say "Aye." Those opposed say "No." The Chair waits a few seconds, then says, "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote.
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended:

- 1) Adding at the end
- 2) Striking out a word or words
- 3) Inserting a word or words
- 4) Striking out and inserting a word or words
- 5) Substitutions

A member raises a hand, addresses the chair, receives recognition, and states the motion:

"I move that..."

MAIN MOTION

Another member seconds the motion.

The Chair repeats the motion and says,

"Is there any discussion?"

Must be germane to the main motion

To improve the motion, a member raises a hand;

PRIMARY AMENDMENT

receives recognition and says "I move to amend the motion by..."

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

Must be germane to the primary amendment

To improve the amendment, a member raises their hand receives recognition, and says, "I move to amend the amendment by...."

Another member seconds the amendment.

SECONDARY AMENDMENT

(not amendable)

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases the Chair says, "Those in favor of the amendment to the amendment say "Aye." Those opposed say "No."
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote is in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

NOTES PAGE