

1 Sponsored by: Councilmember Ryan Mello  
2 Requested by: County Council

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**ORDINANCE NO. 2023-19**

**An Ordinance of the Pierce County Council Amending Chapter 1.28 of the  
Pierce County Code, "Rules of Procedure – Pierce County  
Council."**

**Whereas**, Section 2.35 of the Pierce County Charter provides that the Council shall enact by ordinance rules of procedure governing the time, place and conduct of its meeting and hearings and the introduction, publication, consideration, and adoption of ordinances; and

**Whereas**, the Council's rules of procedure, codified at Chapter 1.28 of the Pierce County Code (PCC), were adopted by Ordinance No. 96-135 and have been amended several times since enactment; and

**Whereas**, the Council desires to update its rules of procedure to address procedures and make technical revisions; **Now Therefore**,

**BE IT ORDAINED by the Council of Pierce County:**



1 Section 1. Chapter 1.28 of the Pierce County Code, "Rules of Procedure –  
2 Pierce County Council," is hereby amended as shown in Exhibit A, which is attached  
3 hereto and incorporated herein by reference.  
4

5  
6 PASSED this 6th day of June, 2023.  
7

8 ATTEST:

9 **PIERCE COUNTY COUNCIL**  
10 Pierce County, Washington

11 Denise D. Johnson  
12 for  
13 **Denise D. Johnson**  
14 Clerk to the Council

15 Ryan N. Mello  
16 **Ryan N. Mello**  
17 Council Chair

18 Bruce F. Dammeier  
19 **Bruce F. Dammeier**  
20 Pierce County Executive  
21 Approved  Vetoed \_\_\_\_\_, this  
22 10th day of June,  
23 2023.

24 Date of Publication of  
25 Notice of Public Hearing: May 24, 2023

26  
27 Effective Date of Ordinance: June 30, 2023  
28



*Chapter 1.28*

***RULES OF PROCEDURE – PIERCE COUNTY COUNCIL***

**Sections:**

- 1.28.010 Purpose.**
- 1.28.015 Definitions.**
- 1.28.020 Organization of the Council.**
- 1.28.040 Meetings of the Council.**
- 1.28.045 Sponsorship – Order of Names.**
- 1.28.050 Council Meetings and Agenda.**
- 1.28.055 Decorum in Council Meetings.**
- 1.28.060 Quorum and Voting.**
- 1.28.070 Legal Signatures.**
- 1.28.075 Fiscal and Equity Analysis Required.**
- 1.28.080 Procedure for Adoption/Termination of Resolutions.**
- 1.28.090 Procedure for Adoption/Termination of Ordinances.**
- 1.28.095 Withdrawal of Appointment Resolution.**
- 1.28.100 Procedure for Removal of Proposals from Standing or Select Committees.**
- 1.28.105 Consent Agenda.**
- 1.28.110 Publication of Ordinances.**
- 1.28.120 Format of Ordinances.**
- 1.28.130 Format of Resolutions.**
- 1.28.140 Public Records of Council, Standing, and Select Committee Meetings.**
- 1.28.150 Copies of Verbatim Records.**
- 1.28.160 Records Located in Council Office – Access Procedures.**
- 1.28.175 Procedure for Confirmation of Chief Officers of Executive Departments.**
- 1.28.180 Procedure for Appointments to Vacant Council Positions, and Other Vacant Elected Positions.**
- 1.28.190 Severability.**
- 1.28.200 Rule of Construction.**

**1.28.010 Purpose.**

The purpose of this Chapter is to give effect to Section 2.35 of the Pierce County Charter, "Rules of Procedure," and to facilitate productive and orderly discussion and decision-making by Councilmembers. This Chapter sets forth the rules of procedure governing the time, place and conduct of the Council's meetings and hearings and the introduction, publication, consideration, and adoption of Ordinances and Resolutions.

**1.28.015 Definitions.**

- A. "Time of introduction" or "introduction" means the date on which an ordinance or resolution first appears on the Council meeting agenda.
- B. "Publication" means dissemination to the public of the notice of public hearing or the notice of adoption of an ordinance.



