



SCA Board of Directors AGENDA

October 15, 2025

Renton City Hall, 1055 S Grady Way, Renton, WA

10 AM – Noon

- | | |
|---|---------------------------------|
| 1) Call to Order – President Traci Buxton | 2 Minutes |
| 2) Public Comment | 5 Minutes |
| 3) Consent Agenda | 3 Minutes |
| a. Amended minutes of the July 16, 2025 SCA Board of Directors Meeting | Attachment 1 |
| b. Minutes of the September 10, 2025 SCA Special Board of Directors Meeting | Attachment 2 |
| c. Minutes of the September 17, 2025 SCA Board of Directors Meeting | Attachment 3 |
| d. Financial Reports of August 2025 | Attachments 4-5 |

Recommended Action: Approval of the Consent Agenda, consisting of the minutes of the September 17, 2025 SCA Board of Directors Meeting; and the Financial Reports of August 2025, consisting of the August 2025 Balance Sheet and August 2025 Profit & Loss Report.

- | | |
|--|------------|
| 4) Executive Session pursuant to RCW 42.30.110(1)(i)(iii), to discuss with legal counsel the legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency. NO ACTION IS EXPECTED FOLLOWING EXECUTIVE SESSION. | 20 Minutes |
| 5) President’s Report – President Traci Buxton | 5 Minutes |
| 6) Executive Director’s Report – Executive Director Robert Feldstein | 5 Minutes |
| 7) Executive Session to Discuss Personnel Matter | 20 Minutes |
| 8) 2026 SCA Board Nominating Committee – President Traci Buxton | 5 Minutes |

Appointment by President Buxton of members to the 2026 SCA Board Nominating Committee

- | | |
|---|---------------------------------|
| 9) Treasurer’s Report – SCA Treasurer Regan Bolli | 10 Minutes |
| August 26, 2025 Finance Committee Meeting Materials | |
| a. Draft 2025 SCA Budget | Attachments 6-7 |

- b. Sponsorship Update
- c. Other Updates

[Attachments 8](#)

10) PIC Report – SCA PIC Chair Chris Roberts

15 Minutes

October 8, 2025 Public Issues Committee [Meeting Materials](#)

- a. SCA Regional Boards and Committees Appointments
- b. Indigent Defense Case Standards Letter to the Legislature
Recommended Action: To approve the final draft letter as recommended by PIC and direct SCA staff to send the letter to the Washington State Legislature.
- c. 4Culture Doors Open Presentation
- d. Regional Boards and Committees Upcoming Issues
- e. Updates and Informational Items
 - i. Update on 2026 State & County Legislative Agendas
 - ii. October SCA Newsletter
 - iii. Levis and Ballot Measures

[Attachments 9-10](#)

11) SCA Ad Hoc Committee Recommendations Discussion

15 Minutes

[Attachments 11-12](#)

12) Informational Items/Updates

5 Minutes

- a. 2026 Board of Directors & Elections
- b. 2026 Events
- c. Members Emeritus
- d. Public Comment Policy
- e. Staffing Update

[Attachment 13](#)

[Attachment 14](#)

[Attachment 15](#)

13) Adjourn

[Appendix A: Bylaws of Sound Cities Association](#)

[Appendix B: Sound Cities Association Board Policies](#)

Sound Cities Association

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.

Vision

SCA will lead policy change to make the Puget Sound region the best in the world for our diverse communities.

Values

SCA is committed to creating 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. SCA acknowledges the systemic racism and inequities in our society and continues its commitment to the work needed to address them.

Guiding Principles

- Assume that others are acting with good intent
- No surprises!
- Have each other's backs
- Think about who is not at the table
- Be candid, but kind
- Once a decision is made, work together to make it work
- Show up to meetings prepared
- Be fully present and engaged during meetings
- Extend grace to others – cut them some slack
- Remain open-minded
- Respect differing views



SCA Board of Directors

AMENDED DRAFT Minutes

July 16, 2025

Renton City Hall

1) Call to Order

SCA President Buxton called the meeting to order at 10:02 AM. Present were members Armondo Pavone, Troy Linnell, Katherine Ross, Vanessa Kritzer, Thomas McLeod, Nigel Herbig, Dana Ralph; Amy Falcone; and Thomas McLeod, and SCA staff Robert Feldstein, Leah Willoughby, Aj Foltz, and Laura Belmont. Absent were members Mason Thompson; Regan and Bolli; and Chris Roberts.

2) Public Comment

A written public comment was submitted by Joe A. Kunzler. A printed copy of the comment was provided to all Board members in advance of the meeting and is attached to these minutes. No verbal public comment was offered during the meeting.

3) Consent Agenda

President Buxton asked for any questions or concerns regarding items on the consent agenda.

Pavone moved, seconded by Linnell, to approve the consent agenda consisting of the minutes of the June 18, 2025 SCA Board of Directors Meeting and the Financial Reports of April 2025 and May 2025. The motion passed unanimously.

4) President's Report

SCA President Traci Buxton reported on progress of investigation. President Buxton will continue to update the Board as updates are available.

President Buxton reported on recent meetings, noting positive regional discussions.

5) Executive Director's Report

SCA Executive Director Robert Feldstein reported on recent and upcoming meetings and events; potential upcoming legislative issues; work on building on value of SCA to members; and status of current staffing recruitment process.

6) 2026 Member City Dues, Assessment Rate

SCA Chief Operating Officer Leah Willoughby provided a brief overview of the process by which member dues are assessed each year, per organizational bylaws, and presented the proposed 2026 Member City Dues. Following discussion, the board took the following action:

McLeod moved, seconded by Pavone, to approve the 2026 assessment rate and proposed member dues to the membership at the SCA Annual Meeting, and direction to staff to circulate the recommended rate and dues to member cities. The motion passed unanimously.

7) Public Safety Roundtable

SCA Executive Director gave background and summarized process for the Public Safety Roundtable, hosted by King County Executive Shannon Braddock. President Buxton led discussion to discuss applicants for the roundtable.

Following extensive discussion, the board took the following action:

Pauly moved, seconded by Pavone, to appoint the following individuals to serve on the public safety roundtable hosted by the King County Executive:

- ***Mayor Dana Ralph, Kent***
- ***Bristol Ellington, City Manager, Shoreline***
- ***Councilmember Neal Black, Kirkland***

The motion passed unanimously.

8) Regional Staff Committees

No action was taken on this item.

9) Treasurer's Report

As Treasurer Bolli was not able to be present for the meeting, SCA staff read a brief report provided by Bolli. SCA staff responded to member questions. Following discussion, the board took the following actions:

Herbig moved, seconded by Pauly, to approve allocation of funds in the 2025 SCA Budget, as recommended by the SCA Finance Committee. The motion passed unanimously.

McLeod moved, seconded by Ralph, to direct SCA to reinvest the full amount of CD maturing in July 2025 into a new three-year CD with Time Value Investments, as recommended by the SCA Finance Committee. The motion passed unanimously.

There were no other updates.

10) PIC Chair's Report

PIC Chair Chris Roberts briefly reported on the June 11, 2025 PIC Meeting. Topics included:

a. Regional Boards and Committees Appointments

Following discussion, the Board took the following action:

Pavone moved, seconded by Pauly, to appoint the following individuals to SCA Regional Boards and Committees, as recommended by the Public Issues Committee:

- ***Alex Andrade, Burien, as alternate to the Domestic Violence Initiative Task Force (DVI)***

- ***Jessica Merizan, Carnation, as member to the Joint Recommendations Committee (JRC)***

The motion passed unanimously.

- b. King County Transportation District Sales Tax
SCA Senior Policy Analyst Andie Parnell gave background and reported on PIC discussions regarding the King County Transportation District Sales Tax. Executive Director Robert Feldstein provided context on process for creation and approval process for actions items.

Board reviewed draft letter prepared by SCA staff with PIC input. Following discussion, the board took the following action:

Pavone moved, seconded by Ralph, to approve the draft letter to the King County Transportation District (KCTD), as recommended by the SCA PIC, with noted amendments. ([Attachment 1.a](#)) The motion passed unanimously.

- c. New Indigent Caseload Standards
- d. Updates and Informational Items

11) Discussion Items/Updates

- a. August 2025 Board of Directors Meeting

Pauly moved, seconded by McLeod, to cancel the August 2025 SCA Board of Directors Meeting. The motion passed unanimously.

- b. Ad Hoc Committee Recommendations Discussion
This item will be brought back for discussion at a future meeting of the board.
- c. Future Sponsorships Discussion
This item will continue to be discussed by the Finance Committee.

12) Executive Session to Discuss Personnel Matter

At 11:28 AM, President Buxton called to order a twenty minute executive session to discuss a personnel matter. The executive session was ended at 11:58 AM. There were no actions to report.

13) The meeting was adjourned at 12:00 PM

From: Joe A. Kunzler <growlernoise@gmail.com>
Sent: Wednesday, July 16, 2025 12:22:47 AM
To: Robert Feldstein <robert@SoundCities.org>
Cc: Leah Willoughby <Leah@SoundCities.org>
Subject: Joe A. Kunzler Public Comment for July 16 Sound Cities Association

16 July 2025

RE: Joe A. Kunzler Public Comment for July 16 Sound Cities Association

Hi there Sound Cities Association, it was communicated kindly to me that I needed to write out my public comment if I couldn't make it. Ironically, I wanted to reach out about public comment - namely managing public comment in your communities. I would like to suggest to the Sound Cities Association that you discuss the following:

1. A public comment policy for the Sound Cities Association. I would recommend written-only and due by 8 AM of your meetings please. That policy needs to be done soonest, please. As per [RCW 42.30.240](#) if you cannot provide a virtual hookup, that's what's best.
2. A standard public comment policy across your cities. Especially w/ the rising antiSemitism and other forms of incivility out there.
3. An annual training exercise with simulated threats in the mold of the US Air Force's RED FLAG or the US Navy's TOPGUN/Fighter Weapons School. I'd be honored to be one of your volunteer aggressor pilots simulating the threat so that your members are equipped to meet those dangers - whether that be Alex Tsimerman, "Super UW" or the City Council Death Squad.

What I want to do here is make some things very clear: Tsimerman's anti-Semitism is just the tip of growing problems of antisemitism and incivility in our society. We've seen dramatic air battles play out at various regional bodies - e.g. Puget Sound Regional Council, Sound Transit - and come to your members' home chambers.

I also want to pass you some terrifying statistics from the ADL's last assessment of our state:

- 239 total antisemitic incidents — up 26% from 189 incidents in 2023
- 155 incidents of antisemitic harassment — down 2% from 158 in 2023
- 82 incidents of antisemitic vandalism — up 173% from 30 in 2023
- 2 incidents of antisemitic assault — up 100% from 1 in 2023
- 44 campus-related incidents of antisemitism — up 159% from 17 in 2023

But it gets worse. The [ADL recently did a study after the terrorist attacks in Boulder](#), the murder of two Israeli diplomats, and the arson of the Pennsylvania Governor's Mansion to find that 24% of Americans found these anti-Semitic events "understandable". It's time each of you took this seriously. Woke up and realized you're the thin line for your communities.

I will conclude with this thought: I want your Association to please take public comment policy seriously. To be prepared to the point of at the least having an agenda item about it and at the most train your members to be ready for the worst to lead to public comment policies that work for all. I didn't suit up to help renovate the OPMA during the COVID19 pandemic and fight the Tsimmerman Wars just to fight Tsimmerman or to make sure my voice was at the table; but to protect us all and our democracy. The only democracy worth having is an inclusive one that excludes hatemongers.

Thank you for hearing me out and your public service.

Very thoughtfully;

Joe A. Kunzler
growlernoise@gmail.com



SCA Board of Directors Special Meeting
DRAFT MINUTES
September 10, 2025

1) Call to Order

President Buxton called the meeting to order at 10:04 AM. Present were members Regan Bolli; Dana Ralph; Thomas McLeod; Troy Linnell; Nigel Herbig; Katherine Ross; Armondo Pavone and Amy Falcone; and SCA staff Robert Feldstein, Leah Willoughby, Laura Belmont, and Aj Foltz. Absent were members Mason Thompon (excused); Mary Lou Pauly; Vanessa Kritzer; and Chris Roberts.

2) New Position Proposal

Executive Director Robert Feldstein summarized potential new position and asked the board for feedback and direction. There was no action to report.

3) Adjourn

The meeting was adjourned at 9:18 AM.



