

Seattle Ethics and Elections Commission Policy and Administration Records, 1969-2004

Overview of the Collection

Creator	Seattle (Wash.) Ethics And Elections Commission
Title	Seattle Ethics and Elections Commission Policy and Administration Records
Dates	1969-2004 (inclusive) 1969 2004 1992-2001 (bulk) 1992 2001
Quantity	10.0 cubic feet, (25 boxes)
Collection Number	2201-02
Summary	Records relating to policy development and administration of the Ethics and Elections Commission.
Repository	Seattle Municipal Archives Seattle Municipal Archives Office of the City Clerk City of Seattle PO Box 94728 98124-4728 Seattle, WA Telephone: 206-233-7807 Fax: 206-386-9025 archives@seattle.gov
Access Restrictions	Records are open to the public.
Languages	English
Sponsor	Funding for processing this record series was provided through a grant from the National Historical Publications and Records Commission.

Historical Note

The Board of Ethics was established in 1971 to promote ethical behavior by City officials and employees, to provide advisory opinions regarding conflicts of interest, and to conduct hearings regarding violations of the Code of Ethics. The Code of Ethics sets standards of conduct for City officials and employees in carrying out City business. The members of the Board of Ethics also served as the Fair Campaign Practices Commission, which heard cases of campaign violations, although the two entities maintained separate offices and staff. In 1991 the two entities were consolidated into the independent Seattle Ethics and Elections Commission. The Commission enforces campaign practices legislation, including financial disclosure requirements, and develops and enforces ethical standards for city officials and employees.

Content Description

Correspondence, memoranda, reports, draft legislation, and rules related to the development and administration of the Ethics and Elections Commission and its predecessors, as well as material relating to campaign finance reform and development of the Fair Campaign Practices ordinance. Records reflect the histories and activities of the Board of Ethics and the Office of Elections Administration and their subsequent merger into the current office. Extensive files chart the development and changes to the enabling ordinances for the regulatory functions related to the Code of Ethics and campaign financing. Includes sample laws from other jurisdictions, comparison of proposed rules to state law, and analysis of the effect the proposed law would have had on recent elections.

Use of the Collection

Preferred Citation

[Item and date], Seattle Ethics and Elections Commission Policy and Administration Records, Record Series 2201-02. Box [number], Folder [number]. Seattle Municipal Archives.

Administrative Information

Arrangement

Records are arranged into three subseries: Fair Campaign Practices Commission, Board of Ethics, and Ethics and Elections Commission. The first two subseries are arranged alphabetically. The third subseries is arranged chronologically by year and alphabetically within each year. The first section combines a range of years, and the subsequent ranges contain a single year.

Detailed Description of the Collection

The following section contains a detailed listing of the materials in the collection.

I. Fair Campaign Practices Commission

Container(s)	Description	Dates
Box/Folder		
1/1	An Analysis of Campaign Contributions in Closely Contested Seattle City Campaigns, 1975-1983	1984
1/2	Campaign Donation Controversy. Donald Horowitz	1978
1/3	Campaign Finance Ordinance. History (Vol. 1)	1973-1975

Container(s)	Description	Dates
1/4	Campaign Finance Ordinance. History (Vol. 2)	1976
1/5	Campaign Finance Ordinance. History (Vol. 2)	1976
1/6	Campaign Finance Ordinance. History (Vol. 3)	1977
1/7	Campaign Finance Ordinance. History (Vol. 4)	1977
1/8	Campaign Finance Ordinance. History (Vol. 5.1)	1978
1/9	Campaign Finance Ordinance. History (Vol. 5.2)	1979
1/10	Campaign Finance Ordinance. History (Vol. 6)	1980-1982
1/11	Campaign Finance Ordinance. History (Vol. 7)	1983-1991
1/12	Campaign Finance Ordinance 106653 as Amended	1984
1/13	Campaign Finance Ordinance. Recommended Changes re SMC 2.04	1990
1/14	Campaign Finance Reporting. Political Campaign Reports. Instruction Manual	1972
1/15	Campaign Finance, Reporting, Advertising Rules	1991
2/1	Candidate Packet Materials	1991
2/2	Candidate Reporting Guidelines	1975-1977
2/3	Candidate Roster	1991
2/4	City Council Committee on Campaign Financing. Public Hearing	1978
2/5	Compliance Audit with Elections Law	1991
2/6	Education Issues. Political Office Funds	1989
2/7	Elections Administrator. Creation and Appointment	1978
2/8	Elections Administrator. Full-Time Elections Administrator Issue	1978

