

## **SCA Board of Directors MINUTES**

September 16, 2015 10:00 AM  
Algona City Hall, Council Chambers  
402 Warde Street, Algona, WA 98001

### **1. Call to Order**

Matt Larson, SCA President, called the meeting to order at 10:11 AM.

Members present: Bill Allison, Nancy Backus, Don Gerend, Jim Haggerton, Bob Harrison, Dennis Higgins, Dave Hill, Matt Larson, Bernie Talmas,

Members Absent: David Baker, Chris Eggen, John Marchione, Amy Walen

Staff Present: Deanna Dawson, Kristy Cole

### **2. Public Comment**

President Larson asked if there was anyone present to provide public comment. Seeing none, he closed this section of the meeting.

### **3. Consent Agenda**

Bill Allison moved, seconded by Nancy Backus, to approve the consent agenda. There was no discussion. The motion passed unanimously.

### **4. President's Report**

President Larson reported that the SCA leadership met with Seattle Mayor Ed Murray and discussed topics including affordable housing and homelessness.

The SCA leadership also met with King County Executive Dow Constantine and discussed the Roads and Bridges Task Force and the Metro Service Guidelines Task Force. When cities annex areas from unincorporated King County, the liability and maintenance of the roads in that annexed area are now the responsibility of the city. Since the county has different road standards than cities, often times the roads need to be brought up to city standards to include sidewalks, sewers, etc. and to repair roads and other infrastructure that have been neglected by the county.

President Larson reported on a conversation with former Governor Christine Gregoire regarding a project she is leading called Challenge Seattle.

President Larson provided an update on the SCA member city visits, stating that there are only a few cities that remain to be visited.

## **5. Executive Director's Report**

Deanna Dawson, SCA Executive Director, reported that former Governor Christine Gregoire has met with a number of SCA members, and is presenting at the Seattle Chamber Leadership Conference in October. There has been discussion to invite Gregoire to address the attendees of a SCA networking dinner. Dawson will bring this idea to the SCA Events Committee for discussion and direction, potentially for the SCA annual membership meeting and networking dinner on December 2, 2015.

Dawson provided an update on the IT issues that SCA has been addressing.

She also provided an update on economic development topics including an update on the Puget Sound Regional Council (PSRC) Economic Development District Board (EDDB) and the regional economic strategy for 2016. Dawson announced that Deputy Mayor Catherine Stanford, Lake Forest Park, has been elected to serve as the Vice President of the PSRC EDDB for 2016.

Dawson reported that the next SCA Networking Dinner is scheduled for October 28, 2015 featuring keynote speaker is Attorney General Bob Ferguson. Event sponsorship is still available and Dawson asked members to reach out to regional associate members that might be interested in sponsoring the event. Dawson also noted that SCA is seeking RISE (Recognize, Inspire, Share and Engage) presentation nominations.

Dawson announced that SCA is working with the King County Executive's office and the City of Seattle to host an Economic Development Summit on December 11, 2015 to be located at Microsoft. There was discussion about co-sponsorship. Board members supported SCA sponsoring the event, including providing financial support for the event. The Board authorized spending up to \$2,500 to come from contingency funds or reserves for the event. The Board did not feel it was appropriate to add Bellevue as a sponsor, preferring to keep sponsorship at the County, Seattle, and SCA.

Dawson reported that the Seattle Chamber Regional Leadership Conference is scheduled for October 21-23, and several SCA members will be in attendance, including SCA board members.

She reported that she was invited to be a panelist at the West Coast Poverty Center Poverty Summit scheduled for September 29, and will present on the suburbanization of poverty. Jim Haggerton reported that he is convening south King County mayors, and city managers/administrators to discuss poverty conditions in the suburbs.

Dawson reported that the September 9 pre-PIC workshop focused on local efforts to address homelessness in SCA member cities. Mary's Place is seeking locations to site a new women's shelter outside of Seattle. Mayor Walen of Kirkland and Mayor Backus of Auburn along with SCA staff will be touring facilities on October 19.

Dawson elaborated on the meeting with Seattle Mayor Ed Murray. On the topic of affordable housing, Mayor Murray asked SCA for support on legislative efforts to add a new Real Estate Excise Tax (REET 3) option of .25% for affordable housing, and/or an affordable housing tax credit for landlords that improve properties while keeping affordable. Don Gerend inquired as to who would have the authority to enact the REET. Dawson clarified that Seattle is seeking authority from the legislature, but it would be a local option.

Dawson noted that Representative Ross Hunter has resigned and the King County Council will be making an appointment to fill the seat.

Dawson reported that Mayor David Baker is currently in Washington D.C. meeting with First Lady Michelle Obama on the Let's Move! campaign.