SCA Board of Directors

DRAFT Minutes

September 17, 2025

Renton City Hall

1) Call to Order

SCA President Buxton called the meeting to order at 10:10 AM. Present were members Armondo Pavone, Troy Linnell, Katherine Ross, Vanessa Kritzer, Thomas McLeod, Nigel Herbig, Dana Ralph; Mary Lou Pauly; Mason Thompson; Regan Bolli; and Thomas McLeod; and SCA staff Robert Feldstein, Aj Foltz, Laura Belmont, and Dax Tate; and Steve DiJulio from Foster Garvey. Absent were members Amy Falcone and Chris Roberts.

2) Public Comment

President Buxton asked if there were any members of the public present for public comment. Hearing none, this portion of the agenda was closed.

3) Consent Agenda

President Buxton asked for any questions or concerns regarding items on the consent agenda.

Bolli moved, seconded by Linnell, to approve the consent agenda consisting of the minutes of the July 18, 2025 SCA Board of Directors Meeting, Financial Reports of June 2025 and July 2025, and the 2024 End of Year Financial Reports. The motion passed unanimously.

4) 2025 – 2026 SCA Legislative Committee

Executive Director Robert Feldstein summarized his goals and approach for the upcoming year legislative agenda. Senior Policy Analyst Aj Foltz outlined process for earlier agenda adoption; requested volunteers for the committee; and noted coordination process with PIC and the Board. Following discussion, the Board took the following action:

Ross moved, seconded by Pavone, to nominate Ralph, Linnell, Kritzer, Bolli, and Pauly to serve on the SCA Legislative Committee. The motion passed unanimously.

President Buxton thanked volunteers for stepping up and shared her excitement to start a County agenda.

5) Investigation Document Review

This item is included in Item 6.

6) Executive Session pursuant to RCW 42.30.110(1)(i)(iii), to discuss with legal counsel the legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.

At 10:18 AM, President Buxton called to order an executive session, consisting of thirty minutes each to discuss Items 5 and 6. The executive session was extended. The executive session ended at 11:43 AM. There were no actions to report.

7) Treasurer's Report

Bolli noted two financial items: increased legal fees from Foster Garvey; and additional sponsorship revenue.

There were no action items to report. There were no other updates to report.

8) PIC Report

As PIC Chair Chris Roberts was not present, SCA Staff reported on the September 10, 2025 PIC Meeting. Executive Director Robert Feldstein noted that the meeting was preceded by a tour of the upcoming Mercer Island Sound Transit Station, and that PIC Vice Chair Joseph Cimaomo, Jr. is interested in hosting some PIC meetings in-person next year. Topics included:

- a. King County Library System Levy Lid Lift Update from KCLS
SCA Senior Policy Analyst Aj Foltz reported that KCLS sought early feedback from PIC on a potential levy lid lift; clarified the lift would restore the rate to \$0.45 per \$1,000 of assessed value. Staff will share presentation materials with board members.
- b. Prep for Upcoming Discussion(s) with KCC Regarding KCTD Sales Tax
SCA Executive Director Robert Feldstein reported that SCA on a meeting with King County Councilmember Sarah Perry regarding KCTD Sales Tax. Many Board members were in attendance and productive conversation. Discussion centered on ensuring potential revenues are shared with cities. Staff will continue to update.
- c. SCA Draft Letter to the Washington State Legislature on the Indigent Defense Case Standards
SCA Senior Policy Analyst Aj Foltz presented for Board feedback a draft letter to the Legislature regarding the Indigent Defense Case Standards . Edits and updates will be shared in the coming week, with further input encouraged.
- d. Updates and Informational Items
 - i. Early Feedback on 2026 State & County Legislative Agendas
SCA Senior Policy Analyst Aj Foltz reported that staff collected preliminary topic areas from PIC members.
 - ii. SCA Regional Boards and Committees
SCA Senior Policy Analyst Aj Foltz shared current process for updates. Staff proposed a shift to proactive updates to better gather and feedback and input. Board members expressed supported this change.
 - iii. August & September SCA Newsletter
SCA Senior Policy Analyst Aj Foltz reported positive feedback on the recent newsletters; encouraged members to submit City Wins to SCA staff, to be included in future newsletters.

iv. Levies and Ballot Measures

Members were asked to share items to be included in future updates.

9) Informational Items/Updates

a. 2026 Board of Directors

This item was not discussed.

b. 2026 Board of Directors Elections

This item was not discussed.

c. 2025 Board Leadership & Board Nominating Committee

Executive Director Robert Feldstein noted upcoming transitions on the Board and asked members to help identify future members.

10) The meeting was adjourned at 12:00 PM.

SOUND CITIES ASSOCIATION | Balance Sheet

As of August 31, 2025

1110 HomeStreet Bank	59,162.11
1120 HomeStreet Bank - Money Market	1,037,867.96
1130 PayPal Bank	70.00
Total Bank Accounts	\$ 1,097,100.07
Total Accounts Receivable	\$ 19,500.00
1140 Investments - Time Value	341,126.20
1145 Accrued Interest Receivable	570.94
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	0.00
Other Current Asset	0.00
Total Other Current Assets	\$ 341,697.14
Total Current Assets	\$ 1,458,297.21
Total Fixed Assets	\$ 0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 1,458,297.21
Total Accounts Payable	\$ 265.66
2200 HomeStreet Credit Card	10,913.38
Total Credit Cards	\$ 10,913.38
2300 Accrued Payroll	16,571.39
2110 Federal Withholding	0.00
2111 Direct Deposit Liabilities	0.00
Total 2140 Medicare	\$ 0.00
2150 SDI	0.00
2405 FUTA	141.94
2410 SUI	135.33
Total 2415 FIT, SS, Medicare - 941	\$ 7,145.14
2420 L&I	472.32
2425 WA Paid Family & Medical Leave	-4.72
2426 WA Cares	427.58
2435 PERS Payable	0.00
2439 Temporary Retirement Holdings Payable	20,961.99
2450 Medical/Dental/Vision/Life Ins	0.00
2460 Accrued Vacation Pay	18,538.94
2499 Payroll Corrections	173.01
Total 2400 Payroll Liabilities	\$ 65,390.25
2510 Accrued Liabilities - Contractor Payments	0.00
Total 2500 Accrued Liabilities	\$ 0.00
2600 Deferred Revenue	0.00
Total Other Current Liabilities	\$ 81,961.64
Total Current Liabilities	\$ 93,140.68
Total Liabilities	\$ 93,140.68
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	541,792.00
3130 Contractual Obligations Reserve	34,062.00
3140 Legal Reserves Fund	0.00
Total 3100 Board Designated Reserves	\$ 590,854.00
3200 Board Designated Contra	-590,854.00
3300 Fund Balance (Prior Years)	887,481.18
3999 Opening Bal Equity	0.00
Net Income	477,675.35
Total Equity	\$ 1,365,156.53
TOTAL LIABILITIES AND EQUITY	\$ 1,458,297.21

October 15, 2025 SCA Board of Directors Meeting

Attachment 4: August 2025 Balance Sheet

January - August, 2025

Accrual Basis LW

Summary

At their September meeting, the SCA Board Finance Committee reviewed a preliminary draft of the 2026 SCA Budget. The Committee provided direction on edits to the income portion, and staff reported an adjustment to staff expenses that needed to be incorporated into the draft.

Staff have made the requested revisions, and a draft with these changes applied is attached ([Attachment 7](#)). Board members are invited to review the updated draft and share any feedback or concerns.

The Finance Committee will review the revised draft budget, along with any additional input from the Board, at its October meeting. The draft budget will return to the full Board of Directors at the November meeting, where the Board is expected to vote on recommending the 2026 Budget to the full membership at the SCA Annual Meeting on December 3.



SOUND CITIES ASSOCIATION DRAFT 2026 Budget

Member City Dues		\$	988,900
Membership/Sponsorships		\$	90,000
Registration/Dinners Revenue		\$	22,500
Interest Income		\$	15,600
Credit Cards Points Redeemed for Credit		\$	500
Total Income		\$	1,117,500
Salaries		\$	692,892
Payroll Taxes		\$	64,826
FUTA	\$	270	
SUTA	\$	6,834	
FICA/Medicare	\$	51,398	
L & I	\$	1,746	
WA PFMLA	\$	4,578	
Staff Benefits		\$	156,827
Pension Plan Contributions	\$	38,600	
Medical/Dental/Vision/Life Ins	\$	98,227	
Professional Development	\$	9,000	
Travel Reimburse	\$	11,000	
TOTAL STAFF		\$	914,545
Rent		\$	34,255
Office Insurance		\$	900
Printing and Publication		\$	6,100
Copier/Printer Lease & Maint	\$	3,700	
Outside Printing & Publication	\$	2,400	
IT		\$	23,800
Website Design/Hosting	\$	6,800	
IT Equipment	\$	6,000	
Software/Subscriptions	\$	8,500	
Incidental Consulting	\$	2,500	
Cell Phone Service		\$	4,000
CC, Banking & Other Fees		\$	500
Accounting Fees		\$	16,800
Legal Fees		\$	10,000
Office Supplies / Misc.		\$	3,000
TOTAL OFFICE/OVERHEAD		\$	99,355
Event Food/Bev/Rentals		\$	40,000
Event Processing Fees		\$	1,200
TOTAL EVENT EXPENSES		\$	41,200
Liability Insurance		\$	2,900
D&O Insurance	\$	2,200	
Cyber Security Insurance	\$	700	
Awards / Recognition		\$	2,500
Retreats/Mtgs/Conf/Dues/Events		\$	12,000
Consultants/Special Projects		\$	20,000
TOTAL BOARD / ORG DEVELOPMENT		\$	37,400
CONTINGENCY FUND		\$	25,000
Total Expenses		\$	1,117,500

Income minus expensees	
\$	-

2025 Sponsorship Payment

Tracking

Highlighted have been invoiced and payment is not yet received.

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Regional Associate Member	4Culture	September 2025	\$ 500.00	August 2025	\$ 500.00
Partner	Amazon	March 2025	\$ 6,000.00	August 2025	\$ 6,000.00
Event Sponsorship	Amazon	August 2025	\$ 2,500.00		
Regional Associate Member	AWC	February 2025	\$ 500.00	March 2025	\$ 500.00
Partner	Boeing	April 2025	\$ 6,000.00		
Event Sponsorship	Boeing	April 2025	\$ 2,500.00		
Regional Associate Member	Cedar Grove	August 2025	\$ 500.00	August 2025	\$ 500.00
Partner	Comcast	March 2025	\$ 6,000.00	March 2025	\$ 6,000.00
Event Sponsorship - Annual Mtg	Comcast	March 2025	\$ 2,500.00	March 2025	\$ 2,500.00
Regional Associate Member	Desimone Consulting	February 2025	\$ 500.00		
Regional Associate Member	KC Dept of Assessments	February 2025	\$ 500.00	March 2025	\$ 500.00
Regional Associate Member	Foster Garvey	March 2025	\$ 500.00	March 2025	\$ 500.00
Regional Associate Member	Gordon Thomas Honeywell	February 2025	\$ 500.00	February 2025	\$ 500.00
Regional Associate Member	King County Elections	February 2025	\$ 500.00	March 2025	\$ 500.00
Regional Associate Member	King County Library Systems	February 2025	\$ 500.00	February 2025	\$ 500.00
Regional Associate Member	Langton Public Affairs	February 2025	\$ 500.00	February 2025	\$ 500.00
Partner	Lumen	March 2025	\$ 6,000.00	March 2025	\$ 6,000.00
Regional Associate Member	EMC Research	February 2025	\$ 500.00	February 2025	\$ 500.00
Partner	Marketing Solutions			In-Kind	
Partner	Microsoft	March 2025	\$ 6,000.00	March 2025	\$ 6,000.00
Partner	Port of Seattle	February 2025	\$ 6,000.00	June 2025	\$ 6,000.00
Regional Associate Member	PRR	April 2025	\$ 500.00		
Partner	Puget Sound Energy	February 2025	\$ 6,000.00	April 2025	\$ 6,000.00
Partner	Republic Services	February 2025	\$ 6,000.00	March 2025	\$ 6,000.00
Regional Associate Member	Seattle Building and Constr.	February 2025	\$ 500.00		
Partner	Seattle King County Realtors	February 2025	\$ 6,000.00	March 2025	\$ 6,000.00
Partner	Seattle Metro Chamber	February 2025	\$ 6,000.00		
Partner	Sound Transit	March 2025	\$ 6,000.00	June 2025	\$ 6,000.00
Partner	Waste Management	February 2025	\$ 6,000.00	March 2025	\$ 6,000.00
Regional Associate Member	ValleyCom	March 2024	\$ 500.00		
Totals			\$ 86,500.00		\$ 67,500.00

October 15, 2025 SCA Board of Directors Meeting

Attachment 9: Indigent Caseload Standards

Discussion

The Washington State Supreme Court has announced a [10-year phased reduction in public defender caseloads](#), starting January 1, 2026. By 2036, caseload limits for public defenders will drop to 47 felony credits and 120 misdemeanor credits—about two-thirds lower than previous standards. The phased approach is an improvement to the initial proposal, which had recommended a two-year implementation, but still demands significant new resources for cities to meet these targets by 2036.

