



SOUND **CITIES** ASSOCIATION

37 Cities. A Million People. One Voice.

Sound Cities Association

Board Policies

Adopted July 28, 2005

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By the SCA Board of Directors

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100 GENERAL POLICIES

101 VISION, VALUES AND MISSION STATEMENTS

Vision – The most influential advocate for cities, effectively collaborating to create regional solutions.

Values – SCA aspires to create an environment that fosters mutual support, respect, trust, fairness and integrity for the greater good of the association and its membership.

SCA operates in a consistent, inclusive, and transparent manner that respects the diversity of our members and encourages open discussion and risk-taking.

Mission – To provide leadership through advocacy, education, mutual support, and networking to cities in King County as they act locally and partner regionally to create livable vital communities.

(Membership 11-16-2005, 11-18-2009, Board 4-18-2012, Board 4-17-2013)

102 STATEMENT OF PURPOSE

To lead King County cities with a population less than 150,000 that act locally and partner regionally to create livable vital communities through advocacy, education, leadership, mutual support and networking. (Bylaws 11-17-04)

103 LOGO, STATIONARY, AND FAX SHEET USE

All use of the SCA logo, stationary and fax cover sheets will remain under the control of the Sound Cities Association. (10-16-96)

104 SCA BOARD AND COMMITTEE MEETINGS – MANNER OF ACTING

104.1 SCA Meeting Ground Rules/Protocol/Group Guiding Principles

During SCA Meetings:

- Participate—listen, share your ideas, thoughts and concerns, and ask questions
- One person talks at a time; no side bar conversations, please
- All voices are heard
- Stay on track
- Always RSVP to the SCA office regarding attendance per meeting
- Do your best to do the agreed upon “homework” and reading
- Turn off cell-phones (1-26-2005)
- Do not promote one city or project above others regardless of size. (7-19-2006)

104.2 Policy recommendations to the Board of Directors that are divisive among the members of SCA shall be discouraged by the Board as not serving the greater good of the association and its membership. (10-14-2009)

104.3 Alternate SCA Meeting Styles

At the discretion of the Chair, when the normal procedure for holding a meeting is unworkable, meetings expected to be of short duration, limited agenda or urgent in nature, may be convened and attended through conference call or email (by replying to all). Vote results must be reported back at the next regular meeting. (3-28-2007)

105 RECORDS

The Sound Cities Association records policies are included as Appendix B. (1-15-2014)

200 FINANCE

201 FINANCIAL POLICIES

201.1 All bills shall be paid out of one account. (7-28-2005)

201.2 The opening/closing of bank accounts requires board approval. (7-28-2005)

201.3 The Treasurer's Report, prepared by the Executive Director, shall be submitted to the Treasurer prior to the Board meeting at which it is made. (7-28-2005)

201.4 Individual written contractual financial commitments for future services, materials, and benefits in excess of \$10,000 require Board approval and two authorized signatures. (7-28-2005)

201.5 Unbudgeted expenditures which may cause SCA to exceed its proposed budget shall require the approval of the SCA Board. (7-28-2005)

201.6 Member Cities should be billed during the month of December for the following year's dues. Dues should be payable within 60 days. (3/15/95)

201.7 Reserve policies

a) The association should maintain an Operations Reserve equal to half of the annual budget.

(3/15/95, 4-15-09, 3-20-2019)

b) The association should maintain an Equipment Replacement reserve of \$15,000

(Board 9/27/2006, 3/21/2012, 3-20-2019)

c) The association should maintain a Contract Liability Reserve to fund the liabilities of all SCA contracts.

(Board 9/27/2006, 3-20-2019)

d) The association should maintain a Legal Reserve of \$25,000.

(3-20-2019)

e) The association should maintain sufficient funds to pay all liabilities, including accrued vacation and other employment liabilities.

(3-20-2019)

f) The association may apply unallocated operating reserves to the budget for the following year.

(4-15-09, Board 10/20/10)

201.8 The SCA should not operate with any deficit financing. (3-15-95)

201.9 Equipment Depreciation – Equipment with a combined value (purchase and installation costs) of more than \$2000 will be depreciated annually. (Board December 8, 2008)

201.10 The Executive Director has the authority to write off uncollectible debts in amounts up to and including \$500. Any debts larger than \$500 must be authorized for write off by the Board of Directors. A debt shall not be deemed "uncollectable" until it is overdue by a minimum of 120 days.

(Board 4/15/2009, 3/21/2012)

202 AUTHORIZED SIGNATURES

202.1 The President, Vice President, Treasurer, Secretary/Executive Director of SCA shall be the authorized persons named in the account resolution between any banks and SCA and they, on behalf of SCA, may:

- a) Open, close and deposit funds into any checking, savings, or time deposit account, or any certificate of deposit (3-28-2007)
- b) Obligate the Corporation to contracts and other agreements with the bank
- c) Deposit to the Corporation's account (and provide any endorsements for that purpose) any negotiable item payable to the Corporation
- d) Sign any check or draft
- e) Withdraw funds from any checking, savings, or time deposit account, or any certificate of deposit (7-28-2005)

202.2 SCA checks of \$5,000 or more require two signatures. All other checks, including regular payroll checks, require only one signature. The Executive Director may sign his/her own payroll check. (7-28-2005)

202.3 Payroll is done electronically. (7-28-2005)

203 ACCOUNTING SYSTEM

203.1 SCA shall maintain an accounting system according to Generally Accepted Accounting Principals. (7-28-2005)

204 TAX REPORT

SCA shall file its Form 990 tax report with the IRS under its 501 (c)(4) designation. The Form 990 shall be reviewed and approved by the Finance Committee and Board prior to filing. (7-28-2005, 8-21-2013)

205 CREDIT CARDS

SCA shall establish a bank credit card in SCA's name with a combined limit of \$15,000. The Executive Director shall determine the authorized holders and respective credit limits. (7-28-2005, 4-20-2011, 3/21/2012, 4/17/2013, 4/15/2015)

206 AUDIT

The books and records of SCA shall be audited at least every three years by a CPA approved by the SCA Board of Directors and upon the exit of the executive Director. (10/22/2008)

207 INVESTMENTS

207.1 Investment Policies

- a) Funds not covering current expenses should be maintained in low risk, liquid, interest bearing accounts. (3-15-95)
- b) Investment of funds in excess of current expenses may be invested in a specific investment plan that is AA rated or better or the equivalent risk for unrated investments, and approved by the SCA Board. (3-15-95)
- c) Consistent with the Uniform Prudent Investor Act, investments must be chosen based on their suitability for SCA. Consideration should be given to the following:
 - financial condition;
 - current investment portfolio;

- need for income;
- investment objective; and risk tolerance and diversification

d) At least annually, the Board of Directors shall review investments for consistency with the SCA Investment Policies. (6-9-2011)