1 **1.28.020 Organization of the Council.**

- 2 A. The Officers of the Council shall be the Chair, the Vice Chair, and the Executive Pro  
3 Tempore. These officers shall serve at the pleasure of the Council from the time of their  
4 election until the annual election of officers occurring in the following year. The Council  
5 shall hold its annual election of officers during its regularly scheduled Council meeting  
6 no later than the third Tuesday in January of each year. The annual election of officers  
7 shall be for the positions of Chair, Vice Chair, and Executive Pro Tempore, and shall  
8 occur under Section X of the Agenda, Other Business/Announcements.
- 9 B. In the temporary absence of the Chair, the Vice Chair shall assume the duties and  
10 responsibilities of the Chair. In the event the Chair and Vice Chair are both absent, the  
11 Executive Pro Tempore shall assume the duties and responsibilities of the Chair. In the  
12 event the Chair, Vice Chair, and Executive Pro Tempore are absent, the most senior  
13 Councilmember in years of Council service shall assume the duties and responsibilities  
14 of the Chair. In the event that any officer is unable to serve the remainder of his or her  
15 term, an election will be held to fill the vacant position. The elected officers shall serve  
16 for a period of one year unless removed by a majority of the Council at a regularly  
17 scheduled Council meeting.

18  
19 **1.28.040 Meetings of the Council.**

- 20 A. The County Council shall conduct regularly scheduled meetings at 3:00 p.m. on Tuesday  
21 of every week in the County Council Chambers in the County-City Building, unless  
22 otherwise ordered by the Council. In addition to, or in place of, the above regularly  
23 scheduled meetings, the Council shall conduct at least one evening meeting per year in  
24 each Council District, with the specific time, place, and date to be set by adoption of a  
25 Resolution by the Council, and announced in compliance with normal meeting notice  
26 procedures.
- 27 B. Special Meetings of the Council shall be called pursuant to RCW 42.30.080.
- 28 C. Meetings of the Council may be adjourned or continued to a date and time certain by the  
29 Chair, with the concurrence of a majority of the Council.
- 30 D. If a meeting of the Council lacks a quorum, the Chair may adjourn or continue that  
31 meeting to a date certain.
- 32 E. The Council shall conduct its business according to Robert's Rules of Order, Newly  
33 Revised ~~11~~12th Edition, except when said Rules conflict with law or Council  
34 Resolutions or Ordinances, then the law, Resolutions, or Ordinances shall prevail.
- 35 F. If for any reason a meeting of the Council is canceled, all Agenda items shall be  
36 continued to the next regular meeting of the Council.
- 37 G. Motions must be seconded before being considered by the Council.

38  
39 **1.28.045 Sponsorship – Order of Names.**

- 40 A. The member requesting a proposal shall be listed first. The remaining sponsors will be  
41 listed alphabetically.
- 42 B. The member whose district is represented by an appointee in a district-specific board or  
43 commission position shall be listed first. If more than one district is represented by  
44 appointees, the members whose districts are represented will be listed alphabetically.
- 45 C. The member or members representing a geographical area that is the subject of or  
46 affected by a proposal shall be listed first, alphabetically if more than one.
- 47 D. The Chair shall be listed first on budget proposals unless he/she declines.



- 1 E. If rules A. through D. (subsections A. through D. of this Section) above do not apply, the  
2 member who chairs the Committee to which the proposal is referred will be listed first.  
3 F. Members wishing to sponsor after rules A. through E. (subsections A. through E. of this  
4 Section) above have been applied shall be listed alphabetically.  
5

6 **1.28.050 Council Meetings and Agenda.**

7 A. The order and wording of the agenda for Council meetings shall be as follows:

- 8 I. CALL TO ORDER  
9 II. ROLL CALL  
10 III. PLEDGE OF ALLEGIANCE TO THE FLAG/LAND ACKNOWLEDGEMENT  
11 IV. APPROVAL OF AGENDA  
12 V. CONSENT AGENDA (No final action on any Ordinance will be taken under  
13 this Section)  
14 a. Approval of Minutes  
15 b. Introduction and Scheduling  
16 1. Ordinances  
17 2. Resolutions  
18 c. Final Action  
19 1. Ordinances  
20 2. Resolutions  
21 ~~b. Action on Ordinances (refer, set date of hearing)~~  
22 ~~e. Action on Resolutions~~  
23 d. Action on Grant Applications/Awards  
24 e. Approval of Final Settlements and/or Appeals  
25 f. Other Items  
26 VI. MESSAGES FROM EXECUTIVE/JUDGES/PROSECUTING ATTORNEY  
27 VII. PROCLAMATIONS, RECOGNITIONS AND AWARDS, AND/OR  
28 ~~APPOINTMENTS TO BOARDS AND COMMISSIONS~~  
29 VIII. ORDINANCES  
30 IX. RESOLUTIONS  
31 ~~XI. CITIZENS' COMMUNITY FORUM~~  
32 XI. OTHER BUSINESS/ANNOUNCEMENTS  
33 XII. ADJOURNMENT

34 B. ~~Cablecasting-Broadcasting.~~ All regular Council meetings and all standing and select  
35 committee meetings shall be cablecast broadcast from gavel to gavel.