Dawson provided an update on the status of former SCA interns: Kathleen Austad joined in the meeting with the First Lady due to her work on Let's Move! She will be joining the Peace Corps in the winter. Jennifer Hooper was recently accepted to graduate school. Ella Williams will be working as a Legislative Aide to Senator Curtis King.

Dawson reported that the Best Starts for Kids levy campaign kickoff party would be held that evening.

Dawson closed her report by reminding members that since the Board did not meet in August, a tour of Woodinville needs to be rescheduled. Dawson stated that Kristy Cole, SCA Administrative Services Manager, will work with city staff to arrange the tour.

## **6. Finance Committee Report**

Don Gerend, SCA Treasurer, reported that the SCA Finance Committee met on August 28, 2015. At this meeting, Deanna Dawson, SCA Executive Director, reviewed the technology issues that SCA had been experiencing and the recommended solution suggested by the IT support team. Given the severity of the problem, the committee gave authority for Dawson to spend up to \$5,000 to resolve the issues. Jim Haggerton asked for a report on the technology issues since the City of Tukwila provides IT services to SCA.

Treasurer Gerend reported that the committee reviewed the year-to-date budget and the amendment to the office lease.

**Don Gerend, moved, seconded by Bernie Talmas, to approve the office lease amendment.**

**The motion passed unanimously.**

Treasurer Gerend continued that the committee also reviewed the draft preliminary 2016 budget and assessment, and potential scenarios for 2016 membership dues, including revisiting the population cap. Dawson provided a history of the population cap for assessing annual membership dues, noting that there are no bylaws or board policies that specify that there should be a population cap. The Finance Committee has recommended that the dues cap, currently capped at 70,000 population, should be

raised to 80,000 starting in 2017. Dawson reported that she reached out to the cities that would be affected by raising the population cap. She also reported that the City of Sammamish has agreed to pay its 2016 SCA membership dues using the population post annexation. Dawson reminded members that the annual dues assessment will be reviewed and voted on by the SCA membership at the Annual Meeting in December. Treasurer Gerend stated that the Finance Committee will be recommending a draft budget to the Board for consideration, and if approved, provide the SCA Membership with a recommended draft budget.

Jim Haggerton noted that many other organizations are proposing much higher rate increases to their memberships. Dennis Higgins stated that a rate increase should not exceed the CPI value. Jim Haggerton and Dennis Higgins both stated that they appreciate Dawson doing due diligence and reaching out to the cities that would be affected by raising the assessment population cap. Higgins reported that most of his council is in favor, and all of his council appreciates a one year delay in raising the assessment population cap.

**Don Gerend moved, seconded by Bernie Talmas, to approve the Finance Committee recommendations regarding dues/membership assessments including:**

- **Adoption of a Board Policy stating that SCA dues would be adjusted annually by the June to June CPI-W for Seattle/Tacoma/Bremerton, with a floor of 0% and a cap of 3%**
- **Adoption of a recommendation to the Membership a dues increase in 2016 of the June to June CPI-W for Seattle/Tacoma/Bremerton of 1.1%**
- **Adoption of a recommendation regarding Sammamish dues for 2016, based on upcoming annexation, and consideration of a future Board Policy regarding adjustment of dues based on annexations**
- **Adoption of a recommendation for 2016 city dues/assessments**
- **Adoption of a Board policy that cities' dues/assessments be capped at a population of 80,000, effective as of the 2017 budget/dues cycle**

**The motion passed unanimously.**

The Board asked Dawson to continue outreach with large cities affected by the cap. The above policy on the cap was adopted provisionally, subject to the outcome of discussions with cities.

## **7. Bylaws and Board Policies**

Deanna Dawson, SCA Executive Director, walked through the drafted amendments in the SCA Bylaws and Board Policies. Dawson welcomed edits to the drafted language. President Larson inquired on the regional caucus makeup, to which Dawson replied that it is worth revisiting every few years. Don Gerend noted a correction to page 21 of the meeting material packet; under section 4.2 district representative directors should be changed to caucus representative directors.

Dawson reminded members that any bylaw amendments will be on the SCA Annual Meeting agenda for membership review and potential adoption, and the Board Policies are adopted by the Board of Directors.

**Dave Hill, moved, seconded by Nancy Backus, to approve the amendments to the SCA Bylaws and Board Policies as [attached](#), and to recommend their adoption by the full membership at the Annual Meeting.**

**The motion passed unanimously.**

**8. Solid Waste Advisory Committee (SWAC) Appointments**

Deanna Dawson, SCA Executive Director, reported that the PIC Nominating Committee met and made a recommendation to the PIC regarding the two seats that will be vacated at the end of 2015. The PIC has made a recommendation to the Board of Directors. The members currently appointed to the SWAC have decided not to seek reelection on their city councils and therefore will vacate their seats on December 31, 2015. The new appointees will fill the unexpired terms effective January 1, 2016 through September 30, 2017.