208 BUDGET POLICY

208.1 Budget Adoption Procedure

1. The executive director shall submit an annual budget to the Finance Committee for the coming fiscal year. (Bylaws 11-17-2004)
2. The Finance Committee shall annually submit a budget to the Board of Directors. (Bylaws 11-17-2004)
3. Dues are assessed annually as determined by the membership adoption of the Association budget. (Bylaws 11-17-2004)

208.2 Budget Adherence

All expenditures shall be made in accordance with the annual budget adopted or as amended by the Board. (Bylaws 11-17-2004)

300 OFFICE/PERSONNEL MANAGEMENT

301 OFFICE LEASE

301.1 SCA may enter into a multiple year lease of office space with payments to be made monthly. The lease shall include utilities, housekeeping, area for separate offices and a conference room. (7-28-2005)

301.2 SCA may enter into multiple year leases of office equipment with payments to be made monthly. Annual service agreements may be purchased. (7-19-2006)

301.3 Renter's insurance shall be purchased for the office furnishings and contents. (7-28-2005)

302 AUTOMOBILE/TRAVEL REIMBURSEMENT

If a car allowance is not provided, mileage reimbursement for SCA staff will be at the current IRS allowable rate. Request for all travel reimbursement must be submitted to SCA no later than 30 days after the expense is incurred. (7-28-2005)

303 EMPLOYEE BENEFITS

303.1 Education

No contingencies shall be placed on the educational allowance provided in the contracts of each staff. (7-28-2005)

303.2 Retirement

SCA shall provide Washington Public Employment Retirement System (PERS) in the method defined by the Washington State Legislature. (7-28-2005)

303.3 Personnel Policies

The Sound Cities Association Personnel Policies shall be approved by the Board. (7-28-2005)

304 EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY

If any employee reasonably believes that some policy, practice, or activity of the Sound Cities Association (SCA) is in violation of law, a written complaint must be filed by that employee with the Executive Director or the President of the SCA Board of Directors.

It is the intent of SCA to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of SCA and provides SCA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

SCA will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of SCA or of another individual or entity with whom SCA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

SCA will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of SCA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

Employees will be required to sign a policy indicating receipt and understanding of this policy. Their signature also verifies that they have been provided with an opportunity to ask questions about the policy. The signed policy will become a part of their permanent employee file. (Board 4-15-2009)

400 DUES AND FEES

401 REVENUE

A combination of membership dues and special assessments shall provide revenue for SCA. (7-28-2005)

402 MEMBER DUES

402.1 The dues of the Association shall be assessed annually as determined by the membership's adoption of the Association's budget. Assessments for special activities or expenses may be determined by action of the Board of Directors with approval of a majority of the membership. All dues and assessments will be based on the most recent official population figure for each city and town as provided by the State Office of Financial Management (OFM). (Bylaws 11-17-04)

402.2 Dues shall be based on population times an annual assessment rate, which shall be recommended to the Board by the Finance Committee.

402.3 The assessment rate shall be adjusted annually based on the CPI-W for Seattle/Tacoma/Bremerton, with a floor of 0% and a cap of 3%.

402.4 A city's dues for the upcoming year shall be based upon the population of the area of the city effective January 1 of the upcoming year, including any areas annexed as of January 1.

402.5 Dues for cities with populations of 80,000 or above shall be capped at a population of 80,000, effective as of the 2017 budget cycle.

500 MEMBERSHIP

501 CLASSES OF MEMBERS

The corporation shall initially have one class of voting members. Additional classes of members, the manner of election or appointment of each class of members, and the qualifications and rights of each class of members may be established by amendment to these Bylaws. (Bylaws 11-17-04)

501.1 Regional Affiliate Membership - SCA Regional affiliate membership is available to all cities and towns in Kitsap, Pierce, and Snohomish Counties having populations of less than 150,000 that demonstrate an interest in the purposes and programs of SCA and desire to make a useful contribution to its work.

Benefits of SCA Regional Affiliate Membership:

1. Provide input to the SCA Public Issues Committee on regional policy issues
2. Meet with the SCA Caucuses at PSRC
3. Attend meetings of the SCA Board of Directors
4. Attend SCA committee meetings
5. Attend and participate on SCA work groups
6. Listing on the SCA web site

(Board 5-17-2006)

501.2 Regional Associate Membership (Similar to AWC) - SCA provides an opportunity for private firms and individuals with a public service interest to become members through a special "associate" membership category. Associate members are non-voting members and are not eligible participate in SCA's legislative policy development or to serve on the Board of Directors or committees. Application for membership must be approved by the Association's Board of Directors.

Benefits of SCA Associate Membership:

1. Participation in SCA conferences and workshops
2. Invitations to serve as panelists/resource people
3. Opportunity to display banner at SCA Annual Conference
4. Sponsorship of events at annual conference and other major events at a preferred membership rate
5. Identification in the annual conference program
6. Listing on the SCA web site

(Board 5-17-2006)

502 MEMBER EMERITUS

"Member Emeritus" shall be conferred by the Board of Directors on individuals meeting the following criteria:

- a) The individual must be retiring from his/her elected position with an SCA member city.
- b) The individual must have provided distinguished service on behalf of member cities in King County.
- c) The individual must have served as an elected official of a member city for a minimum of 8 years.
- d) The individual must have actively participated in SCA as evidenced by service on the SCA Board or an SCA committee or task force for a minimum of 2 years. (7-28-2005)

600 BOARD AND COMMITTEE STRUCTURE

601 BOARD

The Board of Directors shall have general control and supervision over the corporation and shall be empowered to determine all questions of policy that may arise in all intervals between annual membership meetings. (Bylaws 11/17/04)

601.1 Board Operating Procedures

- a) Any director absent for three consecutive meetings, or for any other reason deemed detrimental to the association, may be removed from office by a two-thirds (2/3) vote of the Board of Directors at any time during his or her term at any meeting of the Board.
- b) Any director may resign at any time with written notice to the President at the registered office of the corporation, or by giving oral or written notice at any meeting of the directors. Any such resignation shall take effect at the time specified therein, or if a time it is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- c) Any vacancy occurring in the membership of the Board shall be filled as voted upon by the members.
- d) A simple majority of the directors then in office shall constitute a quorum for the transaction of business at any Board meeting. If a quorum is not present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

(Bylaws 11-17-04)

601.2 Conflict of Interest

Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest, and b) withdraw from the discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval. (07-19-2006)

602 COMMITTEES

The Board, by resolution duly adopted by a majority of the directors present at a meeting at which a quorum is present, may designate and appoint one or more standing or temporary committees.