36 C. **Public Participation in Council Meetings.**

- 37 1. ~~Ordinances and Resolutions-Items for Final Action.~~ Anyone may address any  
38 ordinance or resolution item on the agenda for final consideration action. Public  
39 comment on any other items on the agenda shall be at the discretion of the Council.  
40 To insure equal opportunity for the public to comment, the Council may impose a  
41 time limit on each speaker. All comments must be directed to the Chair.  
42 2. **Rules for Public Participation.**  
43 a. Three minute time limit, unless changed by the Council.  
44 b. All comments must be directed to the Chair.  
45 c. No person shall disrupt the orderly conduct of any Council meeting.  
46



d. Speakers who fail to comply with the Council's rules governing public participation in Council meetings shall be subject to forfeiture of his or her opportunity to speak to the Council and/or removal from the Council Chambers or other meeting room at the discretion of the Chair.

**23. Citizens' Community Forum.**

a. Purpose. The purpose of Section XI, Citizens' Community Forum, is to afford members of the public an opportunity to address the Council on issues of significance to or affecting Pierce County government and that do not appear otherwise on that particular meeting agenda.

~~b. Rules for Public Participation.~~

~~(1) Three minute time limit, unless changed by the Council.~~

~~(2) All comments must be directed to the Chair.~~

~~(3) No person shall disrupt the orderly conduct of any Council meeting.~~

~~(4) Speakers who fail to comply with the Council's rules governing public participation in Council meetings (subsection C. of this Section) shall be subject to forfeiture of his or her opportunity to speak to the Council and/or removal from the Council Chambers or other meeting room at the discretion of the Chair.~~

eb. Councilmembers shall not engage in dialogue or debate during Citizens' Community Forum without approval of a majority of the Council.

34. The Council adopts and incorporates herein by reference the provisions of RCW 42.17A.555 regarding the use of its facilities for campaigns or ballot propositions.

45. Audio Equipment is available for the Hearing Impaired. Please contact the Receptionist Clerk.

56. The language of this subsection shall be shown at the bottom of the first page of each agenda of the County Council meetings.

D. The Council agenda and meeting schedule shall be set and approved by the Rules and Operations Committee. The Clerk of the Council shall place on a draft agenda for approval by the Rules and Operations Committee any proposal if it has been sponsored by one or more Councilmembers.

E. The Council Meeting Agenda is to be electronically delivered to the Executive by noon on the Friday prior to the meeting for which it is prepared.

F. Items may be added to amend an agenda approved by the Rules and Operations Committee only to refer an Ordinance or Resolution to committee, to set or revise a date of public hearing, to correct clerical errors, to consider emergency Ordinances, emergency or appointment Resolutions, Proclamations, Recognitions and/or Awards, to authorize grant applications/awards, to approve final settlements and/or appeals, or to consider motions that are not final action on any ordinance.

G. The order of items of business may be changed at any Council meeting by a majority vote of the Council.

**1.28.055 Decorum in Council Meetings.**

A. All members of the Council shall adhere to Robert's Rules of Order, Newly Revised, 11-12th Edition, in discussion and debate.

B. **Breaches of Order by Members.** Breaches of order by any member during a meeting may result in any or all of the following actions:

1. Warning by the Chair.

2. Point of Order/Call to Order.



- 1 3. Naming the offender.  
2 4. Penalty (by affirmative vote of a majority of the remaining members).  
3

