



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance 19568

Proposed No. 2022-0457.2

Sponsors Upthegrove

1 AN ORDINANCE relating to council rules and order of
 2 business; amending Ordinance 11683, Section 2, as
 3 amended, and K.C.C. 1.24.015, Ordinance 11683, Section 4,
 4 as amended, and K.C.C. 1.24.035, Ordinance 11683, Section
 5 9, as amended, and K.C.C. 1.24.085, Ordinance 11683,
 6 Section 14, as amended, and K.C.C. 1.24.135 and Ordinance
 7 11683, Section 15, as amended, and K.C.C. 1.24.145 and
 8 declaring an emergency.

9 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

10 **SECTION 1. Findings:**

11 A. Section 220.40 of the King County Charter requires the council to adopt by
 12 ordinance rules of procedure governing the time, place and conduct of its meetings.

13 B. Consistent with the county charter, the council adopted by ordinance rules of
 14 procedure, which are codified in K.C.C. chapter 1.24, and passed motions related to the
 15 organization and administration of the council.

16 C. The rules of procedure and the organizational motion have been amended
 17 from time to time to reflect changes desired by the council.

18 D. Because the council is reorganizing the council and its committees by Motion
 19 XXXXX (Proposed Motion 2022-0456), effective 11:59 p.m., December 31, 2022,
 20 including modifying committees, committee chair and vice-chair positions and duties,

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21 this ordinance must be enacted as an emergency ordinance in order to be effective and
22 ensure that the regular meeting times of the council's committees are effective at the same
23 time as the reorganization of the council.

24 SECTION 2. Ordinance 11683, Section 2, as amended, and K.C.C. 1.24.015 are
25 hereby amended as follows:

26 **Rule 2: Powers and duties of the chair.** The chair of the council has the
27 following powers and duties:

28 A. The chair shall:

29 1. Call the council to order at the hour appointed for meeting and, if a quorum is
30 present, shall cause the minutes of the previous meeting to be approved;

31 2. Proceed with the order of business; and

32 3. Adjourn the council upon a motion to adjourn approved by a majority of
33 members present;

34 B. The chair shall preserve order and decorum and in the interest of efficiency may
35 impose time and subject matter limits for testimony and comment given by the public and
36 members of the council;

37 C. The chair shall promote efficient operation of the council, which shall include
38 setting the agenda and expediting parliamentary debate or, if there is no objection from any
39 other member, expediting the passage of routine motions. The chair's act of adding to,
40 removing from or taking out of order an item on a distributed and posted agenda may be
41 appealed to the full body by any two members under Rule 5.D, K.C.C. 1.24.045.D. The
42 chair shall discourage activities that are dilatory or disruptive. The chair shall endeavor to
43 facilitate the will of the majority of members present at all times;

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44 D. The chair may speak to points of order, inquiry or information in preference to
45 other members. Upon a ruling of the chair on a point of order, the chair shall allow any
46 two members to immediately request that the decision be placed before the body. If a
47 majority of members present agree to the ruling of the chair, the business of the council
48 must proceed without further debate. If a majority of the members present do not support
49 the ruling of the chair, the chair shall immediately allow a procedural motion to dispense
50 with the issue in question, proceeding until a decision of the council is secured and the
51 business of the council is allowed to proceed;

52 E. The chair shall retain legislation related to collective bargaining, including
53 appropriation ordinances limited solely to costs associated with implementation of the
54 collective bargaining, in the control of the council and refer all other legislation to
55 committees unless there is an objection to a referral. If there is an objection by a member,
56 the chair's referral will stand unless a majority of the members present vote to support the
57 objection. If the objection is sustained, the chair shall refer the legislation to another
58 committee, unless there is an objection to the referral.

59 F. Any motion that proposes to censure a councilmember for violating the council's
60 antiharassment policy shall be referred to the employment and administration committee;

61 G. The chair shall introduce all legislation relating to land use appeals, road
62 vacations, plat applications, current use assessments and other similar land use decisions.

63 The chair shall introduce all legislation relating to collective bargaining, including
64 appropriation ordinances limited solely to costs associated with implementing the
65 collective bargaining agreement. If recommended by action of the employment and
66 administration committee, the chair shall introduce any motion that proposes to censure a

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67 councilmember for violating the council's antiharassment policy, unless the chair is the
68 subject of the motion; and

69 H. The chair shall provide copies to all councilmembers of all official
70 communications and requests for council action addressed to the chair from the executive,
71 ~~((the sheriff,))~~ the assessor, the presiding judge of the district or superior court or the
72 prosecuting attorney.