(Bylaws 11-17-04)

602.1 Membership

- a) The Chair shall appoint the committee chairpersons and vice-chairpersons.
- b) The committee chairpersons, in conjunction with the President of the Board, shall select the committee members from the SCA Membership.
- c) Each committee member shall be a voting member when determining policy, membership, and operating recommendations to be brought before the Board for final action.
- d) The committees shall reflect the geographic and size distributions of the SCA membership whenever possible.

e) No more than one person per member city shall be selected to serve as a voting member on a committee. This does not preclude persons from the member city from serving as a voting member on different committee.

f) The Chairs of each committee shall review the proposed committee roster with the Executive Director prior to issuing written notification to those who have been, and those who were not, selected as voting committee members. The purpose of this review is to ensure, to the extent possible, that the members were selected in accordance with the committee member selection criteria described in this section. (7-28-2005)

602.2 Committee Operating Procedures

a) Committee members are expected to attend each scheduled committee meeting. The members selected to serve on the committees should not be absent from more than thirty percent (30%) of the Committee meetings scheduled throughout the year. If any committee member is absent for more than 30% of the scheduled meetings, the member will be asked by the committee chairperson to begin attending the meetings or to voluntarily remove him or herself from the committee. If the member does not voluntarily remove him or herself from the committee, and does not attend any remaining scheduled committee meetings, at 50% absence, the Board of Directors will ask for the resignation of the appointee. (Board July 22, 2009)

b) There shall be a minimum of three members chosen to serve on a committee.

c) The committee members shall determine recommendations, when appropriate, based upon a quorum having been established and a simple majority of the voting members of the committee present.

d) A quorum shall be a simple majority of the voting committee members in attendance at a scheduled committee meeting. (7-28-2005)

603 VOLUNTEER JOB DESCRIPTIONS

(See attached Appendix A)

(1-26-2005)

604 EXECUTIVE SESSION

Prior to calling an executive session a motion must be passed by the board of directors to identify the specific topics to be discussed. Those topics shall frame and limit the discussion. After the meeting, actions of the executive sessions shall be reported to the board of directors for inclusion in the official meeting minutes of the current or next board meeting, summarizing what was discussed and any decisions made in the executive session. (7-28-2005)

700 APPOINTMENTS TO REGIONAL COMMITTEES AND BOARDS

701 APPOINTMENT POLICY

A member representing the Sound Cities Association is expected to reflect policy which has been developed by the Sound Cities Association when sitting as a member of any regional committee, board or task force. (8/16/1995)

701.1 Exercise of SCA Appointment Authority

a) Sound Cities Association (hereafter, SCA) exercises appointment authority on behalf of its member cities for those regional forums in which the municipalities of King County, other than Seattle, share representation and where, by charter, bylaw or interlocal contract, the appointment authority is exercised by the affected jurisdictions.

- b) SCA's appointment authority for shared representation is valid for so long as SCA's membership comprises over 50% of the suburban municipalities containing over 50% of the suburban population.
- c) SCA may be asked to recommend appointments to regional forums where appointment authority resides in others (state or county executives or legislative bodies). SCA is not responsible for the appointment subsequently made, staffing scheduling or information distribution.
- d) While SCA attempts to meet the representational requirements of regional bodies, it is the policy of SCA's board of directors to promote consolidation of regional issues in such a way as to provide for effective decision-making through efficient use of our staff and elected officials' time. This policy may be evidenced through the creation of the SCA Public Issues Committee. (9-19-2007)
- e) SCA shall retain discretion in accepting or exercising appointment authority for new forums, based on the perceived value of the forum proposed, availability of elected officials or staff with prerequisite knowledge, and the availability of alternate forums for exercise of the same function. The Board shall be the final arbiter of acceptance of responsibility for new forums.
- f) Board appoints staff representatives. (10-29-99, 7/28/05, 9/19/07)

701.2. Identification of Appointees

Regional Committee Appointments shall be recommended to the Board of Directors by December 31st each year. (Bylaws 11/17/04, 9/19/07, 12/17/2014)

- a) SCA shall, in the fall of each year, issue a call for nominations from the cities of King County for all open seats for King County regional boards, committees and task forces.
- b) SCA shall provide for notice to the membership of:
 - all regional appointments currently being reviewed,
 - the process and timeline for approval of appointments,
 - any requirements or criteria for consideration
 - appointments which are available due to retirement or resignation
- c) The Public Issues Committee through its Nominating Committee shall review all pertinent information and determine a draft list of appointments for the coming year with regard to the following criteria:
 - geographic distribution
 - size distribution
 - governance distribution
 - ability to serve, interest in serving, past participation
 - knowledge of the subject matter
 - Preference shall be given to current SCA members (12/17/2014)
- d) Appointments may be continued from year to year, upon recommendation of the Public Issues Committee and approval of the Board of Directors, based on:
 - past participation and continued interest in serving,
 - successful representation of membership interests in past efforts,
 - information from the caucus chair, if any,
 - comparative need for organizational continuity in any appointment.
- e) Appointments are valid for one year unless specified by the governing authority (9/19/07)
- f) Alternates will be appointed for boards, committees and task forces, according to the same criteria as full members. (10/29/1999, 7/28/2005)
- g) For vacancies and new appointment opportunities, SCA shall issue a call for nominations from the cities of King County and follow the procedure as outlined in b) through f) above. Any vacancies occurring after August 1st shall be filled at the discretion of the Board of Directors. (7/19/2006)

- h) Appointment of electeds for terms less than 6 months or interim workgroups and task forces shall be made directly by the Board of Directors (7/19/2006)
- i) Each city may have no more than one representative serving at a time on any individual regional board, committee, advisory council, or task force. Further, cities are asked to not submit multiple applicants for the same committee. The process for deciding which applicant's name to submit is left to the discretion of each individual city. (12/17/2014)

701.3 Roles and Responsibilities of Appointees

- a) Appointees and alternates to regional forums are expected to attend meetings of the forum and of the SCA caucus. At the beginning of each appointment year, caucus chairs, in coordination with the executive director, shall establish steps to be taken in confirming attendance, notifying of absences or other procedural matters concerning the forum. (9/19/2007)
- b) Appointees and alternates should be knowledgeable of the subject matter of the forum, reviewing materials and participating in discussion on behalf of the interests of the affected jurisdictions. Appointees shall observe any protocols or procedures of the forum in which they participate.
- c) Alternates should participate in all caucus meetings and in materials distribution on a par with full members, including the discussion of any caucus consensus position
- d) Alternates will be considered by the Board to succeed to full participation in any forum on the resignation or illness of the principal appointee, for the duration of the current term. (9/19/2007)
- e) Appointees and alternates should regularly report activities and pending issues of their forum to SCA's membership, through attendance and participation in SCA meetings of the Public Issues Committee and/or membership meetings, written reports or electronic communication, as is appropriate.
- f) Appointees and alternates shall, in all matters for which they are a delegate of SCA, represent the common interests of all member cities. Appointees shall notify the caucus lead and the Executive Director of SCA in the event that the interests of the city for which they are an elected official prevents them from or interferes with their representation of the interests of all member cities.
- g) A representative designated as caucus chair by SCA's appointees shall be individually responsible for reporting forum issues and activities to the Public Issues Committee, and for working with and being available to any assigned staff in support of that forum. (9/19/2007)
- h) The caucus members should be responsible for identification of cross-forum issues and the caucus chair should be responsible for communicating cross-forum or conflicting issues to the Board. (Board 10/29/1999, 7/28/2005, 9/19/2007)