4 **1.28.060 Quorum and Voting.**

- 5 A. Four members of the County Council shall constitute a quorum at all Council meetings,  
6 and no proxy votes will be allowed. For Quasi-Judicial hearings, see Chapter 1.24 PCC.  
7 B. Final Council action on Ordinances and Resolutions shall require at least a majority vote  
8 of the entire Council except as otherwise provided by the Charter or Rules.  
9 C. Councilmembers may request to be excused from a meeting pursuant to Charter Section  
10 4.70(1)(e), for bona fide reasons, by requesting the same of the Chair. The Chair may  
11 excuse the absence during roll call unless an opposing motion from the Council is  
12 passed.  
13 D. If a meeting of the Council lacks a quorum, the Chair may adjourn or continue that  
14 meeting to a date certain.  
15 E. All final votes of the Council on Ordinances or Resolutions shall be recorded by a roll  
16 call vote.  
17

18 **1.28.070 Legal Signatures.**

19 All official documents of the Council shall be signed by the Chair, or in the absence of the  
20 Chair, the Acting Chair, and attested to by the Clerk of the Council or Acting Clerk of the  
21 Council.  
22

23 **1.28.075 Fiscal and Equity Analysis Required.**

24 Every proposed ordinance and resolution considered by the Council shall include a "fiscal  
25 note" and an "equity note." "Fiscal note" means a written statement of the projected fiscal impact  
26 on Pierce County of an ordinance or resolution. The fiscal note shall state whether the ordinance  
27 or resolution is projected to increase or decrease Pierce County government revenues or  
28 expenditures. Fiscal notes shall indicate by fiscal year the total impact on Pierce County for the  
29 first two years the legislation would be in effect and shall also include a cumulative six-year  
30 forecast of the fiscal impact. Fiscal notes shall separately identify the fiscal impacts on the  
31 operating and capital budgets.

32 "Equity note" means a written evaluation of proposed legislation designed to help  
33 policymakers identify potential opportunities to promote equity and/or identify potential  
34 unintended adverse consequences.  
35

36 **1.28.080 Procedure for Adoption/Termination of Resolutions.**

- 37 A. Resolutions may be sponsored for introduction by a Councilmember(s) or the full  
38 Council.  
39 B. Typical matters which may be adopted by Resolution are set forth as follows:  
40 1. Confirmation or rejection of appointments to Boards and Commissions by the  
41 Executive. This action must occur within 30 days of the date the appointing  
42 Resolution is received by the Council. (See PCC 1.28.095.)  
43 2. Declarations of policy which do not have the force of law.  
44 3. Requests for information from other agencies or departments.  
45 4. ~~Proclamations.~~  
46 5. The Council's decision on a quasi-judicial matter or hearing.  
47 6. Any other matter which may be accomplished by Resolution and which is not in  
48 conflict with the Charter.





- 1 C. No amendment to any resolution shall be allowed which shall change the scope and  
2 object of the resolution.
- 3 D. If the Council or Committee has not taken formal action on a proposed Resolution  
4 within two years from the date of referral to Committee, it shall be deemed "terminated"  
5 and removed from consideration by the Council or any Council Committee. The Clerk  
6 of the Council shall notify all appropriate individuals that the proposal has terminated.  
7 The terminated Resolution, along with any exhibits and supporting documentation  
8 thereto, shall be retained and filed in the Council Office for a period of two years  
9 following the termination. Proposed Resolutions that are terminated due to this two-year  
10 termination rule may be reintroduced under a new number.  
11

12 **1.28.090 Procedure for Adoption/Termination of Ordinances.**

- 13 A. Ordinances must be sponsored for introduction by a Councilmember(s) or the full  
14 Council.
- 15 B. Ordinances brought before the Council are subject to a motion for one or more of the  
16 following procedures:
- 17 1. Referral to a Standing or Select Committee which may report back with a  
18 recommendation to the Council.
- 19 2. Setting a date of hearing for final ~~consideration~~ **action**.
- 20 3. No referral to Standing or Select Committee.
- 21 4. Re-referral of the proposed Ordinance to Standing or Select Committee for further  
22 consideration with:
- 23 a. A definite date set for the Standing or Select Committee Report to be submitted  
24 to the full Council, or
- 25 b. No date set for the Standing or Select Committee Report to be submitted to the  
26 full Council.
- 27 5. Amendment or substitution of the Ordinance.
- 28 6. Continue to a Date Certain.
- 29 7. Postpone Indefinitely.
- 30 8. Do Not Pass.
- 31 9. Do Pass.
- 32 C. Passage of emergency Ordinances shall occur pursuant to Charter Section 2.50.
- 33 D. No amendment to any ordinance shall be allowed which shall change the scope and  
34 object of the ordinance.
- 35 E. If the Council or Committee has not taken formal action on a proposed Ordinance within  
36 two years from the date of referral to Committee, it shall be deemed "terminated" and  
37 removed from consideration by the Council or any Council Committee. The Clerk of the  
38 Council shall notify all appropriate individuals that the proposal has terminated.  
39 The terminated Ordinance, along with any exhibits and supporting documentation  
40 thereto, shall be retained and filed in the Council Office for a period of two years  
41 following termination. Proposed Ordinances that are terminated due to this two-year  
42 termination rule may be reintroduced under a new number.  
43