**Bernie Talmas moved, seconded by Nancy Backus, to recommend for appointment Mayor David Baker, Kenmore, and Councilmember Largo Wales, Auburn, as members to the Solid Waste Advisory Committee.**

**The motion passed unanimously.**

**9. Interjurisdictional Team (IJT) Appointment (Staff Committee)**

Deanna Dawson, Executive Director, reported that a member representing the South has stepped down from the Interjurisdictional Team (IJT). Members reviewed and discussed nominees.

**Nancy Backus moved, seconded by Dave Hill, to appoint Kevin Snyder, Auburn Community Development and Public Works Director, as a member to the Interjurisdictional Team (IJT).**

**The motion passed unanimously.**

**10. PIC Chair's Report**

Bernie Talmas, Public Issues Committee (PIC) Chair, reported on the September 9, 2015 meeting of the PIC. In addition to the Solid Waste Advisory Committee (SWAC) appointment recommendation, the PIC discussed farmers market and temporary event fees and members, in general, were amenable to the public health budget process with some concerns and questions.

Chair Talmas reported that the PIC also discussed the work of the Bridges and Roads Task Force. Bob Harrison, member on the Task Force, reported that at the last meeting, there was discussion surrounding ideas that some roads could be identified as private roads, while others are regional roads that citizens from both cities and unincorporated King County use, and therefore the maintenance liability should also be shared. Chair Talmas inquired if SCA wants to bring issues forward to this task force, or continue with updates from members representing SCA members, and SCA staff. Dave Hill stated that he would like to see a representative from a small south valley city on the task force. Don Gerend stated that at PSRC, there have been discussions about whether there should be a greater set aside for preservation of roads.

Harrison added that the task force membership is diverse, and there are only 3 seats for cities to participate.

Chair Talmas reported on the discussion concerning Solid Waste Transfer Plan Review recalling that the PIC previously unanimously recommended to the Board that the Solid Waste Division (SWD) reanalyze the need for a transfer station to be sited in northeast King County. Chair Talmas mentioned that there is some desire to start the process to site the northeast transfer station. Dawson added that the Metropolitan Solid Waste Management Advisory Committee (MSWMAC) is not planning to take a position on this issue. Chair Talmas reported that since cities are not in agreement, this issue will be dealt with during the 2017 solid waste comprehensive plan update.

Chair Talmas reported that the Regional Policy Committee (RPC) received a presentation concerning E911 oversight at its September 9, 2015 meeting, and the PIC was given an update on the issue. Dawson reported that the SCA members to the RPC submitted a revised proposed ordinance. Dawson stated that this issue will come back to the RPC at the October meeting.

Chair Talmas concluded his report by stating that Executive Constantine is still encouraging support for the Best Starts for Kids levy.

#### **11. City Manager's Report**

Bob Harrison gave a report on the September 2, 2015 City Managers and Administrators meeting, where the group met the new director of the Association of Washington Cities (AWC), and discussed AWC's legislative agenda for the state legislature. Harrison reported that International City/County Management Association (ICMA) is hosting its annual conference in Seattle at the end of September.

#### **12. Update on Board Retreat Items**

Dawson reminded members to provide their responses to help identify board member relationships and opportunities for new relationships. Dawson also mentioned that some of the action items on the retreat summary have been deferred until 2016.

#### **13. Upcoming Events**

- a. Public Issues Committee – October 14, 2015 – 7:00 PM – Renton City Hall
- b. SCA Board Meeting – October 21, 2015 – 10:00 AM – Kenmore
- c. SCA Networking Dinner – October 28, 2015 – 5:30 PM – Renton Pavilion Event Center

#### **14. For the good of the order**

Bob Harrison inquired on the affordable housing requirements of new residential development of other members' cities. Mayor Talmas noted that Woodinville regulations do not require affordable housing, and that developers have been unwilling to provide affordable units on their own, in order to maximize profits. Councilmember Gerend noted that in Sammamish they require that 10% of all units in multifamily development be affordable. Nancy Backus reported that in Auburn, a council study session is being arranged to review all definitions and terms relating to this topic so that both councilmembers and community members have a better understanding of the issue.

Bernie Talmas followed up on his earlier comments about the meeting with Mayor Murray and discussions on homelessness, noting that this is a large issue in Seattle.