At the September PIC meeting, PIC voted in favor of taking up this issue for discussion and possible position. At the October PIC meeting, PIC discussed, amended, and recommended a final draft of the letter to the SCA Board for approval

At today's SCA Board meeting, the Board of Directors will review and discuss the final draft letter as recommended by PIC and may take action to send the letter to the Washington State Legislature.

Additional Background Information is included in [Appendix 9.1](#).

PIC Amendments

PIC first approved a redlined version of the letter, which made small grammatical and framing edits to the draft letter. Then, PIC discussed and approved the following amendments:

Amendment #1

First paragraph, sentence #2 edit

We respect the fundamental and constitutional importance ~~and obligation to provide the effective assistance of counsel to indigent defendants in our courts. SCA appreciates the many months of work by the Washington State Bar Association and Washington State Supreme Court to create and approve these standards.~~

Amendment #4

Add to Defense Recruitment Strategies section

...public defense contractors and cities. ~~Washington has only three law schools with each of them graduating approximately 180 students per year. Taking into account: (1) attorney demand created by these rules; (2) attorneys who retire or leave the practice; and (3) the significant demand for attorneys in other practice areas, there will be too few attorneys to satisfy the requirements across the state. As a result...~~

SCA Staff Contact

Aj Foltz, SCA Senior Policy Analyst, aj@soundcities.org, (206) 849-3056

APPENDIX 9.1: ISSUE BACKGROUND

Background

In March 2024, the Washington State Bar Association (WSBA) adopted revised public defense standards and submitted those as recommendations to the Washington State Supreme Court. Read the 2024 standards as recommended [here](#). Included in the recommendations before the Supreme Court was a change to caseload standards that would reduce by nearly two-thirds the maximum caseload for public defense lawyers. The revised caseload standards were proposed in response to a [national study](#), that did not include any Washington State representation.

The State Supreme Court first adopted the current case load standards for indigent defense in 2012. The current indigent defense standards cap public defenders at:

- 150 felonies per attorney per year
- 300 misdemeanor cases per attorney per year, OR 400 misdemeanor cases per attorney per year in jurisdictions that have not adopted a case weighting system.
- 250 juvenile offender cases per attorney per year.

WSBA's proposed standards would phase in progressively lower caseload limits over the next three years that cap public defenders and effectively cuts by two-thirds the number of cases a defender can accept:

- By July 2025: 110 felony case credits per full-time felony attorney per year, or 280 misdemeanor case credits full-time misdemeanor attorney per year.
- By July 2026: 90 felony case credits per full-time felony attorney per year, or 225 misdemeanor case credits per full-time misdemeanor attorney per year.
- By July 2027: 47 felony case credits per full-time felony attorney per year, or 120 misdemeanor case credits per full-time misdemeanor attorney per year.

WSBA's 2024 proposed standard goes to a different system of weighting cases for the purposes of the cap. Under the proposed standard, each case type is assigned a case credit weight used to calculate an attorney's workload. Importantly for cities, misdemeanors are split into "high" and "low" categories with different credit weights:

- Misdemeanor-High cases are weighted at 1.5 credits each. The category includes drug offenses, sex offenses, domestic violence offenses, and DUIs.
- Misdemeanor-Low cases are weighted at 1.0 credits each. This category includes all other misdemeanors.

Washington State Supreme Court Approved Standards

In June 2025, the Washington State Supreme Court adopted caseload limits approved by WSBA in 2024. However, instead of defining case weighting, the Court's new standards include local authority for adopting policies defining "case credits" to count and weight caseloads based on local court practices. The Supreme Court's complete order can be found [here](#).

October 15, 2025 SCA Board of Directors Meeting
Attachment 9: Indigent Caseload Standards

The new caseload limits take effect on January 1, 2026, and caseload reduction can be phased in at a rate of at least 10% each year. This phase in approach is a significant improvement to the WSBA's initial proposal, which had recommended a two-year implementation as detailed above.

Indigent defense caseload standards comparison:

Caseloads Per Year	Old Case Standards	2026 Case Standards (meet by 2036)	Mandatory Case Reductions Per Year (2026-2036)
Misdemeanor cases	400 cases or 300 weighted cases	120 case credits	28 fewer per year (18 fewer if weighted)
Felony cases	150 cases	47 case credits	11 fewer per year

For more information on the new indigent defense standards, and the implications for cities, see [AWC's website](#) .

Impact on Cities

According to AWC, these proposed standards could triple the number of public defenders needed in some jurisdictions. Further, there are already hiring shortages, and the standards do not address the underlying concerns about recruitment for new public defenders.

In Washington State, the vast majority of public defense costs are paid out of city and county general fund budgets. The Legislature has not provided any new revenue-generating tools for cities, so to cover costs of compliance with these standards, cities will likely have to cut costs for other essential services.

To: Washington State Legislature
CC: AWC, GTH, Supreme Court
From: SCA Board of Directors

Honorable Washington State Legislators:

On behalf of the Sound Cities Association (SCA), which represents thirty-eight cities in King County, I am writing regarding the implementation of the new indigent defense caseload standards as recently adopted by the Washington State Supreme Court. We respect the fundamental and constitutional importance and obligation to provide the effective assistance of counsel to indigent defendants in our courts. However, despite the 10-year implementation period, cities are constrained financially to implement these standards and face challenges with recruiting and retaining public defenders. As such, we urge the Legislature to explore funding options, workforce development pathways, and other resources for cities as they navigate adhering to these standards.

Sound Cities Association recently conducted a membership survey to assess the impact of the new defense caseload standards, centering on two key concerns: the financial strain on city budgets, and challenges to recruitment and retention of public defenders. The results were clear: ***cities anticipate the total rising cost of indigent defense to strain budgets and impact operations, with the vast majority of cities concerned about recruitment and retention of adequate defense attorneys.***

Rising Costs: Projected over 10 years, taking into consideration the increase in court cases, increased number of attorneys necessary due to the changing standards, and the rising salaries to remain competitive, the impact is significant. While surveyed cities projected a range of rates, using even the below-average assumption that both the caseload and salaries would rise 4 percent annually yields a projected total cost increase of 692 percent over the 10-year implementation period.

Defense Recruitment Challenges: Most cities identified that recruitment and retention of public defenders throughout the 10-year implementation period will be a significant challenge. Further, most of those cities indicated *existing* challenges with recruitment and retention in the field. While additional pay may help solve some of the recruitment and retention challenges, there is a noted lack of career advancement opportunities in the field, leading to retention issues for public defense contractors and cities. Washington has only three law schools with each of them graduating approximately 180 students per year. Taking into account: (1) attorney demand created by these rules; (2) attorneys who retire or leave the practice; and (3) the significant demand for attorneys in other practice areas, there will be too few attorneys to satisfy the requirements across the state. As a result, ***cities expect an inadequate number of public defenders will be available to meet the demand imposed by the new caseload standards.***

Furthermore, higher demand for public defenders with low supply will increase the cost per defender to attract new hires, which is another driver of the budgetary issues outlined above.

Operational and Fiscal Impacts: To accommodate the rising costs, cities are looking at all measures, including:

- Increasing fees,
- Cutting other parts of the city budget,
- Adjusting case filings or priorities due to resource constraints,
- Seeking out sources of grant funding, and/or
- Implementing new taxes, among many additional options.

As a result of inadequate numbers of defense attorneys, cities are worried about the day-to-day operational impacts for courts, personnel, and defendants: complex scheduling, delayed proceedings, and frequent reassignments were cited as potential impacts. We recognize that in face of the existing challenges, the state Office of Public Defense has already launched programs focused on training, recruitment and retention of public defenders. ***To adequately meet these new standards, cities request that the state expand the range of workforce development or incentive-based policies to strengthen the public defense field.***

Inequality in Impact: SCA's survey also revealed concerns about the disparate impacts across cities. In *"Right to Counsel Services in the 50 States,"* the Sixth Amendment Center notes that Washington state is one of only eight states that requires local governments to provide a majority of the funding needed to support indigent defense services at the local level. **The paper also outlines that state funding, as opposed to local funding, of indigent defense services is proven to be the most stable and equitable source of funding.** The paper writes that *"...the jurisdictions that are often most in need of indigent defense services are the ones that are least likely to be able to afford it. That is, in many instances, the same indicators of limited revenues – low property values, high unemployment, high poverty rates, limited house-hold incomes, limited higher education, etc. – are often the exact same indicators of high crime. And those same counties have a greater need for broader social services, such as unemployment or housing assistance..."*.

Ultimately, ***cities require ongoing state-funded resources, workforce development support, and guidance on how to effectively allocate city resources.*** The math is simple: cities will need more defense lawyers, and salaries will need to increase to recruit those additional attorneys – all in the face of growing populations and caseloads, resulting, in total, greatly increased costs for public defense. But the implications are not simple: to address this unfunded mandate, all cities will look at making budget cuts in other programs, raising fees and taxes, changing arrest and filing priorities, and, in the courtroom, lengthening the administration of justice. And because the cost of municipal public defense lies almost exclusively with cities in Washington

State, the impact will be inequitable: cities that have higher caseloads, more indigent defendants, and fewer resources will need to raise more taxes and/or cut more services than cities with smaller caseloads, fewer indigent defendants, or more resources.

If the Washington State Legislature wants to best ensure that public defense is administered swiftly, fairly and equitably and wants to ensure that all defendants, regardless of zip code, have an equal right to such defense, the State must be a partner in this change, including providing greater – if not full – funding for public defense. SCA cities welcome partnership opportunities and future discussion on this issue. Thank you for your time and consideration.

Sincerely,

SCA Board President

Attachment 11: Ad Hoc Committee Recommendations Discussion

Background

At the June 2025 meeting, SCA Board of Directors voted to approve the recommendations of the Ad Hoc Committee, with amendment, as follows:

1. Hire an outside expert to investigate the recent hiring process for the SCA Executive Director and any breach of board members' legal fiduciary and confidentiality responsibilities. Motion passed with one abstention.
2. Recommend to the board to review hiring practices including adding HR training around hiring.
3. Bylaws improvements around best practices for executive session protocols including having a lawyer present.
4. Review of the fiduciary responsibilities of board members around confidentiality and duty to the organization.
5. Suggest board recommit to the [SCA Guiding Principles](#).

The following materials are provided to support Board discussion:

- Sections of SCA Bylaws and Board Policies relevant to the recommendations; and
 - Suggested edits to facilitate discussion.
- Summary of [Current Board and Officer job descriptions](#) ([Attachment 12](#)) ; and
 - Draft updated job descriptions for SCA Board Members and Officers to facilitate discussion ([Attachment 12.a](#))
- SCA Bylaws, with relevant sections highlighted ([Appendix A](#))
- SCA Board Policies, with relevant sections highlighted ([Appendix B](#))

Next Steps:

Draft updates have been prepared to initiate discussion. These include edits to the [SCA Bylaws](#) and [Board Policies](#), as well as draft updated job descriptions for SCA Board Members and Officers. The Bylaws and Board Policy edits are intended to address areas identified for clarification and alignment with recommendations of the Ad Hoc committee. The job description drafts are intended to bring the job descriptions up to date, as they have not been revised since 2005, to correct errors, to ensure consistent language, and to address current concerns. There were not previous job descriptions for Past President nor PIC Chair.

The Board should review the attached edits and drafts and discuss whether revisions are needed. This may include confirming, modifying, or expanding the proposed edits; and/or considering whether new responsibilities or expectations should be incorporated into the job descriptions.

This item will return to the November Board meeting for possible action.

Recommend to the board to review hiring practices including adding HR training around hiring.

Stipulation that outside consultant or search firm be consulted in hiring for an Executive Director.