44 **1.28.095 Withdrawal of Appointment Resolution.**

45 In the event that the Executive desires to withdraw an appointment to any Board or  
46 Commission prior to consideration by the Council, a written request from the Executive to  
47 withdraw the appointee's name shall be presented to the Council. The Council may vote to allow





1 withdrawal of the appointment resolution, or the Council may proceed with a vote to confirm or  
2 reject the appointment pursuant to Section 3.30 of the Pierce County Charter.

3 A vote to allow withdrawal shall be dispositive of the appointment and no further action is  
4 necessary at that time.

5  
6 **1.28.100 Procedure for Removal of Proposals from Standing or Select Committees.**

7 A proposal may be removed from a Standing or Select Committee by motion on a Council  
8 Consent Agenda or, if the motion is moved to Section XI for discussion, by a majority vote of  
9 the Council.

10  
11 **1.28.105 Consent Agenda.**

12 The Rules and Operations Committee will establish the eConsent aAgenda as Item V of the  
13 Council's regular agenda. Measures appearing and remaining on a eConsent-aAgenda shall be  
14 non-controversial in nature and have the unanimous consent of Councilmembers voting on the  
15 measure(s).

16 Prior to a roll call vote on the Consent aAgenda, Councilmembers shall be given an  
17 opportunity to request that an item be removed from the Consent aAgenda. If an item is removed  
18 from the Consent aAgenda, it shall be placed on the regular agenda for Council consideration.  
19 Immediately following the removal of an item from the Consent aAgenda, the Clerk shall  
20 announce the Section and Item number where the removed item will now appear on the regular  
21 agenda. The Council will act on the removed item as allowed by these Rules of Procedure.

22 The opportunity for public comment on final action items shall be provided prior to Council  
23 action on the Consent Agenda.

24 The vote on a Consent Agenda shall be by roll call vote, and approval requires a unanimous  
25 vote of the Council.

26  
27 **1.28.110 Publication of Ordinances.**

- 28 A. Publication of the notice of public hearing of an Ordinance shall be in the County  
29 official newspaper and may be published in additional newspapers if required by state  
30 law or at the request of a majority of the Council, or the Chair. The publication may, at  
31 the discretion of the Clerk of the Council, include a summary of the Ordinance, unless  
32 the Council or law specifically designates that the full text of the Ordinance will be  
33 published. The notice shall specify the places where copies of the Ordinances are  
34 available for inspection, and the date, time, and location of the meeting at which the  
35 Ordinance will be considered for final ~~consideration~~ action.
- 36 B. Whenever the County is required by law to publish legal notices containing the full text  
37 of any proposed or adopted Ordinance in a newspaper, the County may publish a  
38 summary of the Ordinance as provided in RCW 65.16.160.
- 39 C. A summary of an Ordinance for publication shall include the following:
- 40 1. The name of the County.
  - 41 2. Formal identification or citation number of the Ordinance.
  - 42 3. Title of the Ordinance.
  - 43 4. Any other information which the Clerk determines is necessary to provide a  
44 complete summary.
  - 45 5. A statement that copies of the Ordinance are available upon request for a charge as  
46 set by Ordinance, the place where the copies are filed, the times they are available  
47 for inspection, the date and location of the hearing on the proposed Ordinance, or  
48 when the Ordinance becomes effective.



- 1 D. Publication as set forth above shall occur both after the time of introduction and after  
2 final adoption by the Council. Final adoption by the Council shall occur no sooner than  
3 six calendar days after the first publication following introduction, except as provided in  
4 the Charter for emergency ordinances.
- 5 E. Notwithstanding subsection B. above, whenever any publication is made under this  
6 Section and the proposed or adopted Ordinance contains provisions regarding taxation or  
7 penalties or contains legal descriptions of real property, the sections containing these  
8 provisions shall be published in full. (See RCW 65.16.160(2).)
- 9 F. An inadvertent mistake or omission in publishing the text or a summary of the content of  
10 a proposed ordinance or resolution shall not render the ordinance or resolution invalid if  
11 it is adopted.