**15. Adjourn**

The meeting was adjourned at 12:02 PM.

| ~~Adopted by the SCA Membership November 14, 2012~~DRAFT for Board consideration 9/16/2015

SCA

BYLAWS

OF

SOUND CITIES ASSOCIATION

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**Comment [DD1]:** Table of Contents will be amended to be consistent with changes adopted by Board on 9/16/2015. Staff has not attempted to update the Table of Contents at this time.

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APPENDIX I Updated annually

## **ARTICLE 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 150,000 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 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.

**3.1.2 Regional Associate Membership** 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 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 150,000. 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 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 VOTING RIGHTS.**

**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 ~~the corporation's~~ SCA's Executive Director written notification of such designation no less than ~~one week~~ 48 hours 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 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 ~~in November of each year or such other 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. ~~If the annual meeting is not held in the month designated, the Board shall cause the meeting to be held as soon thereafter as may be convenient.~~ The Board shall arrange for the program of all annual meetings and all other meetings as it determines.

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

**3.7 PLACE OF MEETINGS.** 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 at the annual membership meeting.

**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 MEETINGS BY TELEPHONE.** In the case of an emergency meeting, members of the corporation may participate in a meeting of members by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a 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) district 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. ~~District-Caucus~~ Representative Directors** The ten (10) ~~district-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. This position shall be a voting position.

#### **4.4. ELECTION OF DIRECTORS.**

**4.4.1. ~~District-Caucus~~ Representative Directors** shall be elected for staggered two year terms. All ~~District-Caucus~~ representatives will be elected for two-year terms. The Caucuses shall elect Directors prior to December 31st each year at a caucus meeting, ~~or by teleconference if attempts to meet in person are unsuccessful.~~

##### **4.4.1(a) Voting Procedures for Election of Caucus Representative Directors**

Each member city, prior to the caucus meeting wherein election of caucus representative director(s) is to occur, shall designate one delegate who shall be a duly elected official of such member city, to represent 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 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.

The election shall be conducted by a secret written ballot by those delegates present and qualified to vote. No proxy votes shall be allowed.

All candidates who provide written notice of their candidacy to the SCA Executive Director no less than 48 hours prior to the caucus meeting shall have their names printed on a written 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.

Ballots shall be collected and votes tallied by SCA staff.

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 written ballot and allow for election by acclamation if there is no objection.

**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.

**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.

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

- 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.
- 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.
  - In the event of a scenario under this subheading wherein 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.
  - In the event of a scenario under this subheading wherein there is a tie for second or third place, a runoff election shall be held between those candidates.
- 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 seat(s) shall continue with the remaining candidate(s).
- 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.

▲ **Election for a short term:**

In the event that one or more of the seats to be filled is a short term caused by a midterm resignation of a caucus representative director, the candidate(s) elected with the lowest number of votes shall be elected to the short term, while the candidate(s) receiving the higher vote total shall be elected to fill the full term vacancy or vacancies.

▲ **Failure to obtain a quorum:**

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

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PIC meeting, the caucus seat shall remain vacant until attempts to schedule a caucus meeting with a quorum are successful.

**4.4.2. Chair of Public Issues Committee** The chair of the Public Issues Committee shall be elected by the committee by December 31st of each year and shall serve a term of one year.

**4.4.3. City Manager/Administrator Member** shall be a member representative of the King County City Managers and Administrators Group. This director shall be appointed by the group at the first King County City Managers and Administrators Group meeting of the year and shall serve a term of one year.

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**4.5. TERM OF OFFICE.** Unless a director dies, resigns, is removed, or is no longer qualified to serve as a director, he or she shall hold office until the expiration of the term. A director may serve three (3) consecutive terms. If a director is chosen to fill less than fifty percent of an unexpired term, the director is eligible to serve three (3) full terms. At the end of their term of office, a director is ineligible to serve on the Board for a minimum of one (1) year.

~~**4.6. ANNUAL MEETING.** The annual meeting of the Board shall be held in January of each year for the purpose of electing the President, Vice President, Treasurer, and Member at Large of the Executive Committee, and transacting such business as may properly come before the meeting.~~

**Comment [DD2]:** The only relevant portion of this section seems to be the reference to election of officers, which is covered in 5.2. Having a reference here to "annual meeting" as well as to the provision above to annual meeting is confusing and unnecessary.

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

**4.8. SPECIAL MEETINGS.** 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.

**4.9. MEETINGS BY TELEPHONE.** In the event of an emergency situation or a meeting of anticipated short length, directors or any committee designated by the Board may participate in and hold a meeting of the Board or committee by means of conference telephone or similar communications equipment provided all persons participating in the meeting can hear or communicate with each other. 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.

**4.10. PLACE OF MEETINGS.** All meetings shall be held at a location within King County, Washington designated by the Board, by any person entitled to call a meeting or by waiver of notice signed by at least nine directors.