- **Bylaws 6.5.** establishes that the Executive Director shall be “appointed by the Board.”
- The provision of how that hiring process is carried out most appropriately fits at the Board Policies level.
- Section to review: **SCA Board Policies 601.BOARD**. Provision could be placed as a new subsection (601.3).
- **Sample language:** *In the event of a vacancy in the position of Executive Director, the Board shall retain an independent consultant or search firm to manage the selection process. The consultant shall report directly to the Board President or to a committee designated by the Board. The final decision regarding the appointment of the Executive Director shall remain with the Board of Directors, consistent with Article 6.5 of the Bylaws.*

Bylaws improvements around best practices for executive session protocols including having a lawyer present.

Requirement for Legal Counsel Attendance at Executive Sessions on Legal Matters

- [RCW 42.30.110\(1\)\(i\)](#) allows that an executive session may be called “...to discuss with legal counsel representing the agency matters relating to agency enforcement actions, litigation, potential litigation...”
- The Board may wish to consider codifying compliance in the Board Policies by requiring counsel to attend any executive session called for that purpose.
- Section to review: **SCA Board Policies 604. EXECUTIVE SESSION**. Provision could be placed as a new subsection (604.1).
- **Sample language:** *When an executive session is held for the purpose of discussing any matter related to actual or potential litigation, or other topics authorized under RCW 42.30.110(1)(i), a legal representative of the Association shall be present. No discussion of legal matters may occur in executive session without the attendance of legal counsel.*

Review of the fiduciary responsibilities of board members around confidentiality and duty to the organization.

Suggest board recommit to the SCA Guiding Principles.

1. Required Board Training

- Establishment of a one-hour required training prior to serving on the Board, to ensure consistent understanding of:
 - the organization's paradigm, including the guiding principles that inform SCA's governance and decision-making,
 - Organizational policies, and
 - the responsibility of Board members to act as regional representatives, speaking on behalf of all SCA member cities rather than advancing the interests of their own city.
- Placement within Director [Job Description](#).
- Sample language for the job descriptions: *Complete a one-hour Board orientation prior to beginning service, held before the first Board meeting each year, covering the Association's mission, bylaws, policies, and responsibilities of Board service.*

2. Board Retreat – Formalize Required Attendance

- Placement within Director [Job Description](#).
- Sample language for the job descriptions: *Attend the annual Board retreat held early each calendar year to review and affirm commitment to the SCA's mission, priorities, fiduciary and confidentiality obligations, and SCA's guiding principle.*

3. Updating Job Descriptions [Bylaws 5. OFFICERS & SCA Board Policies Appendix A](#)

Board members should review the current summaries of member and officer roles provided in the [SCA Bylaws](#) to determine whether any revisions are needed to ensure duties are clearly defined and accurately reflect current practice.

In addition, draft updates of the full job descriptions as provided in [Appendix A of the SCA Board Policies](#) have been prepared to initiate discussion. These drafts are intended to bring

Attachment 11: Ad Hoc Committee Recommendations Discussion

the job descriptions up to date, as they have not been revised since 2005, to correct errors, to ensure consistent language, and to address current concerns. ([Attachment 12](#))

Concerns/Discussions addressed in updated drafts:

- Required one-hour Board orientation before participation; orientation content reinforces SCA paradigm, guiding principles, and regional representation
- Required annual Board retreat focused on mission, priorities, fiduciary and confidentiality obligations, and guiding principles
- PIC Chair required to attend King County Executive meetings and Board meetings
- Executive Committee members required to attend meetings in person unless designated virtual by the President
- Emphasizes attendance of all Board meetings

Summary of Job Descriptions as Provided in [Appendix A of the SCA Board Policies](#)

1. Current SCA Board Member Job Description includes:

- Define and uphold SCA's mission and purpose
- Select, support, and evaluate the Executive Director
- Ensure effective organizational planning
- Ensure resources, and responsible management of those resources
- Oversee SCA's programs and services
- Promote SCA's public image
- Evaluate the Board
- Commitments to:
 - Attend all regular Board meetings and key related meetings
 - Actively participate in committee work
 - Volunteer for assignments and complete them thoroughly and on time
 - Stay informed about committee matters, review materials in advance, and provide feedback on minutes and reports

2. All Current Board Officers (Executive Committee) Job Descriptions include:

- Member of the Board
- Member of the Executive Committee
- Attends all meetings
- Provides leadership within assigned scope
- Works with the Executive Director
- Accountable to the Board of Directors
- Additional duties as assigned
- Supports the SCA's mission

a. Current President also includes:

- Serves as Chief Volunteer and partner to Executive Director
- Leads the Board and chairs meetings
- Develops meeting agendas with the Executive Director
- Guides strategic planning and governance discussions
- Appoints committee chairs and serves ex officio on committees
- Monitors finances and fundraising
- Evaluates Executive Director and Board performance
- Leads annual organizational performance review

b. Current Vice President also includes:

- Acts in place of the President when unavailable
- Reports to the President

c. Current Secretary also includes:

- Maintains Board records and manages meeting minutes
- Ensures timely distribution of minutes
- Manages organizational records and meeting notices
- Reviews organizational documents for relevance during meetings

d. Current Treasurer also includes:

- Understands nonprofit financial accounting
- Oversees financial oversight and reporting to the Board
- Works with the Executive Director on financial reports
- Prepares annual budget for Board approval

Summary of Edits and Additions in Drafts

In All

- Reordered and/or condensed duties for clarity.
- Simplified and standardized language, format, and style throughout.

Board Member

- Moved “Attend all Board Meetings” to top
- Added required one-hour Board orientation before first meeting each year.
- Added required annual Board retreat.
- Updated wording of executive oversight to reflect a more active role.
- Split resource responsibilities into separate duties for sufficiency and management.

President

- Confirms that the President chairs all the meetings of both the Board and Executive Committee.

Vice President

- Added “Attend all Executive Committee meetings in person unless meeting is designated as virtual by the President.”

Treasurer

- Added “Attend all Executive Committee meetings in person unless meeting is designated as virtual by the President.”
- Removed: “Serves as the chief financial officer of the organization.”
 - Removed because it is not accurate under SCA’s structure. Under Bylaws/Policies, the ED (as Chief Executive) carries fiduciary responsibility.

Secretary

- Added “Attend all Executive Committee meetings in person unless meeting is designated as virtual by the President.”

Past President – none existing

PIC Chair – none existing

Redlined versions follow the clean drafts.

SCA Job Description

Board Member

1. Attend all Board Meetings.
2. Attend all Executive Committee meetings in person unless meeting is designated as virtual by the President.
3. Determine the mission and purpose of the Association.
4. Select, direct, support, and evaluate the Executive Director.
5. Ensure effective organizational planning.
6. Ensure the Association maintains sufficient resources to achieve its mission.
7. Ensures responsible and efficient management of these resources.
8. Determine and monitor the Association's programs and services.
9. Enhance the Association's public image.
10. Assess the performance of the Board.
11. Make a serious commitment to participate actively in committee work.
12. Volunteer for and accept assignments willingly. Complete all assignments thoroughly and on time.
13. Stay informed about committee matters and prepare thoroughly for meetings. Review materials attentively and provide input as appropriate.
14. Complete a one-hour Board orientation prior to beginning service, held before the first Board meeting each year, covering the Association's mission, bylaws, policies, and responsibilities of Board service.
15. Attend the annual Board retreat held early each calendar year to review and affirm commitment to the SCA's mission, priorities, fiduciary and confidentiality obligations, and SCA's guiding principle.

SCA Job Description

Board President

1. Serve as a member of the Board.
2. Serves as the leading elected volunteer of the organization.
3. Partner with the Executive Director toward achieving the mission of the Association.
4. Provide leadership to the Board of in fulfilling its responsibilities.
5. Chair meetings of the Board and of the Executive Committee. Develop the agenda with the Executive Director.
6. Call special meetings as necessary.
7. Encourage and support the Board's role in strategic planning.
8. Appoint members to the Board Nominating Committee, and other committees as authorized, in consultation with other Board members.
9. Serve as ex officio member of Board committees and attend their meetings when invited.
10. Discuss issues confronting the organization with the Executive Director.
11. Help guide and mediate Board actions on organizational priorities and governance concerns.
12. Reviews issues of concern to the Board with the Executive Director.
13. Monitor financial planning and financial reports.
14. Play a leading role in fundraising activities
15. Formally evaluate the performance of the Executive Director and informally assess the effectiveness of the Board.
16. Evaluate annually the performance of the organization in achieving its mission.
17. Perform other responsibilities as assigned by the Board.

SCA Job Description

Vice President

1. Serve as a member of the Board.
2. Attend all board meetings.
3. Assist the President in providing leadership to the Board.
4. Perform the duties of the President when the President is absent or unable to act.
5. Serve on the Executive Committee. Attend all Executive Committee meetings in person unless meeting is designated as virtual by the President.
6. Perform other responsibilities as assigned by the Board.

SCA Job Description

Secretary

1. Serve as a member of the Board.
2. Attend all Board meetings.
3. Serve as a member of the Executive Committee. Attend all Executive Committee meetings in person unless meeting is designated as virtual by the President.
4. Certify official documents of the Association when required.
5. Ensure the Association complies with legal requirements for recordkeeping and reporting. Support the President in ensuring that Board business is conducted in compliance with bylaws and policies of the Association.
6. Ensure minutes of meetings of the Board and Executive Committee are accurately recorded and distributed.
7. Be sufficiently familiar with Association's governing documents such as Articles of Incorporation, Bylaws, and IRS determination letters to note applicability during meetings.
8. Provide notice of Board or committee meeting when such notice is required.

SCA Job Description

Treasurer

1. Serve as a member of the Board.
2. Attend all Board meetings.
3. Serve as a member of the Executive Committee. Attend all Executive Committee meetings in person unless meeting is designated as virtual by the President.
4. Chair the Board Finance Committee.
5. Provide leadership in fiscal review and oversight.
6. Understand financial accounting for nonprofit organizations.
7. Manage the Board's review of and action on its financial responsibilities.
8. Work with the Executive Director to ensure that appropriate financial reports are made available to the Board on a timely basis.
9. Provide the annual budget to the Board for approval.
10. Review and present the results of audits to the Board.
11. Ensure the development of sound financial policies and procedures.

SCA Job Description
Public Issues Committee Chair

1. Serve as a member of the Board and as Chair of the Public Issues Committee (PIC).
2. Attend all Board meetings.
3. Establish the agenda for PIC meetings in consultation with the Executive Director.
4. Lead the PIC in reviewing and evaluating policy positions and in recommending actions to the Board.
5. Appoint members to the PIC Nominating Committee and other PIC subcommittees as required.
6. Oversee the logistics of PIC's operations.
7. Attend all meetings with the County Executive.
8. Attend other SCA leadership and policy meetings as required.

SCA Job Description
Past President

1. Serve as a member of the Board.
2. Attend all Board meetings.
3. Serve as a member of the Executive Committee. Attend all Executive Committee meetings in person unless meeting is designated as virtual by the President.
4. Serve as a member of the Leadership Advisory Council.
5. Provide continuity of leadership and counsel to the President and Board.
6. Assist in Succession planning and leadership development for the Association.
7. Perform other duties as assigned by the Board.

SCA Job Description

Board ~~of Director~~Members

1. Attend all Board Meetings.
2. Attend all Executive Committee meetings in person unless meeting is designated as virtual by the President.
- ~~1. Determine the mission and purpose of the Association. the association's mission and purpose~~
- ~~2.3. _____~~
- ~~3.4. _____~~ Selects the executive, direct, support, and evaluate the Executive Director.
- ~~4.5. _____~~ Supports the executive and reviews his/her performance Ensures effective organizational planning.
- ~~5.6. _____~~ Ensures ~~adequate resources~~ the Association maintains sufficient resources to achieve its mission.
- ~~6.7. _____~~ Ensures ~~resources are managed effectively~~ responsible and efficient management of these resources.
- ~~7.8. _____~~ Determines and monitors the ~~A~~association's programs and services.
- ~~8.9. _____~~ Enhances the ~~A~~association's public image.
- ~~9.10. _____~~ Assesses the ~~board's own~~ performance of the Board.
- ~~10. To accomplish the above the board member pledges to:~~
11. Make a serious commitment to participate actively in committee work.
12. Volunteer for and ~~willingly~~ accept assignments willingly. ~~and to c~~omplete ~~them all~~ assignments thoroughly and on time.
13. Stay informed about committee matters, ~~prepare himself/herself well for~~ and prepare thoroughly for meetings, ~~R~~and to ~~r~~eview materials ~~comm~~ attentively and provide input as appropriate.
14. Complete a one-hour Board orientation prior to beginning service, held before the first Board meeting each year, covering the Association's mission, bylaws, policies, and responsibilities of Board service.