12  
13 **1.28.120 Format of Ordinances.**

14 Ordinances shall be in a format determined by the Clerk of the Council and ~~so shall be~~  
15 numbered ~~as to include~~ with an "O" preceding the year of introduction and the order received by  
16 the Clerk of the Council in any year beginning with 500 (e.g., O2002-500+). No Ordinance shall  
17 contain more than one subject, which shall be clearly expressed in the title. The name of the  
18 Councilmember or Members sponsoring the Ordinance and the requesting department, agency,  
19 or person shall be shown on the face of the Ordinance. No Ordinance shall be amended unless  
20 the amending Ordinance sets forth each amended Section or subsection in full, and a listing of  
21 each Section contained in the Ordinance. The format shall be for language being deleted to be  
22 shown in a strike-through format (delete); new language shall be shaded (new); and previous  
23 language which is not being amended shall be shown as is, without strike-through or shading.  
24 The signature page shall contain at least the last Section of the Ordinance.

25  
26 **1.28.130 Format of Resolutions.**

27 Resolutions shall be in a format determined by the Clerk of the Council, and shall be  
28 numbered with an "R" preceding the year of introduction and the order received by the Clerk of  
29 the Council in each year beginning with 100 (e.g., R2002-100). The name of the  
30 Councilmember(s) sponsoring the Resolution and the requesting department, agency, or person  
31 shall be shown on the face of the Resolution. The signature page shall contain at least the last  
32 Section of the Resolution.

33 Quasi-Judicial Resolutions shall be in a format determined by the Legal Clerk of the Council,  
34 and shall be numbered with an "RQJ" preceding the year of introduction and the order prepared  
35 by the Legal Clerk of the Council in each year (e.g., RQJ2002-1).

36 Joint Resolutions shall be in a format determined by the Legal Clerk of the Council and shall  
37 be numbered with a "JR" preceding the year of introduction and the order prepared by the Legal  
38 Clerk in each year (e.g., JR2016-1).

39  
40 **1.28.140 Public Records of Council, Standing, and Select Committee Meetings.**

41 A verbatim record shall be kept of each public meeting of the Council, Standing Committees,  
42 and Select Committees, by either electronic or mechanical means, for the period of time as  
43 provided by State law. Copies of the agenda and the minutes of regular and special Council  
44 meetings, Standing Committee meetings, and Select Committee meetings shall also be kept for  
45 the same period of time. The Chair shall have the authority to determine whether it is appropriate  
46 to record certain hearings by mechanical means (court reporter).



1 **1.28.150 Copies of Verbatim Records.**

2 Any person may purchase a copy of a digital, video or audio recording of any proceeding of  
3 the County Council by paying the appropriate fee. No fee will be charged for listening to  
4 recordings of meetings.

5  
6 **1.28.160 Records Located in Council Office – Access Procedures.**

7 Copies of the County Code, proposed and enacted Ordinances, Resolutions, budgets, budget  
8 messages and supporting tables which are located in the Council Offices may be inspected and/or  
9 obtained by submitting a verbal or written request to the Clerk of the Council or designee.

10  
11 **1.28.175 Procedure for Confirmation of Chief Officers of Executive Departments.**

12 Every appointment by the Executive of a chief officer of an executive department pursuant to  
13 Section 3.30 of the Charter shall be in the form of a resolution and shall be reviewed by the  
14 appropriate Council Standing Committee.

15 The Standing Committee shall require each appointee referred to it for consideration to  
16 complete a standard questionnaire, the same or substantially the same as that attached as  
17 Appendix A to this Chapter, to be used to ascertain the appointee's general background and  
18 qualifications. The committee may also require the appointee to complete a supplemental  
19 questionnaire related specifically to the qualifications for the position to which he or she has  
20 been appointed.