Container(s)	Description	Dates
2/9	Elections Administrator. Interim Administrator Appointment	1991
2/10	Elections Administrator. Reappointment	1983
2/11	Elections Administrator. Reappointment	1987
2/12	Elections General Correspondence	1978
2/13	Elections General Correspondence	1979
2/14	Elections General Correspondence	1980
2/15	Elections General Correspondence	1981-1982
2/16	Elections General Correspondence	1983
2/17	Elections General Correspondence	1984
2/18	Elections General Correspondence	1988
2/19	Elections Rules and Regulations	1977
2/20	Elections Rules and Regulations	1978-1983
2/21	Elections Rules and Regulations	1980-1981
2/22	Elections Rules and Regulations	1984
3/1	Elections Rules and Regulations	1984-1989
3/2	Elections Rules and Regulations	1991
3/3	Elections Rules and Regulations. Proposed Changes to Administrative Rules	1979
3/4	Elections Rules and Regulations. Administrative Rules for Ordinances 106653 and 107772	1979
3/5	An Evaluation of the Campaign Financing Provisions of Ordinance 106653 for the Purposes of Determining if the Council's Stated Objectives for that Legislation have been Met	1982

Container(s)	Description	Dates
3/6	How the Municipal League Rates Candidates	1981
3/7	History of Election Laws	1972-1974
3/8	The Initiative Process	1986
3/9	Matching Funds	1991-1992
3/10	Matching Funds History. Check-Off Program	1983-1984
3/11	Matching Funds History. Check-Off Program	1985
3/12	Matching Funds History. Check-Off Program	1986-1991
3/13	Ordinance 100241 History. Political Committees	1972-1976
3/14	Political Signs Ordinance History	1977-1984
3/15	Public Disclosure Commission. Rules and Regulations	1974-1975
3/16	Public Financing	1990
3/17	Public Meeting. Public Disclosure Commission and Fair Campaign Practices Commission re Initiative 276 and Ordinance 100241	1975

II. Board of Ethics

Container(s)	Description	Dates
Box/Folder		
3/18	Adoption of administrative rules	1990
3/19	Board of Ethics Fair Campaign Practices Commission: Chairmanship nominees	1978
3/20	Board of Ethics Fair Campaign Practices Commission: General	1977-1989
3/21	Board of Ethics Fair Campaign Practices Commission: Members - Theodore L. Choi	1978-1984

Container(s)	Description	Dates
3/22	Board of Ethics Fair Campaign Practices Commission: Members - Walter W. Fleury	1974-1976
4/1	Board of Ethics Fair Campaign Practices Commission: Members - Judith Hine	1979-1983
4/2	Board of Ethics Fair Campaign Practices Commission: Members - Donald J. Horowitz	1978
4/3	Board of Ethics Fair Campaign Practices Commission: Members - Dennis E. Kenny	1978
4/4	Board of Ethics Fair Campaign Practices Commission: Resignations	1975-1976
4/5	Board of Ethics Manual	1989
4/6	Campaign disclosure	1990-1991
4/7	Code of Ethics Brochure	1981-1991
4/8	Code of Ethics Citizen's Guide	1981-1983
4/9	Code of Ethics development file	1969-1976
4/10	Education and Training Guidelines	1991
4/11	Employee Activity re Charities and Serving on Boards	1976-1990
4/12	Ethics General Correspondence	1973-1974
4/13	Ethics General Correspondence	1978-1983
5/1	Ethics General Correspondence	1984
5/2	Ethics General Correspondence	1988
5/3	Ethics General Correspondence: Seattle Arts Commission	1988
5/4	Ethics Rules and Regulations	1977
5/5	Ethics Rules and Regulations	1981