15. Attend the annual Board retreat held early each calendar year to review and affirm commitment to the SCA's mission, priorities, fiduciary and confidentiality obligations, and SCA's guiding principle.

SCA ~~Board President's~~ Job Description

Board President

1. Serve as a member of the Board. ~~The following description was adapted from materials from BoardSource.~~

~~1.~~—

~~1. Is a member of the Board~~

- ~~1.2.~~ ~~2.~~ Serves as the leading elected ~~v~~Chief Volunteer of the organization. ~~(nonprofit only)~~

- ~~2.3.~~ ~~3.~~ Is a partner with the ~~_~~Chief Executive Director ~~toward~~in achieving the organization's mission of the Association.

- ~~3.4.~~ ~~4.~~ Provides leadership to the Board of in fulfilling its responsibilities. ~~Directors, who sets policy and to whom the Chief Executive is accountable.~~

- ~~5.~~ ~~5.~~ Chairs meetings of the Board and of the Executive Committee. after dDeveloping the agenda with the ~~Chief~~ Executive Director.

- ~~4.6.~~ ~~Call special meetings as necessary.~~

- ~~5.7.~~ ~~6.~~ Encourage and support the Board's role in strategic planning.

- ~~6.8.~~ ~~7.~~ Appoints ~~the chairpersons of committees, members to the Board Nominating Committee, and other committees as authorized,~~ in consultation with other Board members.

- ~~7.9.~~ ~~8.~~ Serve ass ex officio ~~as a~~ member of Board committees and attends their meetings when invited.

- ~~8.10.~~ ~~9.~~ Discusses issues confronting the organization with the ~~Chief~~ Executive Director.

- ~~9.11.~~ ~~10.~~ Helps guide and mediate Board actions ~~with respect to on~~ organizational priorities and governance concerns.

- ~~10.12.~~ ~~11.~~ Reviews ~~with the Chief Executive any~~ issues of concern to the Board with the Executive Director.

- ~~11.13.~~ ~~12.~~ Monitors financial planning and financial reports.

- ~~12.14.~~ ~~13.~~ Plays a leading role in fundraising activities ~~(nonprofit only)~~

- ~~13.15.~~ ~~14.~~ Formally evaluates the performance of the ~~Chief~~ Executive Director and informally ~~evaluates-assess~~ the effectiveness of the Board ~~members.~~

~~14.~~16. ~~15.~~ Evaluates annually the performance of the organization in achieving its mission.

~~15.~~17. ~~16.~~ Performs other responsibilities as assigned by the Board.

SCA Job Description

Vice President

1. Serve as ~~is~~ a member of the Board.
2. Attend all board meetings.
- ~~1.3.~~ Assist the President in providing leadership to the Board.
4. Performs ~~responsibilities~~ the duties of the President when the President cannot be available (see President's Job Description) is absent or unable to act.
- ~~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. Attend all Executive Committee meetings in person unless meeting is designated as virtual by the President.
6. ~~Performs~~ other responsibilities as assigned by the Board.

SCA Job Description

Secretary

~~1. Serve as a member of the Board. The following description was adapted from materials from the National Center for Nonprofit Boards.~~

~~1.~~

2. Attend all ~~B~~board meetings.

3. Serve ~~as a member of~~ the ~~E~~xecutive ~~C~~ommittee. Attend all Executive Committee meetings in person unless meeting is designated as virtual by the President.

~~4. Certify official documents of the Association when required.~~

~~4.5.~~ Maintains records of the board and ensures effective management of organization's records. Ensure the Association complies with legal requirements for recordkeeping and reporting. Support the President in ensuring that Board business is conducted in compliance with bylaws and policies of the Association.

~~5-6.~~ Manages/Ensure minutes of board meetings of the Board and Executive Committee are accurately recorded and distributed.

~~6. Ensures minutes are distributed to members shortly after each meeting~~

7. Be ~~is~~ sufficiently familiar with ~~legal Association's governing documents such as (a) Articles of Incorporation, (b) Bylaws, and IRS determination letters, etc.)~~ to note applicability during meetings.

8. Provide notice of ~~meetings of the b~~Board ~~and/or of a~~ committee meeting when such notice is required.

SCA Job Description

Treasurer

1. Serve as ~~is~~ a member of the Board.
2. Attend all Board meetings.
3. Serve as a member of the Executive Committee. Attend all Executive Committee meetings in person unless meeting is designated as virtual by the President.
4. Chair the Board Finance Committee.
- 1-5. Provide leadership in fiscal review and oversight.
2. ~~Attends all board meetings~~
- 3-6. Understand financial accounting for nonprofit organizations.
- 4-7. Manage the ~~B~~board's review of and action ~~related to the board's~~ on its financial responsibilities.
- 5-8. Work with the ~~E~~chief executive Director to ensure that appropriate financial reports are made available to the ~~B~~board on a timely basis.
9. Provide ~~thes~~ annual budget to the ~~B~~board for ~~members'~~ approval.
- 6-10. Review and present the results of audits to the Board.
- 7-11. Ensure ~~thes~~ development ~~and board review~~ of sound financial policies and procedures.

Current Board Members Term Info

Seats up for caucus election:

- South Valley – Troy Linnell – eligible for reelection
- Snoqualmie Valley – Katherine Ross – eligible for reelection
- South – Dana Ralph – eligible for reelection
- South – Traci Buxton – OPEN SEAT
- North – Mason Thompson – eligible for reelection
- North – Nigel Herbig – eligible for reelection (filled a short term)
- North – Vanessa Kritzer – OPEN SEAT to fill short term of one year

Seats to be selected by other means:

- PIC Chair – Chris Roberts – Term Limit Reached
- City Manager Representative – Regan Bolli – Term Limit Reached
- Past President – Mary Lou Pauly – rotates off – OPEN SEAT

Seats not up for election:

- South – Armondo Pavone
- South – Thomas McLeod
- North – Amy Falcone

Makeup of the SCA Board

- ❖ 4 North Caucus Representatives
- ❖ 4 South Caucus Representatives
- ❖ 1 South Valley Caucus Representative
- ❖ 1 Snoqualmie Valley Caucus Representative
- 1 City Manager Representative (non-caucus seat)
- 1 PIC Chair (non-caucus seat)
- 1 Past President (non-caucus seat)

Board of Directors Elections Process

SCA holds caucus meetings each year, as outlined in the [bylaws](#), to elect members to the Board of Directors. Each member city designates an elected official to serve as its delegate in these elections. Generally, the North and Snoqualmie Valley caucuses meet together, and the South and South Valley caucuses meet together to conduct elections. Following elections, these caucus meetings often serve as an opportunity for cities to discuss priorities for the upcoming year. The chair of the Public Issues Committee and the City

Manager/Administrator representative are selected by their respective groups rather than through caucus meetings.

Per the bylaws, all elections must be completed by December 31, and these caucus meetings are generally held in mid-December. Delegates cast votes in person on behalf of their cities, with a majority required for election and runoff procedures used if needed. Each member city may hold only one seat on the Board at a time.

Board Nominating Committee

Per the bylaws, the Board Nominating Committee is appointed by the SCA President by no later than November 15 each year, which effectively requires action at the October Board meeting. The committee consists of four board members, including the Immediate Past President, and is expected to be reasonably balanced. Members of the committee may not be candidates for officer positions. The current President often serves. The Nominating Committee recommends a slate of officers for the coming year, with the Board voting on officer positions at its first meeting of the year.

SCA staff have begun preliminary work on scheduling 2026 events. Below is a summary of tentative and confirmed dates, locations, and details. Board members are asked to review these proposed dates and advise staff of any significant scheduling conflicts that may have been overlooked. Members are also invited and encouraged to suggest potential speakers for 2026 events.

2026 SCA Appointee Orientation (confirmed)

Evening of Wednesday, February 4, 2026

SeaTac City Hall Council Chambers

Winter Networking Event (in process)

February 25; or March 4 as backup date

Potential event with Boeing

Spring Networking Event (in process)

April 29 or May 6

Potential joint event with Snohomish County Cities

Summer Social (confirmed)

July 22 or July 29 – pending Board feedback

Lake Wilderness Lodge, Maple Valley

Fall Event (in process)

October 7 or September 30

Location TBD

2026 Annual Meeting

December 2, 2026

Location TBD

Background

Each year, SCA recognizes retiring local elected officials who have made significant contributions to regional collaboration and to SCA's work by naming them as SCA Members Emeritus.

Several officials across our member cities are expected to retire at the end of this year. The Board will vote on new Members Emeritus at its November meeting, and those recognized will be honored at the 2025 SCA Annual Meeting.

Qualifications

SCA Board Policies: Section 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.*

Complete list of prior honorees:

- | | |
|---|--|
| 1. Jim White, Kent 2005 | 19. Margaret Harto, Covington |
| 2. Rosemarie Ives, Redmond 2007 | 20. Ken Hearing, North Bend |
| 3. Steve Mullet, Tukwila 2007 | 21. Dennis Higgins, Kent 2017 |
| 4. Mary-Alyce Burleigh, Kirkland 2009 | 22. Amy Walen, Kirkland, 2019 |
| 5. Nancy McCormick, Redmond 2009 | 23. Catherine Stanford, Lake Forest Park, 2019 |
| 6. Sally Nelson, Burien 2009 | 24. Bruce Bassett, Mercer Island, 2019 |
| 7. Ava Frisinger, Issaquah 2013 | 25. Denis Law, Renton, 2019 |
| 8. Linda Kochmar, Federal Way 2013 | 26. John Marchione, Redmond, 2019 |
| 9. Pete Lewis, Auburn 2013 | 27. Hank Margeson, Redmond, 2019 |
| 10. Bob Sternoff, Kirkland 2013 | 28. Matt Larson, Snoqualmie, 2021 |
| 11. Chris Eggen, Shoreline 2015 | 29. Dave Hill, Algona, 2022 |
| 12. Mia Gregerson, SeaTac 2015 | 30. David Baker, Kenmore, 2023 |
| 13. Suzette Cooke, Kent 2017 | 31. Toby Nixon, Kirkland, 2023 |
| 14. Don Gerend, Sammamish 2017 | 32. Ross Loudanback, North Bend, 2023 |
| 15. Fred Butler, Issaquah, 2017 | 33. Leanne Guier, Pacific, 2023 |
| 16. Jeanne Burbidge, Fed Way, 2017 | 34. Kate Kruller, Tukwila, 2023 |
| 17. Will Ibershof, Duvall 2018 | |
| 18. Doreen Marchione, Redmond/Kirkland 2017 | |

October 15, 2025 SCA Board of Directors Meeting

Attachment 15: Members Emeritus

Eligible Members to Date

Name	City	SCA Board	PIC (yrs.)	SCA Committees (yrs.)	yrs elected official
Lynda Osborn	Algona		1 Rep; 7 Alt		12
Stokes John	Bellevue		4 Rep	RPC - 9; EDC -2; RAHTF -1	34
Carol Benson	Black Diamond			KCFCDAC - 6; MIDD 1	14
Traci Buxton	Des Moines	4 yrs; 2025 pres; 2024 VP	5 Rep	GMPB - 6; RLSJC - 1; DVI - 4 PSRC Exec	8
Matt Mahoney	Des Moines		2 Alt	TPB - 2; JRC - 2	8
Amy Ockerlander	Duvall	6 yrs; 2023 as sec.	8 Rep	RTC - 3; DVI - 2; GMPC - 3; RCEB - 5	15
Jan Molinaro	Enumclaw	5 yrs.; 2023 pres; 2022 VP	1 Rep	PSRCEB - 3	8
Pauly Mary Lou	Issaquah	6 yrs.; 2024 pres; 2023 VP		RTC - 2; KCDAC - 1; PSRCEB - 5; GMPB - 1; TPB - 8 PSRC Exec - 3	12
Chris Reh	Issaquah		2 Alt	GMPC - 3	8
Debra Srebnik	Kenmore			GMPC - 3; KCDAC - 2; RLSJC - 2; RPC 2; KCRCC -2	9
Brenda Fincher	Kent			KCDAC - 9; MIDD - 10 KCD -1	12
Penny Sweet	Kirkland			RWQC - 11; SWAC - 7; BOH - 1; EMAC 7; EDC - 2 HH -1	16
Salim Nice	Mercer Island			KCFCDAC - 1; GMPC - 6	8
Shanna Sherrell	Milton		4 Rep; 4 Alt	no	8
Alan Gothelf	North Bend			EMAC - 5	18
Verna Seal	Tukwila		4 Alt	RLSJC - 1; DVI; 3; LEOFF1 - 10	17
De'Sean Quinn	Tukwila	4 yrs.		JRC - 5; EDDB - 2; KCRCC - 2	18



BYLAWS

OF

SOUND CITIES ASSOCIATION

Sound Cities Association
6300 Southcenter Blvd Suite 206
Tukwila Washington 98188
Phone 206 433 7168
Email sca@soundcities.org
www.soundcities.org

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ARTICLE 1. 1. NAME, OFFICES AND REGISTERED AGENT

1.1 The name of the corporation shall be Sound Cities Association (herein referred to as "SCA") with its principal office for the transaction of business in the County of King, State of Washington, and/or in such other places as the Board of Directors may determine.