21 Any hearing on such Executive appointment shall be in a meeting open to the public. The  
22 appointee may be required to appear before the committee on request. When appearing, the  
23 appointee may be required to testify under oath or affirmation. (See Section 2.25 of the Charter.)  
24

25 **1.28.180 Procedure for Appointments to Vacant Council Positions, and Other Vacant**  
26 **Elected Positions.**

27 A. When a vacancy occurs on the Pierce County Council, as defined in Section 4.70(1) of  
28 the Pierce County Charter, and the County Central Committee of the appropriate party  
29 as designated in Section 4.70(2) of the Pierce County Charter has submitted a list of  
30 three names to the Council, the Council shall interview each of the three people on the  
31 list in a Regular or Special Meeting open to the public. Discussion of the qualifications  
32 of the three candidates may be held by the Council in Executive Session. Following the  
33 Executive Session, the Chair of the Council shall reconvene the Special Meeting and a  
34 Resolution shall be introduced for adoption by a majority of the Council appointing the  
35 new Councilmember.

36 B. When a vacancy occurs in a nonpartisan, nonjudicial elective office, the Council shall  
37 advertise for that position in a newspaper of general circulation, in the official County  
38 newspaper, and on the County's web page. The appointment process shall commence  
39 upon the announced deadline for submitting applications.

40 An Ad Hoc Committee (Committee) will be appointed by the Rules and Operations  
41 Committee to review all applications received. The Committee shall select no more than  
42 five names of qualified candidates for each vacancy. The selected names shall be  
43 submitted to the Council. The Council shall interview each of the candidates in a  
44 Regular or Special meeting open to the public. Discussion of the qualifications of the  
45 candidates may be held by the Committee or Council in Executive Session. The  
46 appointment shall be made by adoption of a Resolution by a majority of the Council in a  
47 public meeting.



1 C. Within 60 days of the occurrence of any vacancy in Pierce County District Court, the  
2 County Council will place an announcement of the vacancy(ies) on the Tacoma-Pierce  
3 County Bar Association, the Washington State Bar Association, the News Tribune, and  
4 Pierce County websites.

5 Individuals who are interested in applying for the position will be required to  
6 complete a Pierce County Employment Application. A brief resume may be submitted  
7 with the Application, along with no more than three references. Application forms can  
8 be obtained on the County's website.

9 The Clerk of the Council (Clerk) shall submit a copy of all applications to the Tacoma-Pierce  
10 County Bar Association's Judicial Qualifications Committee (JQC) for its review and rating by  
11 an announced deadline. Concurrent with the JQC's review, and under the same timeline, the  
12 Chair of the Council will request, through the County Executive, that the Sheriff conduct a  
13 background check on all applicants.

14 The Clerk will forward a copy of each application packet, including the JQC's ratings, to an  
15 Ad Hoc Committee for review. The Ad Hoc Committee will consist of:

- 16 • President of the Tacoma-Pierce County Bar Association;
- 17 • Presiding Judge of Pierce County District Court;
- 18 • President of the Minority Bar Association of Pierce County;
- 19 • Pierce County Prosecuting Attorney or designee;
- 20 • At-Large Community Member selected by the Council's Rules and Operations  
21 Committee; and
- 22 • ~~Legal Analyst~~ Chief Legal Counsel to the Pierce County Council.

23 It is the responsibility of the Ad Hoc Committee to review all applications received, and  
24 submit a list of all candidates to the Council grouped in at least two tiers, from highest to lowest  
25 recommended priority, and listed in alphabetical order within each tier.

26 The Ad Hoc Committee, the JQC and the Sheriff will forward their information to the Clerk  
27 for distribution to Councilmembers. The Council will conduct interviews in a meeting open to  
28 the public, and may convene in Executive Session to discuss the qualifications of the candidates.  
29 The Appointment shall be made by adoption of a Resolution of the Council in a public meeting,  
30 following all applicable rules and requirements.

31 Questions about this procedure may be directed to the Council's ~~Administrator~~ Chief Legal  
32 Counsel or the Legal Clerk at 253-798-7777.

33  
34 **1.28.190 Severability.**

35 If any provision of this Chapter or its application to any person or circumstance is held  
36 invalid, the remainder of these Rules or the application of the provisions to other persons or  
37 circumstances is not affected.

38  
39 **1.28.200 Rule of Construction.**

40 Every effort will be made to construe all Resolutions and Ordinances of the Council to be  
41 consistent and not in conflict; however, if Resolutions or Ordinances are in conflict with prior  
42 actions of the Council or Commissioner form of government, the most recent Resolution or  
43 Ordinance shall control.