Container(s)	Description	Dates
5/6	Ethics Rules and Regulations	1983
5/7	Ethics Rules and Regulations	1984
5/8	Ethics Rules and Regulations	1985
5/9	Ethics Rules and Regulations	1990
5/10	Ethics Rules and Regulations: Amendments	1982-1983
5/11	Ethics Rules and Regulations: Proposed Changes	1989-1990
5/12	Ethics Rules and Regulations: Statements of Economic Interests	1981
5/13	Financial statements code of ethics	1978-1991
5/14	Ordinance History. Public Hearing (July 16) and Transcript, Conflict of Interest Rules	1974
5/15	Ordinance 100435 History. Part-Time Consultants. Section 9, Board / Commission Revisions	1971-1972
5/16	Ordinance 100435 History	1971-1972
5/17	Ordinance 100435 History. Section 7, Conflict of Interest	1974-1976
5/18	Ordinance 100435 History. Sections 7-9 Amendments	1975
5/19	Ordinance 100435 History. Conflict of Interest	1975-1976
5/20	Ordinance 100435 History. Section 8, Financial Statement Forms	1976-1979
5/21	Ordinance 100435 History. Ethics Material Research. Conflict of Interest	1977
6/1	Ordinance 100435 History. Code of Ethics Revision	1977
6/2	Ordinance 100435 History. Non-Salaried Financial Statement Forms	1977-1978
6/3	Ordinance Amendments History	1977-1983

Container(s)	Description	Dates
6/4	Ordinance Revision History. Private Use / Public Interest	1978-1984
6/5	Ordinance 108882 History. Code of Ethics Revision	1978
6/6	Ordinance 108882 History. Code of Ethics Revision	1979
6/7	Ordinance 108882 History. Code of Ethics Revision	1980-1981
6/8	Ordinance 108882 History. Amendments	1980-1981
6/9	Ordinance 108882 History. Amendments	1985-1991
6/10	Ordinance 108882 History. Amendments. Ethics Retreat	1989
6/11	Training Managers and Staff	1990-1992
6/12	Transcript of Board of Ethics and Fair Campaign Practices re Public Meetings	1975
6/13	Whistleblower Ordinance	1991

III. Ethics and Elections Commission

Container(s)	Description	Dates
Box/Folder		
7/1	Advisory opinions, dismissals and agreements involving use of facilities	1992-1994
7/2	Board role and relationship with Mayor's Office	1989
7/3	Board rosters	1977-1990
7/4	Campaign correspondence	1995-1996
7/5	Campaign documents	1997
7/6	Campaign issues	1995
7/7	Campaign reform - other jurisdictions	1993-1995

Container(s)	Description	Dates
7/8	Campaign year issue	1992
7/9	Candidate and public office information - King County records	1990-1992
7/10	Candidate materials provided by the Seattle Ethics and Elections Commission	1992-1993
7/11	Candidate workshops	1993
7/12	Civil Service Commission election rules issues	1993
7/13	Commission information	1994-1997
7/14	Compliance audit with election laws	1992
7/15	Correspondence - miscellaneous	1993-1995
7/16	Election code administrative rules	1995
7/17	Elections materials	1994-1995
7/18	Employee activity re: charities and serving on boards	1992
7/19	Freedom Socialist Party financial disclosure advisory opinion	1992
7/20	General background information	1976-1978
7/21	Hearing procedures and requirements	1992
7/22	Interoffice memoranda	1983-1991
7/23	Investigator cutback	1995
7/24	Joint meeting of Seattle Ethics and Elections Commission and Public Disclosure Commission	1993
8/1	King County advisory opinions	1993
8/2	Library bond levy	1994
8/3	Lobby disclosure, volume 2	1996