1.2 The Executive Director of SCA shall be the Registered Agent of record.

ARTICLE 2. PURPOSE

2.1 To lead King County cities with a population less than 250,000 to act locally and partner regionally to create livable vital communities through advocacy, education, leadership, mutual support and networking.

ARTICLE 3. MEMBERSHIP

3.1 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.

3.1.1 Voting Members Voting membership in the Association shall be open to all cities and towns in King County having a population of less than 250,000. Association members shall be those qualified cities and towns that have paid annual dues and assessments. Membership shall be in the name of the city or town

3.1.2 Regional Associate Membership SCA provides an opportunity for entities other than cities in King County with a public service interest to become members through a special "associate" membership category. Associate members are non-voting members and are not eligible to participate in SCA's legislative policy development or to serve on the Board of Directors or policy committees including but not limited to the Public Issues Committee (PIC).

3.2 QUALIFICATIONS FOR MEMBERSHIP. Voting membership in the Association shall be open to all cities and towns in King County having a population of less than 250,000. Association members shall be those qualified cities and towns that have paid annual dues and assessments. Membership shall be in the name of the city or town.

3.3 MEMBERSHIP ANNUAL DUES AND ASSESSMENTS. The dues of the Association shall be assessed annually as determined by the voting 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).

3.4 MEETINGS OF THE MEMBERSHIP

3.4.1. Designation of Delegates Each member city, prior to the annual membership meeting, shall designate one delegate who shall be a duly elected official of such member city to represent the member city in the affairs of the corporation, and shall file with SCA's Executive Director written notification of such designation prior to the annual membership meeting. Members' delegates may be changed at any time, provided the Executive Director receives written notice of such change prior to the annual meeting.

3.4.2. Voting Each member city shall be entitled to one vote upon each issue submitted to membership vote at the annual membership meeting. Each vote shall be cast in person by the delegate in attendance at the annual membership meeting. Voting by the general membership shall be via voice of the delegates. When the results of a voice vote cannot clearly be determined, any member may call for a roll call vote.

3.5 ANNUAL MEETING. The annual meeting of the members shall be held at such date as the Board may determine, for the purpose of adopting an annual budget and dues, and transacting such other business as may properly come before the meeting. The Board shall arrange for the program of all annual meetings and all other meetings as it determines.

3.6 SPECIAL MEETINGS. Special meetings of the membership may be called for any purpose by (1) the Board or (2) majority vote at the annual membership meeting.

3.7 PLACE OF MEETINGS. Except as provided in Section 3.11, all meetings of members shall be held at a location in King County, Washington selected by the Board. Special meetings shall be held at places as may be determined by (1) the Board or (2) majority vote.

3.8 NOTICE OF MEETINGS. The President or the Board shall cause to be delivered to each member entitled to notice of or to vote at the meeting, either personally, by email, or by mail, not less than ten (10) nor more than fifty (50) days before the meeting, written notice stating the place, date and time of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called.

3.9 QUORUM. Fifty-one percent of the members of the corporation, represented in person shall, constitute a quorum at a meeting of the members. If less than a quorum of the members is represented at a meeting, a majority of the members so represented may adjourn the meeting.

3.10 MANNER OF ACTING. The vote of a majority represented in person at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by applicable Washington law, the Articles of Incorporation or these Bylaws.

3.11 VIRTUAL MEETINGS. Any meeting of the membership may be conducted by video conference or similar communications platform when the President or the Board has determined that conducting the meeting in person is not in the interest of the health and safety of the membership, or is not convenient to the membership; provided, all persons participating in the meeting can hear each other at the same time. Participation by members through such means shall constitute presence in person at the meeting.

ARTICLE 4. BOARD OF DIRECTORS

4.1. GENERAL POWERS. 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.

4.2. NUMBER. The Board shall be composed of thirteen (13) directors, consisting of ten (10) caucus representative directors, one (1) chair of the Public Issues Committee, the Immediate Past President, and one (1) member representative from a member city In good standing to the King County City Managers and Administrators Group. No member city may have more than one representative on the Board of Directors. The number of directors may be

changed from time to time by an amendment to these Bylaws, but no decrease in the number of directors shall have the effect of shortening the term of any incumbent director. The Board shall review the size, make-up and structure of the Board at least once every five (5) years.

4.3. QUALIFICATIONS. In addition to the specific qualifications set forth below, each director must hold an elective office of some city or town within association membership or be a member representative from a member city in good standing to the King County City Managers and Administrators Group. In the event a director ceases to be an elected official or ceases to be employed as the City Manager/Administrator of a member city, his or her position on the Board shall become immediately vacant. Directors may have such other qualifications as the Board may prescribe by amendment to these Bylaws.

4.3.1. Caucus Representative Directors The ten (10) caucus representative directors shall be four (4) chosen from North Caucus, four (4) chosen from South Caucus, one (1) chosen from the South Valley Caucus, and one (1) chosen from the Snoqualmie Valley Caucus as identified in Appendix I.

4.3.2. Chair, Public Issues Committee The chair of the Public Issues Committee shall serve as a director.

4.3.3. City Manager/Administrator Director One director of the Board shall be a member representative of and appointed by the King County City Managers and Administrators Group.

4.4. ELECTION OF DIRECTORS. See Appendix II.

4.5. TERM OF OFFICE. The term of each caucus Director shall be two (2) years. The caucus representatives from each of the North and South caucuses shall serve staggered terms (two elected each year to serve a two (2) term). A caucus representative director may serve three (3) consecutive terms. If a director is chosen to fill less than one-half of an unexpired term, the director is eligible to serve three (3) full terms in addition to the unexpired term. After serving three consecutive terms, a director is ineligible to serve on the Board for a minimum of one (1) year. The time spent in the Immediate Past President role shall not count toward the three-term limit, and also shall not be considered as a one-year break from serving on the Board.

The term of Directors serving as Chair of Public Issues Committee (PIC) or City Manager/Administrator Member shall be one (1) year, and may serve two (2) consecutive terms. If the Chair of Public Issues Committee (PIC) or City Manager/Administrator Member is chosen to fill less than fifty percent of an unexpired term, the director is eligible to serve two (2) full terms in addition to the unexpired term.

Unless a director dies, resigns, is removed, or is no longer qualified to serve as a director, the director shall hold office until the expiration of the term.

4.6. REGULAR MEETINGS OF THE BOARD. By resolution, the Board may specify the date, time and place for the holding of regular Board meetings without other notice than such resolution. Regular meetings must be held at least quarterly.

4.7. SPECIAL MEETINGS OF THE BOARD. Special meetings of the Board or any committee designated and appointed by the Board may be called by or at the written request

of the President or any two directors, or, in the case of a committee meeting, by the chairperson of the committee.

4.8. VIRTUAL MEETINGS. Any meeting of the Board or any committee designated by the Board may be conducted by video conference or similar communications platform when the President or committee chair has determined that conducting the meeting in person is not in the interests of health and safety of the Board or committee, or is not convenient to the Board or committee; provided that all persons participating in the meeting can hear each other at the same time. Participation in such a meeting shall constitute presence in person at the meeting, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

4.9. PLACE OF MEETINGS. Except as provided in Section 4.8, all meetings of the Board or any committee designated by the Board shall be held at a location within King County, Washington designated by the Board or committee, by any person entitled to call a meeting.

4.10. NOTICE OF SPECIAL MEETINGS. Notice of Board meetings shall be given to a director in writing, by email, or by personal communication with the director not less than twenty-four (24) hours before the meeting. Notices in writing may be delivered or mailed to the director at their address shown on the records of the corporation. Neither the business to be transacted at, nor the purpose of, any special meeting need be specified in the notice of such meeting. If notice is delivered by mail, the notice should be deemed effective when deposited in the official government mail properly addressed with postage thereon prepaid.

4.11. QUORUM. 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.

4.12. MANNER OF ACTING. The act of the majority of the directors present at a meeting at which there is a quorum shall be the act of the Board, unless the vote of a greater number is required by these Bylaws, the Articles of Incorporation or applicable Washington law. Each director, including the President, Immediate Past President, Vice President, and City Manager/Administrator director shall be entitled to debate and vote upon all issues properly before the Board. Votes of the Board shall be recorded in the Board minutes.

4.13. RESIGNATION. 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.

4.14. REMOVAL. Any member of the Board of Directors 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 their term at any meeting of the Board. This section shall apply to all directors and is not limited to caucus representatives.

4.15. VACANCIES. Any vacancy occurring in the membership of the Board shall be filled as described above. If the vacancy is of a caucus representative director, a meeting of the

caucus shall be called to hold an election pursuant to 4.4.1(a). The election of either a caucus member or PIC Chair representative to the Board may be held at the next scheduled meeting of the Public Issues Committee (PIC). The election to fill a vacant City Manager/City Administrator representative may be held at the next regularly scheduled meeting of the City Mangers/Administrators.

4.16. BOARD COMMITTEES.

4.16.1. Standing or Temporary Committees, General 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. Such committees shall have and exercise the authority of the directors in the management of the corporation, subject to such limitations as may be prescribed by the Board; except, that no committee shall have the authority to: (a) amend, alter or repeal these Bylaws; (b) elect, appoint or remove any member of any other committee or any director or officer of the corporation; (c) amend the Articles of Incorporation; (d) adopt a plan of merger or consolidation with another corporation; (e) authorize a sale, lease or exchange of all or substantially all of the property and assets of the corporation not within the ordinary course of business; (f) authorize the voluntary dissolution of the corporation or revoke proceedings therefore; (g) adopt a plan for the distribution of the assets of the corporation; and (h) amend, alter or repeal any resolution of the Board or membership that by its terms provides that it shall not be amended, altered or repealed by a committee. The designation or appointment of any such committee and delegation thereto of authorities shall not operate to relieve the Board or any individual director of any responsibility imposed upon it, him or her by law. Only members in good standing may be represented on any committee of the Board.

4.16.2. Quorum; Manner of Acting A simple majority of the number of members composing any committee shall constitute a quorum, and the act of a simple majority of the members of a committee present at a meeting at which a quorum is present shall be the act of the committee unless a greater proportion is required by applicable Washington law, the Articles of Incorporation or these Bylaws.

4.16.3. Resignation Any member of any committee may resign at any time by delivering written notice to the President or the chairperson of such committee, or by giving oral or written notice at any meeting of such committee. Any such resignation will take effect at the time specified therein, or if a time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

4.16.4. Removal of Committee Member The Board, by resolution adopted by a majority of the directors in office, may remove from office any member of any committee elected or appointed by it.

4.16.5. Executive Committee There shall be an Executive Committee of the Board, composed of the President, Vice President, Immediate Past President, Treasurer, and Secretary. The Executive Committee shall be authorized to exercise such powers as may be delegated to it by the Board.

4.16.6. Finance Committee There shall be a Finance Committee of the Board which shall be chaired by the Treasurer of the Board, and shall consist of at least two additional board members. In addition, at the discretion of the Board, the Finance Committee may include

an additional member who is a City Manager/Administrator or Finance Director of a member city in order to provide technical assistance and financial expertise to the Committee. The Finance Committee shall provide financial oversight of the corporation, and shall recommend an annual budget to the Board.