701.4. ANNUAL PREPARATION FOR APPOINTMENTS PROCESS

- a SCA will provide for a joint seminar to provide training and orientation for regional appointees, alternates and any affected staff in January. This training will be scheduled to provide an orientation vehicle for newly elected officials. Newly elected officials will also be invited to attend.
 - Caucus chairs and vice-chairs will be selected with consideration being given to geographic balance. (9/19/2007, 10/19/11)
 - Process for action will be identified
 - Member staff will be assigned and duties identified
- b SCA, in consultation with caucus chairs for the various forums, will provide for an annual review of existing forums, which may include external or internal assessments of the forum's utility to the member cities, effectiveness of the forum in meeting the needs of regional decision making, and potential future value to the member cities. In consultation with the Board, SCA's president will provide for dissemination or communication of the annual review to member cities and regional governments. (Board 10/29/99, 7/28/05, 9/19/07)

701.5 SCA Caucuses – Manner of Acting

- a. Caucus Chair Responsibilities
 - Determine if caucus meeting is needed
 - Set SCA Caucus meeting agenda with the assistance of lead staff
 - Have identified technical staff to provide technical briefing, as necessary
 - Attend and chair SCA Caucus meeting.
 - Confirm attendance of an SCA Caucus alternate in case of an absence
 - Absent an SCA position, poll Caucus and develop a majority position of those present or available prior to regional forum meeting. Absent a majority position, ask for a delay in action. (9/19/2007)
 - Attend regional forum meetings
 - Seventy-five percent attendance at both caucus and regional committee meetings is expected
 - Serve as liaison to SCA Public Issues Committee; communicate SCA Board positions on issues
 - Brief Public Issues Committee and solicit ideas and discussion when appropriate
 - Present agreed-to motions to regional forum or designate this responsibility to other Caucus member
 - Coordinate political and policy issues with other regional forum members from Seattle and King County as appropriate
 - After an SCA appointee misses 30% of the caucus and/or committee meetings SCA shall inquire about the intent of the appointee to fulfill his/her responsibilities. At 50% absence, the Board of Directors may ask for the resignation of the appointee (7/22/09)
 - Make every attempt to generate a caucus recommendation to SCA for the development of a timely position statement (10/20/10)
- b. Caucus Member/Alternate Responsibilities
 - Represent SCA Board position on issues
 - Review material in advance of meetings; participate in discussion and help develop Caucus consensus
 - Attend Caucus meetings and briefings.
 - Attend regional committee meetings
 - Seventy-five percent attendance at both caucus and regional committee meeting is expected
 - Alternates participate as members in all activities except voting (7/28/2005)
 - Absent an SCA position, the caucus chair shall poll Caucus and develop a majority position of those present or available prior to regional forum meeting. Absent a majority position, the caucus chair shall ask for a delay in action. Absent a delay in action, delegates represent their perception of the position of the membership. In the event of the latter, SCA appointees may not further lobby their individual position as a representative of SCA. Absent an SCA position or consensus by the caucus, appointees may lobby as a representative of their city unless the issue has been identified as a divisive issue by the SCA Board of Directors. If the issue is a divisive issue the appointees shall abstain from voting. (10/20/10)
 - After an SCA appointee misses 30% of the caucus and/or committee meetings SCA shall inquire about the intent of the appointee to fulfill his/her responsibilities. At 50% absence, the Board of Directors may ask for the resignation of the appointee. (7/22/09)
- c. Caucus Staff Lead
 - Caucus staff will be appointed by the Executive Director when possible and appropriate. (6/16/2010)
 - Caucus staff should represent balanced geographic distribution
 - The purpose of the caucus staff lead is to:
 - a. Support the public policy positions of SCA and the work of the electeds assigned to the board/committee;
 - b. Support the caucus chair in planning agendas for SCA caucus meetings;

- c. Advise the caucus on issues and concerns of the member jurisdictions, to assist in drafting the background and recommended policy positions for the SCA Public issues Committee; and
- d. Assist in drafting the background and recommended policy positions for the SCA Public Issues Committee. (9/19/2007)

702 REGIONAL PROJECT EVALUATION COMMITTEE FOR PSRC

702.1 Background

The Regional Project Evaluation Committee is a standing committee of the Puget Sound Regional Council (PSRC), established for the purpose of ranking projects consistent with the policy framework adopted by the PSRC's Executive Board. The Committee is made up of staff members from participating general governments and agencies, currently identified and authorized by a process administered by the Sound Cities Association.

Staff who are designated as representing 'other cities and towns' in all four participating counties are the only staff who must represent the interests of more than one unit of general government. Thus, it is important that these staff are mindful of their role and responsibilities to 'other cities and towns'.

(4-1-2004, 7-28-2005)

702.2 Process and administration

SCA's process for identifying and naming staff shall be designed to

- distribute representation from all geographic regions represented by these SCA cities as equally as possible, by communicating with all cities in a geographic region on the occasion of a vacancy ;
- provide for notice to all SCA cities through the mayor or chief executive officer, when a vacancy occurs on the committee due to resignation or retirement of an existing staff member;
- ensure that no city or individual staff person shall serve more than two terms (six-years) as a voting member of the RPEC, without other cities in the geographic region having an opportunity to identify a staff member to serve on the committee; (12-16-2015)
- in extraordinary circumstances, the Board may make exceptions to the two term limit when a supermajority (2/3) of Board members present and voting at a meeting finds that doing so would be in the best interests of SCA and its member cities; (12-16-2015)
- open a call for nominations every 3 years to coincide with RPEC's review of membership, as per PSRC's Board procedures, to ensure appropriate participation; (7-19-2006, 12-16-2015)
- provide staff members to serve as alternates to the full members of the RPEC. The alternates shall be afforded preference in appointment when a member vacancy occurs;
- ensure that the King County-wide forum chair is a member of the RPEC, if that forum chair is an employee of a city which is classified as one of the 'other cities and towns' of King County, within the meaning of the Puget Sound Regional Council's representational scheme.