Container(s)	Description	Dates
8/4	Lobby disclosure, volume 2	1997
8/5	Lobby disclosure, volume 2	1997
8/6	Money and Politics	1996
8/7	News release	1995-1996
8/8	Office of Management and Budget memoranda	1991-1996
8/9	Ordinance history - proposed changes	1992
8/10	Ordinance history - reorganization and establishment	1991
8/11	Ordinance history - revisions	1992
8/12	Political activity by employees	1992-1997
8/13	Political Committee guide	1996
8/14	Proposed elections rules revisions	1997
8/15	Proposed research topics in campaign finance data	1992
8/16	Public Development Authority - general	1994
9/1	Public Development Authority - survey	1994
9/2	Public Development Authority - survey	1994
9/3	Regulation of public office funds	1992-1993
9/4	Request of Public Disclosure Commission	1996
9/5	Retreat	1992
9/6	Rules and regulations	1992
9/7	Sanction - Regena Bell	1996
9/8	Sanction - Alfred Lee Johnson	1996

Container(s)	Description	Dates
9/9	Seattle Arts Commission - policy on site visits for grant applicants	1992
9/10	Seattle Housing Authority	1992
9/11	Seattle Human Rights Commission	1997
9/12	Short Cressman and Burgess	1996
9/13	Sign code	1993-1995
9/14	Sign code activity	1993
9/15	Washington State Bar Association Public Relations Committee	1995-1996
9/16	Whistleblower code revisions	1992-1994
10/1	Whistleblower law - transfer of authority to receive complaints to Seattle Ethics and Elections Commission	1992-1993
10/2	Whistleblower law issues - Kiefer request	1993
10/3	Advisory Committee guidelines	1995-1998
10/4	Budget information	1996-1998
10/5	Chronological file	1998
10/6	City elections law - state and charter	1998
10/7	City legislation	1998
10/8	Correspondence - miscellaneous	1998
10/9	Correspondence - miscellaneous	1998
10/10	Correspondence - personnel	1998
10/11	Council on Governmental Ethics Laws - conference file	1997-1998
10/12	Council on Governmental Ethics Laws - planning	1998

Container(s)	Description	Dates
10/13	Department head memoranda	1997-1998
10/14	Department head memoranda	1998
11/1	Disclosure	1997-1998
11/2	Housing and Urban Development investigation	1998
11/3	International ethics conference	1997-1998
11/4	Leadership Tomorrow	1998
11/5	Legislative session	1997-1998
11/6	March 10 Council business meeting re: lobbying	1996-1998
11/7	Non profit organizations community issues	1998
11/8	Primary purpose rule	1996-1998
11/9	Public Disclosure Commission correspondence	1997-1998
11/10	Rules review	1998
11/11	Rules review	1998
11/12	Seattle Ethics and Elections Commission election information	1998
11/13	Small department meeting	1998
11/14	Soft money study	1998
11/15	Special election - 1998	1997
11/16	Voters' pamphlet rules	1997-1998
12/1	Annotated index of advisory opinions by subject, 1974 to December 1999	1999
12/2	Application for continuing legal education and continuing professional education audits	1999

Container(s)	Description	Dates
12/3	Boards and commissions new appointments	1999
12/4	Boards and commissions new appointments	1999
12/5	Chronological file	1999
12/6	Chronological file	1999
12/7	Chronological file	1999
12/8	Chronological file	1999
12/9	Chronological file	1999
12/10	Chronological file	1999
12/11	Citizens' Telecommunications and Technology Advisory Board meeting	1999
13/1	Correspondence	1998-1999
13/2	Correspondence	1999
13/3	Council on Governmental Ethics Laws - general	1999
13/4	Council on Governmental Ethics Laws - general	1998-1999
13/5	Council on Governmental Ethics Laws - general	1998-1999
13/6	Council on Governmental Ethics Laws - general	1998-1999
13/7	Council on Governmental Ethics Laws - general	1998
13/8	Council on Governmental Ethics Laws - site selection survey responses	1999
14/1	Council on Governmental Ethics Laws - site selection survey responses	1999
14/2	Council on Governmental Ethics Laws - technology	1999
14/3	Council on Governmental Ethics Laws - technology	1999-2000