**4.11. 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 five (5) days before the meeting. Notices in writing may be delivered or mailed to the director at his or her 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.

**4.12. 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.

**4.13. 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.

**4.14. 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.

**4.15. 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 his or her term at any meeting of the Board.

**4.16. VACANCIES.** Any vacancy occurring in the membership of the Board shall be filled as described above. In the case of a caucus representative director, a meeting of the caucus shall be called to hold an election pursuant to 4.4.1(a). as voted upon by the members of the SCA caucus responsible for the appointment in person or via teleconference.

**4.17. BOARD COMMITTEES.**

**4.17.1. 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.

**4.17.2. 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.

**4.17.3. 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.

**4.17.4. 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.

**4.17.5. Executive Committee** There shall be an Executive Committee of the Board, composed of the President, Vice President, Immediate Past President, Treasurer, and Director-at-large. The Executive Committee shall be authorized to exercise such powers as may be delegated to it by the Board ~~and shall annually submit a budget to the Board.~~

**Comment [DD3]:** Finance committee now makes recommendation on budget.

**4.17.6. 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 ~~Executive Committee of the Board.~~

**4.17.7. 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 by conference call.

**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.

**Comment [DD4]:** Note that Executive Committee recommends addressing perceived issues with this provision through education and training of PIC members at this time, rather than a bylaw amendment.

Issues shall be sent to the SCA Executive Director by any committee member or SCA delegation to any regional or county board, committee or task force to be placed on the agenda. Issues will be heard at one regularly scheduled meeting for discussion and may return no sooner than the next regularly scheduled meeting for action. Resources for the development of the issue will be provided by the interested cities. 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 by 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 by the Chair of the Public Issues Committee in October to recommend appointments to the committee. Members shall serve for a period of one year.

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.

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, s/he 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.

**4.17.8. Board Nominating Committee** There shall be a Nominating Committee of the Board appointed by the President no later than November 15<sup>th</sup> 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: (a) at least one elected official of the Board of Directors for each of the offices of President, Vice President, and Treasurer of the corporation, respectively and (b) at one elected official of the Board of Directors for the Director-at large position on the Executive Committee.

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 he/she is being nominated.

**4.18. 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 AND EXECUTIVE DIRECTOR**

**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, his or her 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 his or her 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, he or she 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 or the Executive Director 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 to him or her by the Board from time to time.

**5.7. VICE PRESIDENT.** In the event the President vacates his/her 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 to him or her 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; EXECUTIVE DIRECTOR.** There shall be an Executive Director who shall be selected and appointed by the Board and who shall also be elected by the Board to act as Secretary of the corporation. Such Executive Director shall manage the business of the corporation and principal office of the corporation, supervise all staff and contract employees, and attend all correspondence. The Executive Director shall submit an annual report and financial statement at each annual membership meeting, showing all receipts and expenditures of the corporation for the previous year. The Executive Director shall submit an annual budget to the ~~Executive Committee~~ Finance Committee for the coming fiscal year.

The Executive Director as Secretary shall: (a) keep the minutes of the meetings of the members and the Board, and minutes which may be maintained by committees of the Board; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records of the corporation; (d) keep records of the post office address and class, if applicable, of each member and director and of the name and post office address of each officer; (e) sign contracts or other instruments; and (f) in general, 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 his or her 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, 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 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 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 on Parliamentary Procedure, newly revised, so far as applicable when not inconsistent with these Bylaws, the Articles of Incorporation or any resolution of 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 quorum present.

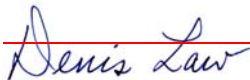
## **ARTICLE 9. DISSOLUTION**

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 14, 2012.~~

A handwritten signature in blue ink that reads "Denis Law". The signature is written in a cursive style and is positioned above a horizontal red line.

**Denis Law, President**

**Appendix I.**

The caucuses shall be comprised as follows:

<b>NORTH CAUCUS</b>	<b>SOUTH CAUCUS</b>	<b>SNOQUALMIE VALLEY CAUCUS</b>
Village of Beaux Arts	City of Auburn	City of Carnation
City of Bothell	City of Burien	City of Duvall
City of Clyde Hill	City of Covington	City of North Bend
Town of Hunts Point	City of Des Moines	City of Skykomish
City of Issaquah	City of Federal Way	City of Snoqualmie
City of Kenmore	City of Kent	<b>Total 2015 Population 28,640</b> <del>2013 Population—26,060</del>
City of Kirkland	City of Maple Valley	
City of Lake Forest Park	City of Normandy Park	<b>SOUTH VALLEY CAUCUS</b>
<del>City of Medina</del>	City of Renton	City of Algona
City of Mercer Island	City of SeaTac	City of Black Diamond
City of Newcastle	City of Tukwila	City of Enumclaw
City of Redmond	<b>Total 2015 Population</b> <b>553,580</b> <del>Total 2013 Population</del> <del>532,030</del>	City of Milton
City of Sammamish		City of Pacific
City of Shoreline		<b>Total Population 26,225</b> <del>Total 2013 Population—25,640</del>
City of Woodinville		Figures updated <del>11/3/2012</del> .
<b>Total 2015 Population</b> <b>392,655</b> <del>Total 2013 Population</del> <del>367,400</del>		All caucuses subject to payment of <del>2013</del> <b>2015</b> dues as approved.