73 SECTION 3. Ordinance 11683, Section 4, as amended, and K.C.C. 1.24.035 are
74 hereby amended as follows:

75 **Rule 4: Meetings.**

76 A.1.a. Except as otherwise provided in this subsection, the time of regular meetings
77 of the council is 1:00 p.m. on the first, second, third and fourth Tuesdays of each month.
78 However, the regular meetings of the council shall not take place: from ~~((April 11, 2022,~~
79 ~~through April 15, 2022; from August 1, 2022, through August 12, 2022; and from))~~
80 December 14, 2022, through January 2, 2023; from April 10, 2023, through April 14, 2023;
81 from July 31, 2023, through August 11, 2023; and from December 13, 2023, through
82 January 2, 2024. All regular or special meetings of council committees shall be regular or
83 special council meetings, in accordance with subsection F. of this rule.

84 b. A special committee meeting may not be called without the prior written
85 consent of the council chair or the consent of a majority of the members of the committee.
86 This subsection A.1.b. does not apply to special meetings of the budget and fiscal
87 management committee for purposes of considering the county executive's biennial budget
88 proposal, which shall be called by the chair of the budget and fiscal management
89 committee.

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90 2.a. All regular meetings of the King County council and the council's
91 committees, except for employment and administration committee meetings, shall be held
92 in the council chambers on the tenth floor of the King County Courthouse in Seattle,
93 Washington. All regular meetings of the employment and administration committee
94 meetings shall be held in the southwest conference room on the twelfth floor of the King
95 County Courthouse in Seattle, Washington.

96 b. Whenever, due to an emergency, as defined in K.C.C. 12.52.010, it is
97 imprudent, inexpedient or impossible to conduct the affairs of the council at the regular or
98 usual place or places, the council may meet at any place within or without the territorial
99 limits of the county on the call of the chair or any two members of the council. After an
100 emergency relocation, the affairs of the council shall be lawfully conducted at the
101 emergency location for the duration of the emergency.

102 B.1. Except as provided in subsection B.2. of this rule, the times for regular and
103 special committee meetings are as follows:

104 a. Budget and fiscal management committee: the second and fourth Wednesday of
105 each month at 9:30 a.m.;

106 b. Committee of the whole: the ~~((first and))~~ third Wednesday((s)) of each month at
107 9:30 a.m.~~((, except that, for October 3, 2022, through November 21, 2022, the regular
108 committee meeting shall occur on the first and third Mondays of each month at 1:30 p.m.))~~);

109 c. Employment and administration committee: the ~~((fourth))~~ third Tuesday of each
110 month at 1:30 p.m.;

111 d. Government accountability and oversight committee: the second Tuesday of
112 each month at 9:30 a.m.;

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113 e. Law, justice, health and human services committee: the first Tuesdays of each
114 month at 9:30 a.m.;

115 f. Local services and land use committee: the fourth Tuesday of each month at
116 9:30 a.m.;

117 g. Regional policy committee: the second Wednesday of each month at 3:00 p.m.;

118 h. Regional transit committee: the third Wednesday of each month at 3:00 p.m.;

119 i. Regional water quality committee: the first Wednesday of each month at 3:00
120 p.m.; and

121 j. Transportation, economy and environment committee: the third Tuesday of each
122 month at 9:30 a.m.

123 2. The regular meetings of the committees shall not take place during the times
124 when the council meeting does not take place, as prescribed in subsection A. of this rule.

125 C. Council and committee meetings must be held in accordance with the Open Public
126 Meetings Act of 1971, chapter 42.30 RCW.

127 D. A meeting may be continued, in accordance with chapter 42.30 RCW, to another
128 date and does not conclude until adjourned in accordance with these rules.

129 E.1. An executive session may be held during a council or committee meeting if
130 one of the specific grounds under chapter 42.30 RCW for an executive session exists.

131 2. Before convening in executive session, the chair of the council or committee
132 shall publicly announce the purpose for excluding the public from the meeting place and
133 the time when the executive session will be concluded. The executive session may be
134 extended to a stated later time by announcement of the chair.

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135 3. Only members of the council or committee, special invitees and those
136 employees or staff members the council or committee determines to be necessary are
137 allowed to remain in the room. Persons attending an executive session shall maintain the
138 confidentiality of the proceedings.

139 F.1. A legal analysis of the Open Public Meetings Act by the office of the Attorney
140 General, 2010 AGO No. 9, has advised that when a committee meeting is attended by a
141 quorum of the governing body it must be noticed not only as a committee meeting but also
142 as a meeting of the governing body. For this reason, all meetings, of council committees
143 shall be noticed both as committee meetings and as council meetings whose agenda is
144 limited to the committee business.