4.16.7. Public Issues Committee There shall be a Public Issues Committee which shall review and evaluate policy positions and recommend to the Board what, if any, action should be taken on such policy positions.

a. Membership shall consist of one representative and one alternate from each member city. Each representative or alternate must hold an elective office in the city or town they represent.

b. Committee Leadership shall be a Chair and Vice-chair elected by the committee and may serve up to two consecutive one-year terms. The Chair shall establish the agenda in advance of each meeting in conjunction with the Executive Director. The Chair shall appoint subcommittees as needed.

c. Regular Meetings shall be held monthly or as deemed necessary.

d. Special Meetings may be called by the Chair of the committee or at the request of the Board in an emergency situation. Single issue emergency meetings may be held virtually.

e. Quorum; Manner of Acting. Fifty-one percent of the members of the committee, represented in person, shall constitute a quorum at a meeting of the committee. If less than a quorum of the members is represented at a meeting, a majority of the members so represented may adjourn the meeting. The vote of two thirds (2/3) represented in person at a meeting at which a quorum is present shall be necessary for the advancement of a public policy position to the Board. Votes shall be recorded in the minutes of the PIC meeting. Votes shall be in the name of the member city, rather than the individual representing the city.

Issues will be heard at one regularly scheduled meeting for discussion and may return no sooner than the next regularly scheduled meeting for action. If not immediately addressing a policy issue renders SCA unable to take a position on a timely basis, 85% of those present at a regularly scheduled meeting may declare an issue an emergency and the issue may be discussed and voted upon at the same meeting.

f. Vacancies on the committee are to be filled immediately by the member city responsible for the vacancy.

g. Regional Committee Appointments shall be recommended to the Board by the PIC, and the Board shall act upon the recommendation of the PIC no later than December 31st each year. Additional recommendations may be made as vacancies occur throughout the year. A nominating committee of the Public Issues Committee consisting of one representative of each SCA Regional Caucus shall be appointed annually

by the Chair of the Public Issues Committee in October to recommend appointments to the committee.

Appointees to major regional committees shall be selected from among elected officials otherwise qualified to serve in such positions, in accordance with the terms of the enabling documents creating such boards and committees. Appointees shall represent the positions of all the member cities. Equitable geographic distribution shall be considered in recommending appointments to the Board of Directors.

Any Appointee 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 their term at any meeting of the Board.

Cities within King County who are not members of the Association may make recommendations to the nominating committee and be appointed to regional committees.

No member shall serve more than six (6) consecutive years on a regional board or committee appointed by SCA. This limitation shall not apply to alternates to regional boards and committees. Once a member has served six (6) consecutive years on a regional board or committee, that member shall be ineligible to serve on said committee for a minimum of one (1) year. This limitation shall be effective beginning with appointments to 2014 regional boards and committees.

In extraordinary circumstances, the Board may make exceptions to the six-year term limit upon the recommendation of the PIC nominating committee and the PIC 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.

4.16.8. Board Nominating Committee There shall be a Nominating Committee of the Board appointed by the President no later than November 15th of each year. The President shall appoint a committee of four members including the Immediate Past-President and regionally balanced representation. Notice of such appointments and the date of the place of the first meeting of the Nominating Committee shall be given to each member immediately following said appointments. Members of the Nominating Committee shall not be eligible to run for an officer position during the year in which they serve on the Nominating Committee.

The Nominating Committee shall meet in advance of the January meeting of the Board of Directors and shall select a chairperson from its own membership and compile a list of potential candidates for the following positions: President, Vice President, Secretary, and Treasurer of the corporation.

Following the first meeting of the Nominating Committee and prior to the January meeting of the Board of Directors, the Nominating Committee shall report its initial list of candidates to the Board. The President shall invite additional nominations for positions to be made from the floor by any director after reading an acceptance of the Nominating Committee's final report; provided, however, that nominations from the floor, which must be

seconded, shall designate the office or represented position to be filled and the nominee has agreed to comply with the responsibilities of the position for which they are being nominated.

4.17. COMPENSATION. The directors shall receive no compensation for their service as directors but may receive reimbursement for expenditures incurred on behalf of the corporation.

ARTICLE 5. OFFICERS

5.1. NUMBER AND QUALIFICATIONS. The officers of the corporation shall be a President, Vice President, Secretary, Treasurer, and an Immediate Past President. Other officers and assistant officers may be elected or appointed by the Board, such officers and assistant officers to hold office for such period, have such authority and perform such duties as provided in these Bylaws or as may be provided by resolution of the Board. Any officer may be assigned by the Board and any additional title that the Board deems appropriate. The President, Vice President, and Immediate Past President must hold an elected office of a member city or town. In the event an officer ceases to be an elected official, their position shall immediately become vacant.

5.2. ELECTION AND TERM OF OFFICE. The President, Vice President, Secretary, and Treasurer of the corporation shall be elected each January by the Board of Directors. At the end of their term as President, the President shall serve as Immediate Past President. Unless an officer dies, resigns, is removed from office, or is no longer qualified to serve as an officer, they shall hold office for one year.

5.3. RESIGNATION. Any officer may resign at any time by delivering written notice to the President, Vice President, or the Board, or by giving oral or written notice at any meeting of the Board. Any such resignation shall take effect at the time specified therein, or if a time is not specified, upon delivery thereof, and unless otherwise specified therein, acceptance of such resignation shall not be necessary to make it effective.

5.4. REMOVAL. Any officer elected or appointed by the Board may be removed from office by the Board whenever in its judgment the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

5.5. VACANCIES. A vacancy in any office created by the resignation, removal, disqualification, creation of a new office or any other cause may be filled by the Board for the unexpired term.

5.6. PRESIDENT. The President, subject to the Board's control, shall supervise and control all of the assets, business and affairs of the corporation. The President shall preside at all meetings of the members and the Board and at all meetings of the Executive Committee. The President may sign contracts or other instruments, except when the signing and execution thereof have been expressly delegated by the Board or by these Bylaws to some other officer or agent of the corporation, or are required by law to be otherwise signed or executed by some other officer or in some other manner. In general, the President shall perform all duties incident to the office of President and such other duties assigned by the Board from time to time.

5.7. VICE PRESIDENT. In the event the President vacates their office prior to the end of the term, the Vice President shall perform the duties of the President, except as may be

limited by the resolution of the Board, with all the powers of and subject to all restrictions upon the President. The Vice President shall have, to the extent authorized by the President or the Board, the same powers as the President to sign contracts or other instruments. The Vice President shall perform such other duties as from time to time may be assigned by the President or the Board.

5.8. TREASURER. The Treasurer, subject to the Board's control, shall provide a leadership position within the Board in the area of fiscal review.

5.9. SECRETARY. The Secretary shall, In addition to their duties as a director and a member of the Executive Committee, perform all duties incident to the Secretary and such other duties as may from time to time be assigned to him or her by the President or the Board.

5.10. IMMEDIATE PAST PRESIDENT. Upon expiration of their term as President, the President shall serve as Immediate Past President. In addition to his or her duties as a director and a member of the Executive Committee, the Immediate Past President shall perform such duties assigned to him or her by the Board from time to time.

5.11. COMPENSATION. The President, Vice President, Treasurer, Secretary, and Immediate Past President shall receive no compensation for their services as officers but may receive reimbursement for expenditures incurred on behalf of the corporation.

ARTICLE 6. ADMINISTRATIVE PROVISIONS

6.1. FINANCES. The finances of the corporation shall comprise of membership fees of the members and other moneys as may be received from other sources. All membership fees and other moneys shall be paid to the corporation, which shall deposit all such moneys in an approved financial institution. All expenditures of the corporation shall be made in accordance with the annual budget adopted by or as amended by the Board.

6.2. BOOKS AND RECORDS. The corporation shall keep at its principal or registered office copies of its current Articles of Incorporation and Bylaws; correct and adequate records of accounts and finances; minutes of the proceedings of its members and Board, and any minutes that may be maintained by committees of the Board; records of the name and address and class, if applicable, of each member and director, and of the name and post office address of each officer; and such other records as may be necessary or advisable. All books and records of the corporation shall be opened by request at any reasonable time for inspection by any member of three months standing or to a representative of more than 5% of the membership.

6.3. ACCOUNTING YEAR. The accounting year of the corporation shall be twelve (12) months ending December 31 of each year.

6.4. RULES OF PROCEDURE. The rules of procedure at meetings of the members, Board and committees of the Board shall be governed by rules contained in Robert's Rules of Order Newly Revised, Eleventh Edition, so far as applicable when not inconsistent with these Bylaws, the Articles of Incorporation or any resolution of the Board.

6.5 STAFF. The administration of Association routine operations shall be the responsibility of salaried staff, under the leadership of an Executive Director appointed by the Board.

ARTICLE 7. SPOKESPERSONS AND REPRESENTATIVES OF THE ASSOCIATION

Any elected official or other person who represents the member cities of this Association shall undertake to represent the interests of the group of cities as a whole or of the Association, and not the interests of their individual city. Representatives named by any Regional Caucus for appointment to regional forums and spokespersons identified by the Board or any committees shall represent the interests of the entire class of cities which they are charged with representing.

ARTICLE 8. AMENDMENTS

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted at the annual meeting of the membership by the affirmative vote of two-thirds of the voting members present.

ARTICLE 9. DISSOLUTION

The Association may dissolve and conclude its affairs by the Board of Directors adopting a resolution in accordance with Chapter 24.03 RCW (Washington Non-profit Corporation Act) recommending that the Association be dissolved and directing that the question of dissolution be put to a vote of the entire voting membership. A resolution recommending dissolution shall be mailed to the member cities and towns at least twenty (20) days prior to the meeting at which the vote on dissolution is to be taken. A resolution recommending dissolution must be approved by a vote of at least sixty (60%) per cent of the member cities and towns qualified to vote. If dissolution occurs, the assets of the Association shall be disposed of and the proceeds distributed to member cities and towns in a formula identical to that in which Association dues and assessments are assessed.

* * * * *

CERTIFICATE OF ADOPTION

The undersigned, being the President of SCA, hereby certifies that the foregoing is a true and correct copy of the Amended Bylaws adopted by vote of the Membership of the corporation on November 30, 2022.

A handwritten signature in black ink, appearing to read "Angela Birney". The signature is fluid and cursive, with a long horizontal stroke at the end.

Angela Birney, President

Appendix I.

The caucuses shall be comprised as follows:

NORTH CAUCUS	SOUTH CAUCUS	SNOQUALMIE VALLEY CAUCUS
Village of Beaux Arts	City of Auburn	City of Carnation
City of Bellevue	City of Burien	City of Duvall
City of Bothell	City of Covington	City of North Bend
City of Clyde Hill	City of Des Moines	City of Skykomish
Town of Hunts Point	City of Federal Way	City of Snoqualmie
City of Issaquah	City of Kent	Total 2024 Population 33,540
City of Kenmore	City of Maple Valley	SOUTH VALLEY CAUCUS
City of Kirkland	City of Normandy Park	City of Algona
City of Lake Forest Park	City of Renton	City of Black Diamond
City of Medina	City of SeaTac	City of Enumclaw
City of Mercer Island	City of Tukwila	City of Milton
City of Newcastle	Total 2024 Population 625,790	City of Pacific
City of Redmond		Total 2024 Population 32,150
City of Sammamish		Population per OFM.
City of Shoreline		All caucuses subject to payment of 2024 dues as approved.
City of Woodinville		
City of Yarrow Point		
Total 2024 Population 628,060		

Appendix II

ELECTION OF BOARD OF DIRECTORS

1. INTRODUCTION. Delegates selected by each member do not constitute a governing body but only the voting representatives to provide for the election of designated director positions on the Board.

2. ELECTION OF DIRECTORS; TIMING. The Caucuses shall elect directors at a caucus meeting, held no later than December 31st of each year. The chair of the Public Issues Committee shall be elected by the committee no later than December 31st of each year. The City Manager/Administrator director shall be appointed by the group at the first King County City Managers and Administrators Group meeting of the year.

3. ELECTIONS OF CAUCUS REPRESENTATIVE DIRECTORS.

3.1 Candidates. All candidates providing written notice of their candidacy to the SCA Executive Director no less than 48 hours prior to the caucus meeting shall have their names placed on the ballot prepared by SCA staff. Candidates shall be listed on the ballot alphabetically by last name. Other nominations may be made from the floor and may appear as write-in candidates. Prior to voting each candidate shall have the privilege of addressing the voting delegates for up to three minutes to present their qualifications for office.