The Board of SCA shall have final authority on appointments to the RPEC. (4-1-2004, 7-28-2005)

702.3 Roles and responsibilities

Staff members serving on behalf of 'other cities and towns' in King County shall endeavor to

- exercise judgment in the application of project ranking criteria in a manner that represents 'other cities and towns' in King County equally, without undue preference to projects within their city;
- arrange regular communication with the group of cities represented on matters coming before the RPEC, through electronic written reports or meetings;

- make themselves known to and available for consultation with elected officials serving on the Transportation Policy Board or the Executive Board of Puget Sound Regional Council, to ensure appropriate linkage among all parties representing 'other cities and towns' at the Puget Sound Regional Council. (4-1-2004)

800 INFORMATION/EDUCATION/COMMUNICATION

801 CONFERENCE/NETWORKING DINNERS

801.1 Fees

SCA staff shall establish registration fees for all conferences and networking dinners based on the projected cost of the conference/dinner and budgeted revenues for conferences/dinners. (7-28-2005)

801.2. Reservations

1. Reservations should be made by the posted deadline. Late registrants and walk-ins are subject to seat/meal availability.
2. Substitutions may be allowed with notice to the office. The substitute may not have a meal option, but have to stay with the original meal order. (7-28-2005)

801.3 Payments – Complementary Meals

1. Attendees are strongly encouraged to register online and pay in advance via credit card or check. Attendees paying at the door are encouraged to pay via check.
2. Attendees not paying in advance or at the door will be invoiced. A convenience charge may be added for invoiced guests.
3. Registered members and guests who do not attend and who do not cancel prior to the posted deadline will be charged the full registration amount.
4. SCA staff and invited speakers will not be charged for attendance. All other attendees will be charged, whether or not a meal is consumed. (6-17-2015)

801.4 Refunds

SCA shall refund conference/dinner registrations when:

- a) A paid registrant cancels prior to the posted deadline in advance of the program. (7-28-2005)

801.5 Attendance

All SCA educational seminars/networking dinners, including the Annual Meeting, shall be open to nonmembers. (7-28-2005)

802 CANCELLATION OF CONFERENCES/NETWORKING DINNERS

If conference/dinner registrations do not reach a break-even point, it is at the discretion of the Executive Director, upon consultation with the Executive Committee of the Board to cancel the conference/dinner. (7-28-2005)

803 SELECTION CRITERIA

803.1 Best Practices Identification

1. Timely for utilization by other cities
2. Replication potential is good
3. Submitting city is willing to respond to inquiries from SCA members
4. Best practices from cities outside our region may also be accepted

5. Regional in nature
6. Timely
7. Has broad appeal for a large number of member cities (Board 3-9-2005)

803.2 Speaker Selection Criteria

1. Major attraction – members won't want to miss it
 - a. Deals with cities' current events
 - b. Deals with cities' future issues
2. Regional approach
3. Not someone members have heard in the near past in other settings
4. Affordable (Board 3-9-2005)

804 COMMUNICATING SCA PUBLIC POLICY POSITIONS

804.1. Upon adoption by the Board of Directors of a public policy position on county issues, SCA shall:

1. Produce a white paper on the topic
2. Direct the appropriate SCA Caucus of appointees
3. The President, chair of PIC and Executive Director shall meet with the County Executive to solicit support
4. Members of the Board will meet with KC Council members to solicit support
5. Caucus members meet with members of committee to gain support
6. Send letters to County Executive and KC Council

804.2. Upon adoption by the Board of Directors of a public policy position on regional issues, SCA shall:

1. Produce a white paper on the topic
2. Direct the appropriate SCA Caucus of appointees
3. The President, chair of PIC and Executive Director shall meet with the County Executive to solicit support
4. Caucus members meet with members of committee to solicit support
5. Send letters to PSRC, County Executive, and KC Council

804.3. Upon adoption by the Board of Directors of a public policy position on state issues, SCA shall, if appropriate:

1. Produce a white paper on the topic
2. Direct the appropriate SCA Caucus of appointees
3. The President, chair of PIC and Executive Director shall meet with the County Executive to solicit support
4. Caucus members meet with members of committee to gain support
5. Send letters to AWC, PSRC, County Executive, and KC Council, and member city lobbyists
6. Send letters to Legislature and Governor
7. Find bill sponsor
8. Organize members to testify in collaboration with AWC (Board 5-17-2006)

805 SCA SPONSORSHIP OPPORTUNITIES

SCA shall promote sponsorship opportunities at various levels on its web site and through sponsored events. (Board 9/27/2006)

900 EXTERNAL RELATIONSHIPS

901 POLITICAL RELATIONSHIPS

901.1 SCA shall not become involved in partisan political functions. (7-28-2005)

901.2 The position of Executive Director is non-partisan. No association funds shall be used for attending political fund-raising events. (7-28-2005)

901.3 SCA may not provide information or contact lists or provide assistance in distributing information for political use. (7-28-2005)

902 USE OF SCA MEMBER INFORMATION

SCA may not provide membership contact lists to outside organizations, businesses, or individuals.



SCA Job Description Board of Directors

The following description was adapted from materials from BoardSource.

1. Determines the association's mission and purpose
2. Selects the executive
3. Supports the executive and reviews his/her performance
4. Ensures effective organizational planning
5. Ensures adequate resources
6. Ensures resources are managed effectively
7. Determines and monitors the association's programs and services
8. Enhances the association's public image
9. Assesses the board's own performance
10. To accomplish the above the board member pledges to:
11. Regularly attend board meetings and important related meetings.
12. Make a serious commitment to participate actively in committee work.
13. Volunteer for and willingly accept assignments and to complete them thoroughly and on time.
14. Stay informed about committee matters, prepare himself/herself well for meetings, and to review and comment on minutes and reports.

(Board 1-26-2005)

SCA Board President's Job Description

The following description was adapted from materials from BoardSource.

1. Is a member of the Board
2. Serves as the Chief Volunteer of the organization (*nonprofit only*)
3. Is a partner with the Chief Executive in achieving the organization's mission
4. Provides leadership to the Board of Directors, who sets policy and to whom the Chief Executive is accountable.
5. Chairs meetings of the Board after developing the agenda with the Chief Executive.
6. Encourages Board's role in strategic planning
7. Appoints the chairpersons of committees, in consultation with other Board members.
8. Serves *ex officio* as a member of committees and attends their meetings when invited.
9. Discusses issues confronting the organization with the Chief Executive.
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
11. Reviews with the Chief Executive any issues of concern to the Board.
12. Monitors financial planning and financial reports.
13. Plays a leading role in fundraising activities (*nonprofit only*)
14. Formally evaluates the performance of the Chief Executive and informally evaluates the effectiveness of the Board members.
15. Evaluates annually the performance of the organization in achieving its mission.
16. Performs other responsibilities assigned by the Board.

(Board 1-26-2005)

SCA Vice President's Job Description

The following description was adapted from materials from BoardSource.

1. Is a member of the Board
2. Attends all board meetings
3. Performs responsibilities of the President when the President cannot be available (see President's Job Description)
4. Reports to the Board's President
5. Serve on the executive committee
6. Performs other responsibilities as assigned by the Board.

(Board 1-26-2005)

SCA Board Secretary Job Description

The following description was adapted from materials from the National Center for Nonprofit Boards.

1. Attend all board meetings
2. Serve on the executive committee
3. Maintains records of the board and ensures effective management of organization's records
4. Manages minutes of board meetings
5. Ensures minutes are distributed to members shortly after each meeting
6. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
7. Provide notice of meetings of the board and/or of a committee when such notice is required

(Board 1-26-2005)

SCA Board Treasurer Job Description

The following description was adapted from materials from the National Center for Nonprofit Boards.