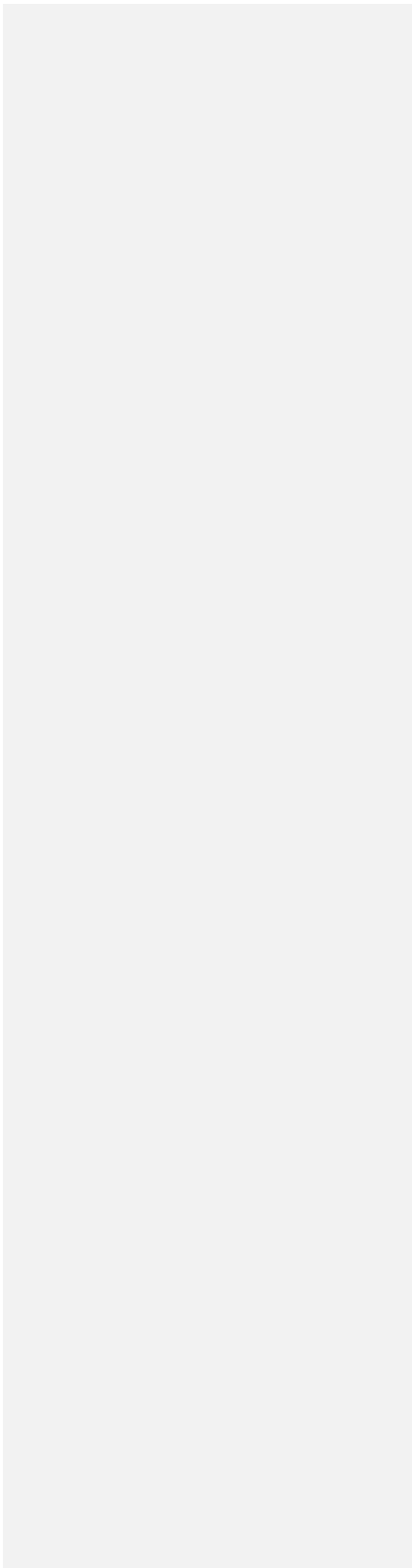
## **Sound Cities Association**

# **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**

**By the SCA Board of Directors**



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Job Descriptions

**APPENDIX B**

Records Retention Policy, Public Records Policy,  
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## **100 GENERAL POLICIES**

### **101 VISION, VALUES AND MISSION STATEMENTS**

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

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

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

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

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

### **102 STATEMENT OF PURPOSE**

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

(Bylaws 11-17-04)

### **103 LOGO, STATIONARY, AND FAX SHEET USE**

All use of the SCA logo, stationary and fax cover sheets will remain under the control of the Sound Cities Association.

(10-16-96)

### **104 SCA BOARD AND COMMITTEE MEETINGS – MANNER OF ACTING**

#### 104.1 SCA Meeting Ground Rules/Protocol/Group Guiding Principles

During SCA Meetings:

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

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

(10-14-2009)

#### 104.3 Alternate SCA Meeting Styles

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

(3-28-2007)

## **105 RECORDS**

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

## **200 FINANCE**

### **201 FINANCIAL POLICIES**

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

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

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

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

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

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

201.7 Reserve policies

a) The association should maintain a minimum reserve of six months operating expenses at all times based on the annual operating budget. (3/15/95, 4-15-09)

b) The association should maintain an Equipment Replacement reserve of a minimum of \$6,000 to fund unbudgeted capital expenditures. (Board 9/27/2006, 3/21/2012)

c) The association should maintain a Contract Liability Reserve to fund the liabilities of all SCA employment contracts. (Board 9/27/2006)

d) The association may apply unallocated operating reserves to the budget for the following year. (4-15-09, Board 10/20/10)

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

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

201.10 The Executive Director has the authority to write off uncollectible debts in amounts up to and including \$500. Any debts larger than \$500 must be authorized for write off by the Board of Directors. A debt shall not be deemed "uncollectable" until it is overdue by a minimum of 120 days. (Board 4/15/2009, 3/21/2012)