### Appendix A to Chapter 1.28

## QUESTIONNAIRE FOR EXECUTIVE'S CHIEF OFFICER APPOINTMENTS

Office Appointed To:
Date of Appointment:

*The information you provide on this questionnaire will be used by the Pierce County Council in considering action on your confirmation. Please complete each blank, if applicable.*

Please type or use black ink only and attach additional sheets if necessary.

PERSONAL INFORMATION – SECTION 1					
Name					
Business Name			Business Address		
City		State	Zip		Phone ( )
Residence Address				City	
County		State	Zip	Phone ( )	Years at current residence
If less than two years at current address, please list previous address				City	
County		State	Zip	Phone ( )	Years at previous residence
List all your current residences outside of Washington.					
City		State		Percentage of time spent outside of Washington	
Have you ever used or been known by any other name (aside from maiden name)?					
<input type="checkbox"/> Yes      If "yes", please explain. <input type="checkbox"/> No					
Do you have a legal right to work in the United States?			How long have you been a continuous resident of Washington?		
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you registered to vote in Washington State?			County of registration:		
<input type="checkbox"/> Yes <input type="checkbox"/> No			When did you last vote:		





Within the last 10 years, have you been arrested, convicted, or released from prison/jail for a crime? If arrested, include whether charges are still pending, have been dismissed, or led to conviction. (Do not include traffic offenses for which the fine was less than \$200.00.)

- Yes  
 No

Date	Place	Nature	Disposition

**EDUCATION – SECTION 2**

High School Graduated/GED conferred.  
 Yes  
 No

List all post secondary educational institutions attended.

Name/Location	Years/Semesters Attended	Certificates, Degrees conferred, etc.

**MILITARY HISTORY – SECTION 3**

Are you or have you ever been a member of the Armed Forces of the United States?  
 Yes If "yes", please describe the education/training you received.  
 No

Dates of Service	Branch of Service	Date of Discharge

**EMPLOYMENT – SECTION 4**

Current Employment:

Name/Location	Nature of Business	Position	From/To

Previous employment:

Name/Location	Nature of Business	Position	From/To

Have you ever been employed by or held a position or office with any federal, Washington or other state, or local governmental entity or agency?

- Yes If "yes", please list.  
 No

Position	Name of Entity/Agency	From/To





To your knowledge, have you, any member of your immediate family or any business entity in which you have held a substantial interest or of which you were an officer or director, ever had a contract with any Pierce County department or agency for the provision of services or commodities?

Yes      If "yes", please explain.  
 No

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Have you ever been refused a fidelity, surety, or other bond?

Yes      If "yes", please explain.  
 No

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<p>Have you been a registered lobbyist at any time during the past five years?</p> <p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>If so, did you receive any compensation?</p> <p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p>Have you employed a registered lobbyist at any time during the past five years?</p> <p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>
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Group(s) represented:

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***If currently a registered lobbyist, attach Public Disclosure Commission L-1 reports for the past two years.***

<b>ORGANIZATIONS AND CIVIC EXPERIENCE – SECTION 5</b>			
List any community, civic, trade, or professional organizations in which you have been active that are relevant to the position to which you have been appointed.			
Organization/Project	Position Held	City/State	From/To

---

Have you ever been elected or appointed to any public office, board or commission in Pierce County?

Yes      If "yes", please list.  
 No

Title/Position	Office/Board/Commission	Date of Election/Appointment	Length of Term/Service

<b>QUALIFICATIONS AND APPOINTMENT DUTIES – SECTION 6</b>
State your experience or interests that qualify you for the office to which you have been appointed.
If you are confirmed, will you be able to attend fully to the duties of the office or position to which you have been appointed, with or without accommodation?
<input type="checkbox"/> Yes <input type="checkbox"/> No

1  
2



**REFERENCES – SECTION 7**

Please list three persons (excluding relatives) who have known you well within the past five years.

Name	Relationship	Address	Phone Number
			( )
			( )
			( )

I certify under penalty of perjury under the laws of the State of Washington, that the above information is true, complete, and correct to the best of my knowledge.

Signature	Date
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**PLEASE RETURN A HARD COPY OF THIS FORM, ALONG WITH (IF REQUIRED) ALL CURRENT PUBLIC DISCLOSURE REPORTS FILED PURSUANT TO RCW 42.17.**

**RETURN TO:**

**CLERK OF THE COUNCIL  
930 TACOMA AVENUE SO., ROOM 1046  
TACOMA, WA 98402**

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