1. Is a member of the Board
2. Attends all board meetings
3. Understand financial accounting for nonprofit organizations
4. Manage the board's review of and action related to the board's financial responsibilities.
5. Work with the chief executive to ensure that appropriate financial reports are made available to the board on a timely basis
6. Provides annual budget to the board for members' approval
7. Ensures development and board review of financial policies and procedures

(Board 1-26-2005)

SCA Committee Chair Job Description

The following description was adapted from materials from BoardSource

1. Is a member of the Committee
2. Sets tone for the committee work.
3. Ensures that members have the information needed to do their jobs.
4. Oversees the logistics of committee's operations.
5. Reports to the SCA Board of Directors.
6. Works closely with the Executive Director.
7. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes and materials.

(Board 1-26-2005)

APPENDIX B

SOUND CITIES ASSOCIATION RECORDS RETENTION POLICY

1. AUTHORITY AND PURPOSE

Washington state law requires that all agencies appropriately retain, store, archive, and dispose of all public records in accordance with schedules approved by the state records committee after the records no longer serve an active business purpose. Chapter 40.14 RCW.

The purpose of this policy is to ensure that the Sound Cities Association (“SCA”) complies with Washington’s records retention laws. Except where the procedures are mandated by statute, the procedures in this policy are discretionary and advisory only and shall not impose any affirmative duty on SCA. SCA reserves the right to apply and interpret this policy within its sole discretion and to revise or change the policy at any time.

This policy shall be available at SCA’s main office and posted on SCA’s website.

2. SCOPE

It is the policy of the Sound Cities Association that all employees review and familiarize themselves with this policy and the established records retention schedule for local governments.

For the purposes of this Policy, “public records” means both records that SCA creates and records that SCA receives or collects in connection with the transaction of public business. For example, when SCA solicits public comment on an issue, both the request for comment and any comments received in response are public records.

Public records may be physical or electronic, including paper records, photographs, microfilm, emails, websites, blogs, digital photos, text messages, tweets, and any emerging technologies used to conduct agency business.

Some public records have high retention value and must be stored for several years according to their retention periods. Other public records have short-term or no retention value. Records that do not fall under the definition of “public record” have no retention value and have no retention period.

SCA shall retain, store, archive, and dispose of all public records according to their retention periods, as outlined in the [Local Government Common Records Retention Schedule \(CORE schedule\)](http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx), available at <http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx>.

This policy is secondary to any current public records requests for specific public records and any legal hold notices for records in response to potential litigation. Sensitive and confidential data must be protected from disclosure in accordance with applicable federal and state law.

3. RETENTION PROCEDURES

3.1 Instructions for Processing Printed and Hard Copy Documents

At least once each biennium, SCA staff shall inventory, or manage and inventory, public records that no longer serve an active business purpose using the following procedures:

- a. Determine the record's retention period under the CORE Schedule (see above);
- b. Securely dispose of records with no retention period;
- c. If the record has a retention period, store that record in an easily identifiable location that indicates the record's retention period start date and retention period; and,
- d. Dispose of records retained beyond their retention period.

3.2 Instructions for Processing Electronic Records

SCA staff shall identify, schedule, and process all electronic public records under the same procedures as those for printed and hard copy documents.

3.3 Instructions for General E-mail Management

E-mail communications used as a means of conducting official business may be subject to public records disclosure and may carry legally mandated retention requirements before being destroyed, deleted, or erased. Some e-mail messages may be transitory in nature and have no retention value. Others may contain brief notes, may be formal and substantive documents, and may also have separate attachments, all of which may need to be appropriately processed.

An e-mail's content (including its text, attachments, and associated metadata) determines how that email is processed.

3.3.1 E-mail Destruction

SCA staff shall delete transitory e-mail messages and those other e-mail messages that have no administrative, legal, fiscal, or archival requirements for retention as soon as those e-mail messages have served their purposes. Types of e-mail that typically have no retention value and may be destroyed when no longer needed include, but are not limited to:

- a. Transitory administrative records, such as:
 - (i) Miscellaneous notices or memoranda unrelated to the functional responsibility of the agency (e.g., traffic advisories, notices of community affairs, holidays, etc.);
 - (ii) Personal messages and announcements unrelated to official business (though these types of e-mail may contain evidence or historical material, which then should be retained);
 - (iii) Preliminary drafts that do not represent significant basic steps in the preparation of record document(s);
 - (iv) Telephone messages, including voicemail and digital voice messages;
 - (v) E-mails of transmittal that do not add any information to the transmitted materials; and
 - (vi) Announcements of social events, such as retirement parties or celebrations;
- b. Information-only copies or extracts of documents distributed for convenience of reference;
- c. Published reference materials;
- d. General information received from other agencies, commercial firms, or private institutions that requires no action, including catalogs, reports, multi-media presentations, newsletters, and unsolicited information; and
- e. Copies of inter- or intra-agency memoranda, bulletins, or directions of a general information and non-continuing nature.

3.3.2 Email Storage

SCA staff shall index retained e-mail messages in an organized and consistent pattern reflecting the manner in which the records are used and referenced. Messages should be stored in a filing system that is logical and searchable.

The sender is responsible for retaining the primary record copy of e-mail within SCA. The recipient is responsible for retaining e-mails that originate outside of SCA.

4. STAFF RESPONSIBILITIES

4.1 Executive Director

The Executive Director shall maintain and administer this policy, including drafting any updates and changes to these policies and procedures.

4.2 Public Records Officer

The Public Records Officer shall assist SCA staff in retaining, storing, archiving, and disposing of public records in accordance with this policy and applicable federal and state public records laws.

4.3 Data Users

All SCA staff who create data, information, or public records using SCA computers, networks, or systems shall follow this policy and these procedures.

SCA staff shall:

- a. Destroy all records at the end of their retention periods, as specified on the retention schedule;
- b. Protect records essential to SCA operations from damage or loss;
- c. Preserve the integrity and accessibility of public records for the duration of their retention periods; and
- d. Maintain the security of public records made accessible for public inspection and copying according to the provisions of the Public Records Act, Chapter 42.56 RCW.

**SOUND CITIES ASSOCIATION
PUBLIC RECORDS POLICY**

1. AUTHORITY AND PURPOSE

It is the policy of the Sound Cities Association (“SCA”) to release SCA records in compliance with the Washington Public Records Act (“PRA”), Chapter 42.56 RCW, and any other applicable federal or state law.

This policy establishes the procedures SCA will follow in order to provide full access to public records. This policy provides information to persons requesting access to SCA’s public records and establishes request processes for both requestors and SCA staff.