Container(s)	Description	Dates
14/4	Electronic filing	1993-1997
14/5	Electronic filing	1998-1999
14/6	End of cycle report	1999-2000
14/7	Frequently Asked Questions for Seattle Ethics and Elections Commission - draft review	1999
14/8	Frequently Asked Questions for Seattle Ethics and Elections Commission - draft review	1999
14/9	Frequently Asked Questions for Seattle Ethics and Elections Commission - other Washington cities' codes of ethics	1995-1996
14/10	German Marshall fund	1998-1999
14/11	Informal advice	1999
14/12	Internet issues	1996-1999
15/1	Legislative session	1998-1999
15/2	Legislative session	1999
15/3	Legislative session	1999
15/4	Nick Licata	1999
15/5	Mayor's issues	1999
15/6	New contracting rules	1999-2000
15/7	Public Development Authority ethics	1999
15/8	Public Development Authority ethics	1999
15/9	Public Development Authority survey responses	1999
15/10	Public Disclosure Commission correspondence	1999
15/11	Public financing	1994-1999

Container(s)	Description	Dates
15/12	Rules review	1999
15/13	Sanction - Mamie D. Hill	1999
15/14	Sanction - Michael L. Williams	1999
15/15	Union concerns	1998-1999
16/1	Voters' pamphlet rules	1996-1999
16/2	Washington Education Association case	1999
16/3	Washington State Ethics conference	1998-1999
16/4	Washington State Ethics conference	1999
16/5	Washington State Ethics conference	1999
16/6	Washington State Ethics conference evaluations	1999
16/7	World Trade Organization press releases	1999
16/8	AHA International	2000
16/9	Budget information - 2000	1999
16/10	Chronological file	2000
16/11	Chronological file	2000
16/12	Chronological file	2000
16/13	Chronological file	2000
16/14	Chronological file	2000
16/15	Chronological file	2000
17/1	Chronological file	2000
17/2	Chronological file	2000

Container(s)	Description	Dates
17/3	City Attorney	2000
17/4	Code of Campaign Conduct	2000
17/5	Correspondence - miscellaneous	1999-2000
17/6	Correspondence - miscellaneous	2000
17/7	Correspondence - miscellaneous	2000
17/8	Correspondence - personnel	2000
17/9	Council on Governmental Ethics Laws - publications	2000
17/10	Council on Governmental Ethics Laws - Steering Committee conference call	2000
17/11	Council on Governmental Ethics Laws - Technology Committee	2000
17/12	Council on Governmental Ethics Laws - Technology Committee project files	2000
17/13	Disclosure	2000
17/14	Electronic/digital signature information	2000
17/15	Ethics penalties	2000
18/1	Internet issues	1999-2000
18/2	Legislative session - 2000	1999
18/3	Legislative session - 2000	2000
18/4	Policy assistance	1995-2000
18/5	Post employment	2000
18/6	Public Development Authority survey report	2000
18/7	Retreat	1999-2000

Container(s)	Description	Dates
18/8	Washington State legislative session	2000
18/9	APEX/SAM	2000-2001
18/10	Appointment letters	2000-2001
19/1	Appointment letters	2001
19/2	Appointment letters	2001
19/3	Appointment letters	2001
19/4	Piero Bugoni	2001
19/5	Candidate Committee brochure	1999-2001
19/6	Chronological file	2001
19/7	Chronological file	2001
19/8	Chronological file	2001
19/9	Chronological file	2001
19/10	Chronological file	2001
20/1	Chronological file	2001
20/2	Chronological file	2001
20/3	Chronological file - administration	2001
20/4	Chronological file - administration	2001
20/5	Chronological file - administration	2001
20/6	City Attorney	2001
20/7	City surveys	1996-1997
20/8	City surveys	1999-2001