145 2. In all committee meetings, which are council meetings in accordance with
146 subsection F.1. of this rule, only the rules and procedures applicable to committees apply,
147 and not those rules and procedures applicable to full council meetings. This includes, but is
148 not limited to:

149 a. only those members who serve on the committee have the right to exercise
150 parliamentary rights in the meeting, including, but not limited to, raising points of order,
151 making motions and voting;

152 b. attendance shall be recorded only for members serving on the committee, and
153 the quorum for the meeting shall be the committee quorum; and

154 c. committee meetings shall be chaired by the committee chair.

155 SECTION 4. Ordinance 11683, Section 9, as amended, and K.C.C. 1.24.085 are
156 hereby amended as follows:

157 **Rule 9: Introduction and initial consideration of proposed legislation.**

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158 A. All legislative proposals submitted to the King County council by the executive
159 shall be accompanied by a completed Legislative Review Form in the form of Attachment
160 A to Ordinance 17666, dated July 25, 2013, or as amended from time to time. In addition,
161 all legislative proposals involving the collective bargaining or appropriations ordinances
162 limited solely to the costs associated with the implementation of collective bargaining shall
163 be accompanied by a summary of the legislation that includes the current costs and five-
164 year implementation costs as well as changes to working conditions and any other
165 substantive changes compared to prior agreements.

166 B. Upon the electronic receipt of proposed legislation from the executive, the
167 assessor, the presiding judge, the prosecuting attorney, the director of elections or a
168 councilmember, the clerk of the council shall assign a proposed number to the legislation.
169 The clerk may make formatting and nonsubstantive revisions in form and style to proposed
170 legislation before first reading and shall indicate on the revised legislation that the
171 legislation is revised by the clerk and the date of the revision.

172 C. Upon electronically filing with the clerk of the council sponsorship of
173 legislation, by at least one councilmember in a form prescribed by the clerk of the council,
174 or upon receipt by the council of a proposed ordinance submitted as an institutional
175 initiative under Section 230.50.10 of the King County Charter, the proposed legislation is
176 introduced and must be placed on the agenda for first reading and referral. Receipt of an
177 institutional initiative may be received in paper form or electronically. Legislation may be
178 introduced with the title only, but the text of the legislation must be filed with the clerk by
179 first reading. In accordance with Rule 2.E., K.C.C. 1.24.015.E., the chair of the council
180 shall refer both the title and the subsequently filed text of the legislation to committee if the

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181 legislation was introduced with the title only. If the text of the legislation is not timely
182 filed, the legislation is to be removed from the agenda and is not to be referred to
183 committee.

184 D. A member may add the member's own name to sponsorship of legislation at
185 any time before passage of the legislation by electronically informing the clerk of the
186 council. The first member listed on the first introduction slip filed for legislation may not
187 remove that member's own name from sponsorship of the legislation. However, any other
188 sponsor of legislation may remove that sponsor's own name from sponsorship of the
189 legislation by electronically informing the clerk of the council.

190 E. First reading of legislation shall consist of either:

- 191 1. Printing the number and title of the proposed legislation on the published
192 agenda; or
193 2. Adding the proposed legislation to the agenda under Rule 5, K.C.C.
194 1.24.045.B.2. or 3. and including this information in the council's minutes.

195 F. After the first reading, proposed legislation must be referred to an appropriate
196 committee or committees by the chair of the council, except for motions confirming
197 executive reappointments to boards or commissions, which may be referred directly to a
198 council consent agenda, or legislation related to collective bargaining, including
199 appropriation ordinances limited solely to the costs associated with implementation of a
200 collective bargaining agreement. Proposed legislation referred to more than one committee
201 must be considered consecutively by the committees in the order set forth on the marked
202 published agenda or as specified by the chair during the meeting and reflected in the
203 council's minutes.

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204 G. Upon being reported out of committee with a recommendation, proposed
205 legislation must be placed upon an agenda for appropriate action, after consideration of
206 public hearing notice requirements, one week after the (~~Wednesday~~) Tuesday after the
207 committee meeting, unless the committee chair decides and states on the record at the
208 committee meeting that the item be placed on the next council agenda. The clerk of the
209 council may make formatting and nonsubstantive revisions in form to proposed legislation
210 after the legislation is reported out of the committee and before the legislation is placed on
211 the agenda for second reading and shall indicate on the revised legislation that the
212 legislation is revised by the clerk and the date of the revision.

213 H. Proposed legislation related to collective bargaining, including appropriation
214 ordinances limited solely to the costs associated with implementation of collective
215 bargaining agreements must be placed on the agenda for appropriate action, after
216 consideration of public hearing notice requirements, at the next council meeting at least one
217 week after its first reading.