The purposes of this policy are: (1) to describe SCA’s organization and (2) to ensure that SCA complies with the PRA. Except where these guidelines are mandated by statute, the guidelines in this policy are discretionary and advisory only and shall not impose any affirmative duty on SCA. SCA reserves the right to apply and interpret this policy within its sole discretion and to revise or change the policy at any time.

This policy shall be available at SCA’s main office and posted on SCA’s website.

2. AGENCY DESCRIPTION

The Sound Cities Association is a Washington Nonprofit Corporation with 35 member cities. Cities within King County founded SCA in the 1970s to help them act locally and partner regionally to create vital, livable communities through advocacy, education, leadership, mutual support, and networking.

SCA’s main office is located at 6300 Southcenter Blvd., Suite 206, Tukwila, WA 98188.

3. PUBLIC RECORDS OFFICER

The Executive Director of SCA shall designate a Public Records Officer.

The Public Records Officer shall oversee SCA’s compliance with the PRA and this policy. The Public Records Officer may delegate the responsibilities of processing requests to other staff. Accordingly, any reference in this Policy to the “Public Records Officer” means the Public Records Officer or applicable designee.

The Public Records Officer shall provide full assistance to requestors, ensure that public records are protected from damage, disorganization, and improper disclosure, and prevent the fulfillment of any PRA request from causing excessive interference with SCA’s essential functions.

4. AVAILABILITY OF PUBLIC RECORDS

Because SCA has limited staff whose duties often require them to be out of the office, SCA does not maintain regular office hours. In order to ensure someone is available to provide assistance to requestors, records will be made available for inspection and/or copying at SCA’s main office by appointment at a mutually convenient time.

Requestors must pay for copies, as provided in this policy and in Chapter 42.56 RCW. Many commonly requested SCA documents are available free of charge on SCA’s website at <http://soundcities.org/>.

SCA does not maintain records for its member cities; it maintains only SCA records. If a requestor seeks the records of an SCA member, that request should be directed to the particular member rather than to SCA.

5. MAKING A REQUEST FOR PUBLIC RECORDS

Public Records Act requestors, or those seeking assistance in making a PRA request, are directed to contact:

Public Records Officer
Sound Cities Association
6300 Southcenter Blvd. Suite 206
Tukwila, WA 98188
Phone: (206) 433-7168
E-mail: publicrecordsofficer@soundcities.org

PRA information is also available at the SCA's website: <http://soundcities.org/>.

SCA directs all persons requesting SCA's public records to make their requests in writing on the SCA's request form to the Public Records Officer. The form is available for use by requestors at the office of the Public Records Officer and on-line at: www.soundcities.org/. In order to aid timely disclosure, requests should include the following information:

- a. The name and address of the requestor
- b. The date of the request
- c. A detailed description of the public record being requested
- d. Whether the requestor wants copies, or wants to inspect the requested records
- e. If copies are requested, the address where copies should be mailed
- f. A statement regarding whether the records requested are for commercial purposes
- g. The signature of the requestor

The Public Records Officer shall confirm in writing (e-mail allowed) all oral requests made in person or by telephone, indicating receipt of the information and the substance of the request.

6. PROCESSING PUBLIC RECORDS REQUESTS

6.1 Response to Records Request

Within five business days of receipt of the request, the Public Records Officer shall do one or more of the following:

- a. Notify the requestor in writing that the documents are available;
- b. Send copies to the requestor upon receipt or waiver of copying fees, with a letter acknowledging or closing the request as appropriate;
- c. Send an acknowledgment letter and provide a reasonable estimate of the time necessary for SCA to respond to the request;
- d. If the request is unclear or does not sufficiently identify the requested records, send a letter requesting clarification from the requestor; or,
- e. Send a letter denying the request, including an exemption log if responsive exempt records exist.

SCA reserves the right to direct requestors to the SCA website for commonly requested documents. The Public Records Officer shall assist any requestor who cannot easily access the internet.

6.2 Reasons for Additional Time to Respond

SCA may require additional time to respond to a request based on the need to do any of the following:

- a. Clarify what documents are being sought in the request;
- b. Locate and assemble the information requested;
- c. Use the requested record in SCA's normal course of business;
- d. Notify third persons or agencies affected by the request; or
- e. Determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request.

This list is not exhaustive, and SCA reserves the right to require additional time as permitted by the PRA or other applicable federal or state law.

6.3 Unclear Requests

In acknowledging receipt of a request that is unclear or ambiguous, SCA may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, SCA may deem the request abandoned and need not respond to it.

6.4 Notice to Third Parties

In the event that the requested records contain personal information that identifies an individual or organization or other information that may affect the rights of others, the Public Records Officer may provide notice to those individuals or organizations or such others whose rights may be affected by disclosure. SCA may send this notice to the individual or organization if releasing the personal information could damage the individual or organization, or government operations, or is not in the best interest of the public. The notice to the affected persons shall include a copy of the records request, the date SCA intends to release the record, and how the individual or organization can prevent the record's release. SCA will release such records by the specified date if no one objects or the contacted party does not respond by the specified date. This procedure shall not create any rights to third parties to such notice.

6.5 Records Exempt From Disclosure

Some records are exempt from disclosure, in whole or in part, based on the laws and regulations identified in Appendix A, or under other state or federal law. If SCA believes that a record is exempt from disclosure and should be withheld, the Public Records Officer shall provide an exemption log including the specific exemption and a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.

Pursuant to the PRA, SCA reserves the right to seek to enjoin the examination of any specific record if SCA determines that the examination is clearly not in the public interest and will substantially and irreparably damage any person or will substantially and irreparably damage vital governmental functions.

6.6 Providing Electronic Records

When records are requested in an electronic format, the Public Records Officer shall provide the nonexempt records, or portions of the records that are reasonably locatable, in an electronic format that is used by SCA and is generally commercially available, or in a format that is reasonably translatable from the format that SCA keeps the records. SCA will charge an hourly fee for transferring and translating the format of electronic documents.

6.7 Customized Access to Databases

With the consent of the requestor, SCA may provide customized access under RCW 43.41A.130 if the record is not reasonably locatable or not reasonably translatable into the format requested. SCA may charge a fee consistent with RCW 43.41A.130 for customized access.

6.8 Inspection of Records

The requestor must claim or review the assembled records within fifteen (15) days of SCA's notification to the requestor that the records are available for inspection or copying. SCA shall notify the requestor in writing of this requirement and direct the requestor to contact the agency to make arrangements to claim or review the records. If the requestor fails to claim or review the records within the 15-day period or make other arrangements, SCA may consider the request abandoned unless the requestor seeks an additional amount of time to review the records.

SCA shall deny and terminate a requestor's inspection and withdraw the requested records if the Public Records Officer determines that a requestor, when reviewing the records, acts in a manner that will damage or substantially disorganize the records or interfere with other essential SCA functions.