### **202 AUTHORIZED SIGNATURES**

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

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

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

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

### **203 ACCOUNTING SYSTEM**

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

### **204 TAX REPORT**

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

### **205 CREDIT CARDS**

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

Comment [DD1]: Updated this year

### **206 AUDIT**

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

### **207 INVESTMENTS**

#### **207.1 Investment Policies**

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

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

## **208 BUDGET POLICY**

### **208.1 Budget Adoption Procedure**

1. The executive director shall submit an annual budget to the ~~Executive Finance~~ Committee for the coming fiscal year. (Bylaws 11-17-2004)
2. The ~~Executive 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)

Comment [DD2]: Update

Comment [DD3]: Update

### **208.2 Budget Adherence**

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

## **300 OFFICE/PERSONNEL MANAGEMENT**

### **301 OFFICE LEASE**

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

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

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

### **302 AUTOMOBILE/TRAVEL REIMBURSEMENT**

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

### **303 EMPLOYEE BENEFITS**

#### **303.1 Education**

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

#### **303.2 Retirement**

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

#### **303.3 Personnel Policies**

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

### **304 EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY**

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

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

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

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

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

## **400 DUES AND FEES**

### **401 REVENUE**

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

### **402 MEMBER DUES**

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

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

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

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

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

## **500 MEMBERSHIP**

### **501 CLASSES OF MEMBERS**

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

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

Benefits of SCA Regional Affiliate Membership:

1. Provide input to the SCA Public Issues Committee on regional policy issues
  2. Meet with the SCA Caucuses at PSRC
  3. Attend meetings of the SCA Board of Directors
  4. Attend SCA committee meetings
  5. Attend and participate on SCA work groups
  6. Listing on the SCA web site
- (Board 5-17-2006)

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

Benefits of SCA Associate Membership:

1. Participation in SCA conferences and workshops
  2. Invitations to serve as panelists/resource people
  3. Opportunity to display banner at SCA Annual Conference
  4. Sponsorship of events at annual conference and other major events at a preferred membership rate
  5. Identification in the annual conference program
  6. Listing on the SCA web site
- (Board 5-17-2006)

### **502 MEMBER EMERITUS**

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

- a) The individual must be retiring from his/her elected position with an SCA member city.
- b) The individual must have provided distinguished service on behalf of member cities in King County.
- c) The individual must have served as an elected official of a member city for a minimum of 8 years.

- d) The individual must have actively participated in SCA as evidenced by service on the SCA Board or an SCA committee or task force for a minimum of 2 years. (7-28-2005)

## **600 BOARD AND COMMITTEE STRUCTURE**

### **601 BOARD**

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

#### **601.1 Board Operating Procedures**

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

(Bylaws 11-17-04)

#### **601.2 Conflict of Interest**

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

### **602 COMMITTEES**

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

(Bylaws 11-17-04)

#### **602.1 Membership**

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

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

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

#### 602.2 Committee Operating Procedures

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

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

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

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

#### **603 VOLUNTEER JOB DESCRIPTIONS**

(See attached Appendix A)

(1-26-2005)

#### **604 EXECUTIVE SESSION**

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

### **700 APPOINTMENTS TO REGIONAL COMMITTEES AND BOARDS**

#### **701 APPOINTMENT POLICY**

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

##### 701.1 Exercise of SCA Appointment Authority

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



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

#### 701.2. Identification of Appointees

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

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

vacancies occurring after August 1st shall be filled at the discretion of the Board of Directors.

(7/19/2006)

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

#### 701.3 Roles and Responsibilities of Appointees

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

#### 701.4. ANNUAL PREPARATION FOR APPOINTMENTS PROCESS

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

will provide for dissemination or communication of the annual review to member cities and regional governments. (Board 10/29/99, 7/28/05, 9/19/07)

701.5 SCA Caucuses – Manner of Acting

a. Caucus Chair Responsibilities

- Determine if caucus meeting is needed
- Set SCA Caucus meeting agenda with the assistance of lead staff
- Have identified technical staff to provide technical briefing, as necessary
- Attend and chair SCA Caucus meeting.
- Confirm attendance of an SCA Caucus alternate in case of an absence
- Absent an SCA position, poll Caucus and develop a majority position of those present or available prior to regional forum meeting. Absent a majority position, ask for a delay in action. (9/19/2007)
- Attend regional forum meetings
- Seventy-five percent attendance at both caucus and regional committee meetings is expected
- Serve as liaison to SCA Public Issues Committee; communicate SCA Board positions on issues
- Brief Public Issues Committee and solicit ideas and discussion when appropriate
- Present agreed-to motions to regional forum or designate this responsibility to other Caucus member
- Coordinate political and policy issues with other regional forum members from Seattle and King County as appropriate
- After an SCA appointee misses 30% of the caucus and/or committee meetings SCA shall inquire about the intent of the appointee to fulfill his/her responsibilities. At 50% absence, the Board of Directors may ask for the resignation of the appointee (7/22/09)
- Make every attempt to generate a caucus recommendation to SCA for the development of a timely position statement (10/20/10)