218 SECTION 5. Ordinance 11683, Section 14, as amended, and K.C.C. 1.24.135 are
219 hereby amended as follows:

220 **Rule 14: Adoption by consent.**

221 A. Consent agendas may be established by the chair of the council or a committee.
222 Proposed legislation may be placed on a consent agenda at a council meeting upon
223 recommendation by the committee that considered the legislation. If a member objects to
224 the placement of proposed legislation on a consent agenda, the proposed legislation must
225 be removed from the consent agenda. Proposed legislation on the consent agenda at a
226 council meeting is not subject to amendment except as recommended in the committee

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227 report. All items on a consent agenda, whether committee recommendations or final
228 council action, may be adopted in one motion by oral roll call vote.

229 ~~B. ((Employment and administration committee recommendations shall be contained~~
230 ~~in a written recommendation report that shall be sent to the full council in the manner set~~
231 ~~forth in the council's organizational motion. The council shall consider the~~
232 ~~recommendation reports from the committee on an employment and administration~~
233 ~~committee consent agenda. However, in the event the employment and administration~~
234 ~~committee forwards two recommendations to the council on the same matter, the two~~
235 ~~recommendations shall be considered separately from the consent agenda. Upon the~~
236 ~~request of any member present before the full council, any specific recommendation from~~
237 ~~the employment and administration committee shall be removed from the consent agenda~~
238 ~~and considered separately by the council after adoption of the employment and~~
239 ~~administration committee consent agenda.~~

240 ~~C.))~~ A consent agenda on hearing examiner recommendations may be established by
241 the chair of the council. A hearing examiner recommendation may be placed on the agenda
242 on hearing examiner recommendations if a hearing was previously held on the measure and
243 if a council member does not object to the placement. If a member objects to the
244 placement of a hearing examiner recommendation on the consent agenda on hearing
245 examiner recommendations, the recommendation must be removed from the consent
246 agenda on hearing examiner recommendations. All items on the consent agenda on hearing
247 examiner recommendations may be adopted in one motion by oral roll call vote.

248 ~~((D.))~~ C. A consent agenda on motions confirming reappointments to boards and
249 commissions may be established by the chair of the council. If a member objects to the

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250 placement of a confirmation motion on the consent agenda, the motion must be removed
251 from the consent agenda and considered separately before adoption of the confirmation
252 consent agenda. Confirmation motions referred to the consent agenda may be adopted in
253 one motion by oral roll call vote.

254 SECTION 6. Ordinance 11683, Section 15, as amended, and K.C.C. 1.24.145 are
255 hereby amended as follows:

256 **1.24.145 Rule 15: Quorum and voting - standard, emergencies.**

257 A. The requirements for a quorum of a standing committee are prescribed in Rule
258 6A, K.C.C. 1.24.055.A. The requirements for a quorum of a regional committee are
259 prescribed in Rule 7, K.C.C. 1.24.065.

260 B.1. Five members constitute a quorum of the county council, except as provided
261 in subsection B.2. of this rule. If there is a lack of a quorum, the chair shall request the
262 clerk of the council to call members so as to constitute a quorum. Unless otherwise
263 required by the King County Charter, a vote of the majority of those present is necessary
264 for the conduct of council business.

265 2. In the event that an emergency, as defined in K.C.C. 12.52.010, reduces the
266 number of members, then those members available and present for duty have full authority
267 to act in all matters as the county council. Quorum requirements for the council shall be
268 suspended for the period of the emergency, and where the affirmative vote of a specified
269 proportion of the council is required for approval of an ordinance or other action, the same
270 proportion of those members available shall be sufficient. As soon as practicable
271 thereafter, the available members shall act in accordance with the charter and state law to
272 fill existing vacancies on the council.

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273 3. Members participating by telephone or other electronic means as allowed under
274 subsection C. of this rule are present for quorum purposes. The clerk of the council, in
275 consultation with the chair, shall establish authentication and operating procedures, which
276 must comply with all state and county laws regarding open public meetings. ~~((It shall be
277 noted in the minutes when members participate by telephone or other electronic means.))~~

278 C.~~((1.))~~ Members may participate and vote in meetings of standing and regional
279 committees of which they are members and in meetings of the full council by telephone or
280 other electronic means.