3.2 Voting Delegates. Each member city, prior to the caucus meeting when election of caucus representative director(s) occur, shall designate one delegate. Each delegate shall be a duly elected official of such member city. The delegate represents the member city as a voting representative at the caucus meeting, and shall file with SCA's Executive Director written notification of such designation no less than forty-eight (48) hours prior to the caucus meeting. Member cities' delegates may be changed at any time provided the Executive Director receives written notice of such change prior to the caucus meeting.

3.3 Voting. The election shall be conducted by ballot by those delegates present and qualified to vote. No proxy votes shall be allowed. Ballots shall be returned to SCA staff, who shall tally the results.

If the number of candidates is equal to the number of seats to be filled, the Chair of the caucus meeting may dispense with the requirement for ballots and allow for election by acclamation if there is no objection.

3.4 Single seat election. Each voting delegate shall be entitled to one vote. The candidate receiving the majority of votes cast shall be elected. In the event that no candidate receives a majority of votes in the first ballot or a subsequent ballot, the candidate (or tied candidates) receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority of votes.

3.5 Multiple seat election. If multiple seats in a caucus are up for election, all candidates for the multiple seats shall be voted on simultaneously. Each voting delegate shall be entitled to cast a number of votes equal to the number of seats in the caucus up for election. A voting delegate may cast no more than one vote per candidate.

3.6 Election for a partial term. In the event that one or more of the seats to be filled is a partial term caused by a midterm resignation of a caucus representative director, the

candidate(s) receiving the higher vote total shall be elected to fill the full term vacancy or vacancies. The candidate(s) elected with the next highest number of votes shall be elected to the partial term; provided, in the case of a tie, or when voting is held by acclamation rather than written ballot, a candidate may volunteer to serve the partial term.

3.7 Caucus Quorum Required. In the event that there is no quorum at a caucus meeting at which caucus representative director(s) are to be elected, SCA staff shall attempt to reschedule a caucus meeting. Should attempts to schedule a caucus meeting with a quorum be unsuccessful, the caucus election shall take place at the next regularly scheduled Public Issues Committee (PIC) meeting. Should the caucus not have quorum present at the PIC meeting, the caucus seat shall remain vacant until attempts to schedule a caucus meeting with a quorum are successful.

3.8 Majority Required. A candidate is required to secure votes from a majority of delegates present and voting in order to be elected.

3.8.1 In the event that the number of candidates receiving votes from a majority of delegates present and voting is equal to the number of seats to be filled, those candidates shall be declared elected.

3.8.2 In the event that the number of candidates receiving votes from a majority of delegates present and voting exceeds the number of seats to be filled, the candidate(s) receiving the highest number of votes shall be declared elected.

3.8.3 In the event the number of candidates tied for the highest number of votes exceeds the number of seats to be filled, a runoff election shall be held between those top candidates. See Section 3.9, below.

3.8.4 In the event there is a tie for second or third place, a runoff election shall be held between those candidates. Section 3.9, below.

3.8.5 In the event that one or more candidates, but less than the total number of seats to be filled, receive a majority of votes on the first or subsequent ballots, the candidate(s) receiving votes from a majority of voting delegates shall be declared elected. Voting for the remaining director seat(s) shall continue with the remaining candidate(s).

3.8.6 In the event that no candidate receives a majority of votes in the first ballot or a subsequent ballot, the candidate receiving the lowest number of votes shall be eliminated and balloting shall continue.

3.9 Tie Votes. In the event that there is any tie vote under above Section 3.8, another vote shall be held. In the event that voting remains tied after three rounds of voting, a deadlock shall be declared, and the meeting shall be adjourned. SCA staff shall reschedule an additional caucus meeting for the purpose of holding an election to break the tie. Should attempts to schedule a caucus meeting with a quorum be unsuccessful, the caucus election shall take place at the next regularly scheduled Public Issues Committee (PIC) meeting. Should the caucus be unable to break the tie at the next caucus meeting/election, the caucus seat shall remain vacant until a successful vote to break the tie.

3.10 Candidates from Same City. As noted in section 4.2 of these SCA Bylaws, no member city may have more than one representative on the Board of Directors. A candidate shall be ineligible to run for election to the SCA Board when an individual from the member city

is already serving an unexpired term on the Board. Further, cities are encouraged to have no more than one candidate simultaneously seek an SCA Board position, and to work within the city to determine which candidate should seek election to the SCA Board. In the event that two or more candidates from the same city simultaneously seek election to the SCA Board, only the candidate receiving the highest vote total shall be elected.

3.11 Virtual Elections. The election of board members may be conducted by video conference or similar communications platform when the President or the Board has determined that conducting the meeting in person is not in the interest of the health and safety of the membership, or is not convenient to the membership; provided, all persons participating in the meeting can hear each other at the same time. Participation by members through such means shall constitute presence in person at the meeting. Voting may be conducted by such process as determined by the Executive Director in consultation with the Board.



Board Policies

Adopted July 28, 2005

**Amended May 17, 2006; July 19, 2006; March 28, 2007; September 19, 2007;
October 22, 2008; April 15, 2009; July 22, 2009; October 14, 2009; June 16, 2010;
October 20, 2010; April 20, 2011; June 9, 2011; October 19, 2011; March 21, 2011;
April 18, 2012; April 17, 2013; October 16, 2013; January 15, 2014; December 17, 2014;
April 15, 2015; June 17, 2015; September 16, 2015; December 16, 2015; March 20, 2019,
June 15, 2022; September 18, 2023; June 18, 2024**

By the SCA Board of Directors

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101 VISION, VALUES AND MISSION STATEMENTS

Vision – SCA will lead policy change to make the Puget Sound region the best in the world for our diverse communities.

Values – SCA is committed to creating 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. SCA acknowledges the systemic racism and inequities in our society and continues its commitment to the work needed to address them.

Mission – SCA provides 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.
(4/13/2023)

102 STATEMENT OF PURPOSE

To lead King County cities with a population less than 250,000 that act locally and partner regionally to create livable vital communities through advocacy, education, leadership, mutual support and networking.
(Bylaws 10-16-2019)

103 SCA BOARD AND COMMITTEE MEETINGS – MANNER OF ACTING

103.1 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)

103.2 SCA Guiding Principles (4/21/2021)

- Assume that others are acting with good intent
- No surprises!
- Have each other’s backs
- Think about who is not at the table
- Be candid, but kind
- Once a decision is made, work together to make it work
- Show up to meetings prepared
- Be fully present and engaged during meetings
- Extend grace to others – cut them some slack
- Remain open-minded
- Respect differing views

103.3 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 RECORDS

The Sound Cities Association records policies are included as Appendix B. (6/15/2022)

200 FINANCE

201 FINANCIAL POLICIES

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

201.2 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)

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

201.4 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)

201.5 Reserve policies

- a) The association should maintain an Operations Reserve equal to half the annual budget. (3/15/95, 4/15/09, 3/20/2019)
- b) The association should maintain an Equipment Replacement reserve of a minimum of \$15,000 to fund unbudgeted capital expenditures. (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.
- 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, 10/20/10)

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

201.7 Equipment Depreciation – Equipment with a combined value (purchase and installation costs) of more than \$2000 will be depreciated annually. (12/8/2008)

201.8 Partner and Regional Associate Member Billing

- a) Billing will occur on a rolling basis throughout the year, consistent with the date at which they originally joined the organization.
 - i. Changes to this billing cycle can be made at the Partner or RAMs request and the discretion of the Executive Director.
- b) Unpaid invoices will be considered in arrears 90 days after invoicing and with no contact or response from the Partner or RAM.
 - i. The Executive Director, member(s) of the Finance Committee and/or SCA staff will conduct outreach to Partners and RAMs with unpaid invoices at 60 and 90 days after invoicing occurs.

- c) Partners and RAMs in arrears may have their logo removed from the SCA website, any marketing materials and will not be eligible to sponsor SCA events, until their past due balance is paid.
(7-18-2024)

201.9 The Executive Director has the authority to write off uncollectible debts in amounts up to and including \$1,000. Any debts larger than \$1,000 must be authorized for write off by the Board of Directors. All debts written off must be reviewed by the Finance Committee, and reported to the Board of Directors. A debt shall not be deemed "uncollectable" until it is overdue by a minimum of 120 days.

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

202 AUTHORIZED SIGNATURES

202.1 The Executive Director shall be the authorized person 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
- f) Designate another staff member as signer when Executive Director is unavailable or incapacitated.

(7-28-2005)

202.2 The Board President, Vice President, and Treasurer shall be named persons in the account resolution between any bank and SCA and they, on behalf of SCA

- a) Open, close and deposit funds into any checking, savings, or time deposit account, or any certificate of deposit
- 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, when check requires two signatures, or when Executive Director is not able to sign
- e) Withdraw funds from any checking, savings, or time deposit account, or any certificate of deposit, if Executive Director is unavailable or incapacitated.

(10-18-2023)

202.3 SCA checks of \$20,000 or more require two signatures. (7-28-2005, 10-18-2023)

203 ACCOUNTING SYSTEM

203.1 SCA shall maintain an accounting system according to Generally Accepted Accounting Principles.
(7-28-2005, 10-18-2023)

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 \$20,000. 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.
(3/15/1995)
- 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.
(3/15/1995)
- 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 city membership dues, special assessments, and sponsorships shall provide revenue for SCA. (7-28-2005)

402 MEMBER CITY 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/Bellevue, with a floor of 0% and a cap of 5%.

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. Effective for the 2023 budget, cities shall be capped at a population of 90,000. Effective for the 2024 budget, cities shall be capped at a population of 100,000. (6-15-2022)

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. (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.
- 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.

(July 22, 2009)

- 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.
- f) The Board shall be the final arbiter of acceptance of responsibility for new forums.
- g) The 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 1 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. (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. (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:
 1. Support the public policy positions of SCA and the work of the electeds assigned to the board/committee;
 2. Support the caucus chair in planning agendas for SCA caucus meetings;
 3. 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
 4. 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, 6/15/2022)
- 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, 6/15/2022)
- 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; (12/16/2015, 6/15/2022)
- 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)

703 SCA EQUITY AND INCLUSION CABINET

703.1 Purpose

The SCA Equity and Inclusion Cabinet was established in 2021 to advise the SCA staff and board on matters of diversity, equity, inclusion, and belonging (DEIB).

703.2 Makeup

The SCA Equity and Inclusion Cabinet shall be comprised of thirteen members. The initial members were appointed by the SCA President. Subsequent members shall be appointed by the Cabinet. The membership shall represent a diverse cross section of SCA members, representing a wide array of SCA cities. At least two and no more than four members of the Cabinet shall be SCA board members, in order to ensure a connection to the SCA board. The SCA board member(s) on the Cabinet shall report regularly to the board on the activities and recommendations of the Cabinet.

703.3 Meetings

The SCA Equity and Inclusion Cabinet shall meet regularly (at least quarterly and as often as monthly) to provide feedback and guidance to the SCA board. Meetings of the SCA Equity and Inclusion Cabinet may be held virtually or in person, at the discretion of the Cabinet. (6/15/2022)

704 SCA LEADERSHIP ADVISORY COUNCIL

704.1 Purpose

The SCA Leadership Advisory Council (LAC) was established in 2020 to create an ongoing, formal role in the organization for Past Presidents of the SCA Board. The LAC creates a way for the Past Presidents to continue giving feedback and providing historical perspective to the SCA staff and board once they leave the board, and to create turnover on the SCA board in order to provide a space for new voices to be involved in the organization.

704.2 Membership

The LAC shall consist of the Past Presidents of the SCA board who still hold elective office in an SCA member city. This shall include the immediate Past President. The SCA President may also attend the LAC meetings in order to seek the counsel of the LAC.

704.3 Meetings

The SCA LAC shall meet regularly (at least quarterly and as often as monthly) to provide feedback and guidance to the SCA board. Meetings of the SCA LAC may be held virtually or in person, at the discretion of the LAC. (6/15/2022)

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

- a) Reservations should be made by the posted deadline. Late registrants and walk-ins are subject to seat/meal availability.
- b) 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

- a) 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.
- b) Attendees not paying in advance or at the door will be invoiced. A convenience charge may be added for invoiced guests.
- c) 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.
- d) 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), 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

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. PROCESSING PUBLIC RECORDS REQUESTS

10.1 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.

10.2 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.

10.3 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.

10.4 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.

10.5 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.

10.6 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.

10.7 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.

10.8 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.

10.9 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.

10.10 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.

10.11 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.

10.12 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.

11. 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.

12. 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.

12.1 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.

12.2 Payment

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

13. 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.

14. 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.

15. 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.

16. 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)(I)	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)

**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 ½ 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