b. Caucus Member/Alternate Responsibilities

- Represent SCA Board position on issues
- Review material in advance of meetings; participate in discussion and help develop Caucus consensus
- Attend Caucus meetings and briefings.
- Attend regional committee meetings
- Seventy-five percent attendance at both caucus and regional committee meeting is expected
- Alternates participate as members in all activities except voting (7/28/2005)
- Absent an SCA position, the caucus chair shall poll Caucus and develop a majority position of those present or available prior to regional forum meeting. Absent a majority position, the caucus chair shall ask for a delay in action. Absent a delay in action, delegates represent their perception of the position of the membership. In the event of the latter, SCA appointees may not further lobby their individual position as a representative of SCA. Absent an SCA position or consensus by the caucus, appointees may lobby as a representative of their city unless the issue has been identified as a divisive issue by the SCA Board of Directors. If the issue is a divisive issue the appointees shall abstain from voting. (10/20/10)
- After an SCA appointee misses 30% of the caucus and/or committee meetings SCA shall inquire about the intent of the appointee to fulfill his/her responsibilities. At 50% absence, the Board of Directors may ask for the resignation of the appointee. (7/22/09)

c. Caucus Staff Lead

- Caucus staff will be appointed by the Executive Director when possible and appropriate. (6/16/2010)
- Caucus staff should represent balanced geographic distribution



- arrange regular communication with the group of cities represented on matters coming before the RPEC, through electronic written reports or meetings;
- make themselves known to and available for consultation with elected officials serving on the Transportation Policy Board or the Executive Board of Puget Sound Regional Council, to ensure appropriate linkage among all parties representing 'other cities and towns' at the Puget Sound Regional Council. (4-1-2004)

## **800 INFORMATION/EDUCATION/COMMUNICATION**

### **801 CONFERENCE/NETWORKING DINNERS**

#### 801.1 Fees

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

#### 801.2. Reservations

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

#### 801.3 Payments – Complementary Meals

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

Comment [DD4]: Updated this year. . .

#### 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.**

## APPENDIX A



### 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**

### **1. AUTHORITY AND PURPOSE**

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

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

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

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

### **2. AGENCY DESCRIPTION**

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

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

### **3. PUBLIC RECORDS OFFICER**

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

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

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

### **4. AVAILABILITY OF PUBLIC RECORDS**

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

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

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

## **5. MAKING A REQUEST FOR PUBLIC RECORDS**

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

Public Records Officer  
Sound Cities Association  
6300 Southcenter Blvd. Suite 206  
Tukwila, WA 98188  
Phone: (206) 433-7168  
E-mail: [publicrecordsofficer@soundcities.org](mailto: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/](http://www.soundcities.org/). In order to aid timely disclosure, requests should include the following information:

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

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

## **6. PROCESSING PUBLIC RECORDS REQUESTS**

### **6.1 Response to Records Request**

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

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



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

## **6.2 Reasons for Additional Time to Respond**

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

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

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

## **6.3 Unclear Requests**

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

## **6.4 Notice to Third Parties**

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

## **6.5 Records Exempt From Disclosure**

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

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

## **6.6 Providing Electronic Records**

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

## **6.7 Customized Access to Databases**

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

## **6.8 Inspection of Records**

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

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

## **6.9 Protection of Records**

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

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

## **6.10 Large Requests - Providing Records in Installments**

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

such notification to arrange for the review of the first installment or any subsequent installment, SCA may deem the request abandoned and stop fulfilling the remainder of the request.

#### **6.11 Completion of Inspection**

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

#### **6.12 Later Discovered Documents**

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

### **7. EXEMPTIONS**

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

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

### **8. COSTS OF PROVIDING COPIES OF PUBLIC RECORDS**

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

#### **8.1 Reproduction Costs**

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

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

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

## **8.2 Payment**

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

## **9. RECORDS PRESERVATION**

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

## **10. PUBLIC RECORDS INDEX**

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

## **11. REVIEW OF PUBLIC RECORDS REQUEST DENIALS**

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

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

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

## **12. DISCLAIMER OF LIABILITY**

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

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

**Appendix A**  
**Exemption and Prohibition Statutes Pertaining to SCA Public Records**

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

**Washington State Statutes**

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

**Federal Statutes**

42 U.S.C. § 405(c)(2)(vii)(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