6.9 Protection of Records

In order to protect SCA's public records from damage or disorganization as required by the PRA, SCA shall use the following procedures and practices:

- a. No public records shall be removed from SCA's main office without the Public Records Officer's permission;
- b. Inspection of any public records shall be conducted in the presence of the Public Records Officer or designated staff;
- c. No public record may be marked, defaced, torn, damaged, destroyed, unreasonably disorganized or removed from its proper location or order by a member of the public;
- d. Public records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by SCA staff; and
- e. Public records may be copied only on SCA copying machines unless other arrangements are made by the Public Records Officer.

6.10 Large Requests - Providing Records in Installments

When the request is for a large volume of records, the Public Records Officer may elect to provide records on an installment basis. In such cases, the Public Records Officer shall provide a reasonable estimate in the initial response as to when the first installment will be available and when the entire request will be completed. The Public Records Officer shall send additional written notice as installments become ready for inspection or copying. If a requestor does not contact the Public Records Officer within 15 days of any such notification to arrange for the review of the first installment or any subsequent installment, SCA may deem the request abandoned and stop fulfilling the remainder of the request.

6.11 Completion of Inspection

Once SCA provides all copies of requested records to the requestor, the requestor has reviewed the requested records, or 15 days have passed since a notice of availability was sent to the requestor and the requestor has failed to contact the Public Records Officer to arrange for the review of those records or for payment for copies, the Public Records Officer shall mail (e-mail allowed) the requestor a "Closing Letter" informing the requestor that SCA has fully responded to the records request. Upon receipt of the Closing Letter, the requestor should immediately inform the Public Records Officer if the requestor does not think SCA has fully complied, or needs additional time to review the records. If the requestor does not respond within ten (10) business days after the Closing Letter was sent, SCA may treat the matter as closed.

6.12 Later Discovered Documents

If, after SCA has informed the requestor that it has provided all available records, SCA becomes aware of additional responsive documents existing at the time of the request, it shall promptly inform the requestor of the additional documents and provide them on an expedited basis.

7. EXEMPTIONS

The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any other statute exempts or prohibits disclosure. Requestors should be aware of PRA exemptions and exemptions outside of the PRA that may restrict or prohibit the SCA's ability to disclose certain documents. Some of these exemptions are described in Appendix A.

The SCA is prohibited by statute from disclosing lists of individuals for commercial purposes.

8. COSTS OF PROVIDING COPIES OF PUBLIC RECORDS

There is no fee for inspecting public records in person at SCA's main office. For records requests requiring copies of documents, the requestor shall pay the appropriate reproduction and mailing costs listed below. The Public Records Officer may elect to waive these fees.

8.1 Reproduction Costs

Black & White Copies (per side)	\$0.15 per page
Color Copies (8½ x 11)	\$0.15 per page
Scanning & PDFs (to supply electronic copies)	\$0.10 per page
Other Electronic Documents	\$36.00 per hour
CD-ROM or DVD	\$1.00 per disc, not inclusive of scanning, PDF, or electronic document transfer fees.
Mailing	Actual cost of postage and mailing materials
Other Media	Actual cost of production

Depending on the size or number of requested copies, document copying may be contracted to another provider, and the actual cost of the copies shall be the responsibility of the requestor.

For larger requests, SCA may require a deposit of up to ten percent of the estimated costs of copying all the records. The Public Records Officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

8.2 Payment

Payment may be made by cash, check, or money order to the Sound Cities Association.

9. RECORDS PRESERVATION

SCA shall comply with state and federal laws affecting the maintenance and preservation of public records, including but not limited to the guidelines promulgated by the Secretary of State Division of Archives and Records Management.

10. PUBLIC RECORDS INDEX

SCA finds that it would be unduly burdensome and would interfere with SCA operations to maintain an index of records. SCA will make available for public disclosure all indices which may at a future time be developed for SCA use.

11. REVIEW OF PUBLIC RECORDS REQUEST DENIALS

Any person who objects to the initial denial or partial denial of a records request may petition in writing (e-mail allowed) to the Public Records Officer for a review of that decision. The petition must include a copy of, or reasonably identify, the written statement by the Public Records Officer or designee denying the request.

The Public Records Officer shall promptly provide the petition and any other relevant information to SCA's Executive Director. The Executive Director will immediately consider the petition and either affirm or reverse the denial within two business days following SCA's receipt of the petition, or within such other time as SCA and the requestor mutually agree.

Any person may obtain court review of any SCA records decision pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

12. DISCLAIMER OF LIABILITY

Neither the SCA nor any of its officers, employees, officials, or custodians shall be liable, nor shall cause of action exist, for any loss or damage based upon release of public records if the person releasing the records acted in good faith in attempting to comply with this policy.

This policy is not intended to expand or restrict the rights of privacy or the rights to inspect and copy public records as they exist under state and federal law. Despite the use of any mandatory terms such as "shall," nothing in this policy is intended to impose mandatory duties on the SCA beyond those imposed by state and federal law.

Appendix A
Exemption and Prohibition Statutes Pertaining to SCA Public Records

The following statutes are listed in addition to any exemptions in Chapter 42.56 RCW. This list is for informational purposes and is not intended to be exclusive or exhaustive. Public records may be exempt from disclosure under other laws.

Washington State Statutes

RCW 5.60.070	Court-ordered mediation records
RCW 19.108.020	Misappropriation of trade secrets
RCW 19.215.020	Destruction of personal health and financial information
RCW 19.34.240(3)	Private digital signature keys
RCW 42.23.070(4)	Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7)	Identity of local government whistleblower
RCW 42.41.045	Non-disclosure of protected information (whistleblower)
RCW 48.62.101	Local government insurance transactions – access to information
RCW 50.13.060	Access to employment security records by local government agencies
RCW 51.28.070	Worker’s compensation records
RCW 51.36.060	Physician information on injured workers

Federal Statutes

42 U.S.C. § 405(c)(2)(vii)(l)	Limits on Use and Disclosure of Social Security Numbers.
5 U.S.C. § 552a	Federal Privacy Act



SOUND CITIES ASSOCIATION

PUBLIC RECORDS REQUEST FORM

Name: _____

Mailing Address: _____
Street City State Zip

Phone: _____ E-mail: _____

Description of Records Requested:

Please provide as much detail as possible to assist in identifying the records sought. Include subject, titles, acronyms, dates, etc., if known. (Additional pages may be attached)

[Empty text box for description of records requested]

*Some records may be specifically exempt from disclosure. RCW 42.56.070(1)

REQUESTED RECORDS ARE FOR:

___ INSPECTION ___ COPYING ___ INSPECTION, THEN COPYING OF SELECTED PAGES

*There is no cost to inspect public records. The charge for photocopies is \$0.15 per page (black & white, 8 1/2 x 11, per side). The charge for other types of copies is SCA's actual cost or as set forth in SCA's Public Records Policy.

I hereby declare under penalty of perjury under the laws of the state of Washington, RCW 42.56.070(9), that should my request contain a list of individuals, the information obtained through this request will not be used for commercial purposes.

Signature of Requestor

Date