Container(s)	Description	Dates
20/9	Contractor research	2001
20/10	Correspondence - miscellaneous	2001
20/11	Correspondence - personnel	2001
20/12	Council appointments to Commission	2000-2001
20/13	Data collection form	2001
20/14	Elections Code rules	2001
20/15	Elections counsel	2001
20/16	Elevated Transportation Company discussion	2001
21/1	Entity contribution ban	1999-2000
21/2	Entity contribution ban	2000-2001
21/3	Friends of the Monorail	2001
21/4	General guide statements	2001
21/5	Indexing limits	2001-2002
21/6	Legal counsel survey	2000-2001
21/7	Legislature	2001
21/8	Mayor issues	1999-2001
21/9	Outside counsel	2001
21/10	Public Integrity article	1996-2000
21/11	Puget Sound Ethics Network	2001
21/12	Retreat	1997-2001
21/13	Seattle Ethics and Elections Commission organization chart	2001

Container(s)	Description	Dates
21/14	Survey	2000
21/15	Survey	2001
22/1	Survey	2001-2002
22/2	Union concerns	1999-2001
22/3	Voters' pamphlet research	1999-2001
22/4	Website assessment	2001
22/5	Accounting memoranda	2002
22/6	Appointment letters	2002
22/7	Authorized signatory responsibilities	2002
22/8	Chronological file	2002
22/9	Chronological file	2002
22/10	Chronological file	2002
22/11	Chronological file	2002
22/12	Chronological file	2002
22/13	City Auditors - audit of consultant contracts	2001-2002
22/14	Collection reports and information	2002
22/15	Contribution adjustments - cash contribution limit	2002
23/1	Correspondence - miscellaneous	2002
23/2	Correspondence - personnel	2002
23/3	Council on Governmental Ethics Laws - 2002 conference site selection	1999

Container(s)	Description	Dates
23/4	Council on Governmental Ethics Laws - 2002 conference site selection	1999-2001
23/5	Disclosures	2002
23/6	Economic Opportunity Institute	2002
23/7	Election Code revision	2002
23/8	Election Code rules revision	2000-2002
23/9	Elevated Transit Company advertisement	2002
23/10	Executive Director search	2002
23/11	Housing levy	2002
23/12	June 3 Council briefing	2002
23/13	Legal action - Ruby Dell Harris	2001-2002
23/14	Legislative session	2001-2002
23/15	National Civic League web survey	2002
23/16	New Mayor	2001-2002
23/17	Payroll/personnel information	2002
23/18	Quarterly reports	1999-2000
24/1	Quarterly reports	2000-2001
24/2	Quarterly reports	2001-2002
24/3	Tracking performance	1999-2002
24/4	Zoo employees exemption	2002
24/5	Board and Commission appointment letters	2003
24/6	Board and Commission appointment letters	2003

Container(s)	Description	Dates
24/7	Chronological file	2003
24/8	Chronological file	2003
24/9	Chronological file	2003
24/10	Chronological file	2003
24/11	Chronological file	2003
25/1	Chronological file	2003
25/2	Collection reports and information	2003
25/3	Correspondence - miscellaneous	2003
25/4	Correspondence - personnel	2003
25/5	Dispositions	2003
25/6	Election handouts	2002-2003
25/7	New appointments letters and returned forms	2003
25/8	New legislation	2003
25/9	Non-filing Boards and Commissions	2003
25/10	Video Voters Guide agreement responses	2003
25/11	Voters' pamphlet, Video Voters Guide and election code rules for review	2003
25/12	Voters' pamphlet administrative rules	2003-2004
25/13	Voters' pamphlet contract	2002-2004
25/14	Voters' pamphlet information and procedures	2002-2004

Names and Subjects

Subject Terms :

Campaign funds--Washington(State)--Seattle

Elections--Washington (State)--Seattle

Ethics--Washington (State)--Seattle

Corporate Names :

Seattle (Wash.). Board of Ethics

Seattle (Wash.). Fair Campaign Practices Commission

Seattle (Wash.) Ethics And Elections Commission

Geographical Names :

Seattle (Wash.)

Finding aid prepared by Megan O'Shea

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