281 ~~((2. A member wishing to participate and vote in a full council or standing
282 committee meeting by telephone or other electronic means under subsection C.1.b.iii. of
283 this rule shall use the following process:~~

284 a. ~~The member shall declare orally or in writing to the chair of the meeting that
285 the member requests to participate and vote by telephone or other electronic means because
286 of urgent circumstances;~~

287 b. ~~After receiving the request from the member, the chair shall promptly approve
288 or deny the request and so inform the member, who may accept the chair's ruling or appeal
289 the chair's ruling to the members present at the meeting; and~~

290 c. ~~Reversal of the chair's ruling requires an affirmative vote of a two-thirds
291 majority of the members present at the meeting. For a full council meeting, reversal of the
292 chair's ruling also requires that a quorum be present.~~

293 3. ~~In notifying the meeting chair of the member's intent or request to participate
294 and vote by telephone or other electronic means under this subsection C., the member shall
295 specify the specific provision of this subsection C. on which the member is relying.~~

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296 4. ~~To facilitate connection to the broadcasting system , notices or requests for~~
297 ~~participation by telephone or other electronic means should be made half an hour in~~
298 ~~advance of the meeting when possible, and the member should promptly inform the clerk~~
299 ~~of the meeting of the notice or request. When participating by telephone or other electronic~~
300 ~~means, the member shall speak audibly so that the public can hear the discussion and~~
301 ~~voting process.~~

302 5. ~~For the purposes of this subsection C., "urgent circumstances" means when a~~
303 ~~member experiences one or more of the following:~~

304 a. ~~inelement weather, such as a flood alert or snow in the member's district, that~~
305 ~~results in circumstances that make it unsafe for the member to attend the meeting; and~~

306 b. ~~the member or an immediate family member, as "immediate family" is~~
307 ~~defined in K.C.C. 3.12.010, has a medically related issue or other urgent need for~~
308 ~~assistance, including without limitation the death of an immediate family member, that~~
309 ~~makes it difficult for the member to attend the meeting.))~~

310 D. There may not be voting by proxy on a question before the council. A member
311 who is in the council chambers or present via telephone or other electronic means when the
312 question is put shall vote unless excused by the council for special reasons. A motion to
313 excuse a member must be made before the call for "ayes" and "nos" is commenced.

314 E. A vote before the council must be recorded as to the "ayes" and "nos." Upon the
315 final passage of legislation before the council, the vote must be taken by oral roll call. On
316 any other matter, the vote must be taken by oral roll call if requested by at least one
317 member. When once begun, the roll call may not be interrupted. The order of names on

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318 the roll call must be alphabetical by last name except for the chair, who votes last when the
319 "ayes" and "nos" are called.

320 SECTION 7. The county council finds as a fact and declares that an emergency
321 exists and that this ordinance is necessary for the immediate preservation of public peace,

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- 322 health or safety or for the support of county government and its existing public
- 323 institutions.

Ordinance 19568 was introduced on 12/13/2022 and passed as amended by the Metropolitan King County Council on 12/13/2022, by the following vote:

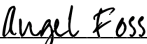
Yes: 8 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry,
 McDermott, Upthegrove and Zahilay
 Excused: 1 - von Reichbauer

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


DocuSigned by:

 F8830816F1C4427...
 Claudia Balducci, Chair

ATTEST:

DocuSigned by:

 C267B914088E4A0...
 Melani Pedroza, Clerk of the Council

APPROVED this ____ day of 12/22/2022, _____.

DocuSigned by:

 4FBCAB8196AE4C6...
 Dow Constantine, County Executive

Attachments: None

Certificate Of Completion

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Source Envelope:	
Document Pages: 16	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Cherie Camp
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	SEATTLE, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20


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Signer Events

Claudia Balducci
 claudia.balducci@kingcounty.gov
 Security Level: Email, Account Authentication (None)

Signature

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 Signed: 12/16/2022 10:56:30 AM

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Angel Foss
 Angel.Foss@kingcounty.gov
 Deputy Clerk of the Council
 King County Council
 Security Level: Email, Account Authentication (None)

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Dow Constantine
 Dow.Constantine@kingcounty.gov
 Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Kaitlyn Wiggins kwwiggins@kingcounty.gov Executive Legislative Coordinator King County Executive Office Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/16/2022 11:10:05 AM Viewed: 12/16/2022 1:24:18 PM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	12/15/2022 1:06:11 PM
Certified Delivered	Security Checked	12/22/2022 2:27:12 PM
Signing Complete	Security Checked	12/22/2022 2:27:24 PM
Completed	Security Checked	12/22/2022 2:27:24 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, King County-Department of 02 (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact King County-Department of 02:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: cipriano.dacanay@kingcounty.gov

To advise King County-Department of 02 of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at cipriano.dacanay@kingcounty.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from King County-Department of 02

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with King County-Department of 02

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.